



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

See herein for bid submission  
instructions/  
Voir la présente pour les

instructions sur la présentation  
d'une soumission

NA  
Alberta

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Furniture Mobilier	
<b>Solicitation No. - N° de l'invitation</b> EP922-230123/A	<b>Date</b> 2022-07-15
<b>Client Reference No. - N° de référence du client</b> DFO-EP922-230123	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-146-7276	
<b>File No. - N° de dossier</b> CAL-2-45002 (146)	<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> Mountain Daylight Saving Time MDT <b>on - le 2022-08-16</b> Heure Avancée des Rocheuses HAR	
<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> Abou Ahmad, Kassan	<b>Buyer Id - Id de l'acheteur</b> cal146
<b>Telephone No. - N° de téléphone</b> (403) 464-9492 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS 221 - 65 PIQTUQ AVE RANKIN INLET Nunavut X0C0G0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Harry Hays Building (HHB)  
Room 759, 220-4th Avenue SE  
Calgary  
Alberta  
T2G 4X3

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

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Solicitation No. - N° de l'invitation  
EP922-230123/A  
Client Ref. No. - N° de réf. du client  
EP922-230123

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-2-45002

Buyer ID - Id de l'acheteur  
cal146  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes.

### **1.2 Summary**

1.2.1 The Department of Fisheries and Oceans has a requirement for the delivery and installation of various furniture items that meet the design and functionality requirement of the workplace.

1.2.2 This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement

#### **1.2.2.1 Nunavut Directive**

This procurement is subject to the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area (the [Nunavut Directive](#)).

The Nunavut Directive has the following objectives:

- a. Increased participation by Inuit firms in business opportunities in the Nunavut Settlement Area economy;
- b. Improved capacity of Inuit firms to compete for government contracts and real property leases in the Nunavut Settlement Area; and
- c. Employment of Inuit at a representative level in the Nunavut Settlement Area workforce.

#### **1.2.2.2 Nunavut Directive: Inuit Benefits Plan (IBP)**

Bids will also be evaluated according to weighted-and-rated Inuit Benefits Criteria and Nunavut Benefits Criteria. Bidder submissions for both of these criteria are to be combined in an Inuit Benefits Plan (IBP), as described in Annex "C" (Inuit Benefits Plan), in which Bidders should detail how they will integrate the following elements in carrying out work under this requirement:

1. Inuit employment (either directly or through subcontractors);
2. Inuit ownership (Contractor and subcontractors); and
3. Location in the Nunavut Settlement Area.

The commitments contained in an IBP will form part of the resulting contract.

Implementation of the Contractor's IBP will be ensured through close monitoring and requiring, at a minimum, that each invoice be accompanied by an IBP Progress Report (See Annex "E" (IBP Progress Report)) which demonstrates that contractual obligations were fulfilled.

### **1.2.2.3 Nunavut Directive: Reporting Inuit and Nunavut Benefits – General information**

- a. Canada expects that the Contractor will, through the life of the contract, maintain and compile records as to the delivery of Inuit and Nunavut Benefits, including but not limited to the following elements:
  1. Total hours and total dollars spent on Inuit Employment
  2. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
  3. Location of Contractor and sub-contractors/suppliers in the Nunavut Settlement Area
- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of Inuit and Nunavut Benefits and make them available for audit purposes.
- c. Canada will expect that every invoice be accompanied by an IBP Progress Report, in accordance with Annex "E" (IBP Progress Report) of the Contract.
- d. If, for any reason, a bid does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting any unanticipated Inuit and Nunavut Benefits realized under the contract be provided with each invoice in accordance with paragraph c.

1.2.3 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.

### **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.

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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](#) (2022-05-12) 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: 180 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:

#### **PWGSC Western Region Bid Receiving Unit**

Bidders are strongly encouraged to submit bids electronically using the CPC Connect service application for the subject bid solicitation. The Bidder must send an email requesting to open a CPC Connect conversation to the following address:

[roreceptionSoumissions.wrbridreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbridreceiving@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.

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

Faxed bids will be accepted at 1-418-566-6167.

**Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.**

#### **2.2.1 Best Delivery Date – Bid *(to be completed by bidder)***

While delivery is requested by September 30, 2022, the best delivery that could be offered is \_\_\_\_\_.

### 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 Alberta.

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 CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid  
Section II: Inuit Benefits Plan  
Section III: Financial Bid  
Section IV: Certifications

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.

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Inuit Benefits Plan (IBP)**

As part of their IBP, Bidders should explain and demonstrate how they propose to incorporate Inuit Benefits and Nunavut Benefits in carrying out the Work.

#### **Section III: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B".

### 3.1.2 Electronic Payment of Invoices – Bid

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

If Annex “F” 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.

### 3.1.3 Exchange Rate Fluctuation

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

## Section IV: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, Inuit Benefits Plan, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and Republic Architecture will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

- (a) Bidder must be able to perform the full scope of the work described in the Annex A, “Requirement”.
- (b) Bidder must complete and meet the Compliance Matrix in Annex A, “Requirement”.

#### 4.1.2 Inuit Benefits Plan Evaluation

The IBP evaluation criteria are included in Annex D (INUIT BENEFITS PLAN EVALUATION).

#### 4.1.3 Financial Evaluation

##### 4.1.3.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

**Up to two (2) contracts will be awarded as a result of this procurement process. One (1) contract for the general furniture and one (1) contract for the chairs. If a bidder is being recommended for award of a contract for more than one table, only one contract will be awarded to this supplier for those tables.**

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The total evaluated price will be determined by:

The firm unit price (B) will be multiplied by the quantity (A) to arrive at the Extended Price (C) for each line item.

The extended price (C) for all line items will be added together to arrive at the total evaluated price.

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price-not limited to Inuit Firm Registry

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory criteria;
2. Bids not meeting the requirements specified in Section 1 will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of total IBP merit, and price. The ratio will be 35% for the total IBP merit, and 65% for price.
4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 65% as follows: lowest evaluated price / bid price multiplied by the ratio of 65%.
5. The IBP merit score for each criterion will be determined as follows: The total number of points obtained for that criterion / maximum number of points available for that criterion multiplied by the percentage ratio applicable for that criterion.
6. The total IBP merit score is the combined sum total of all individual IBP merit scores.
  - i. Inuit Employment 15%
  - ii. Inuit Ownership (Contractor and subcontractors) 15%
  - iii. Location in the Nunavut Settlement Area (NSA) 5%.
8. For each responsive bid, the total IBP merit score, and the pricing score will be added to determine its combined rating.
9. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of total IBP merit score, and pricing score will be recommended for award of a contract. In the case of a tie, the bid with the lower price will be selected.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 35/65 ratio of total IBP merit score and pricing score, respectively. In the example below, Inuit employment is weighted at 10%, Inuit Training and Skills Development is weighted at 10%, Inuit Ownership (Contractor and subcontractors) is weighted at 10%, and Location in the Nunavut Settlement Area (NSA) is 5%. Note that this is for illustrative purposes only and the values for the present solicitation may differ.

**Example: Basis of Selection - Highest Combined Rating of Total IBP Merit (35%) and Price (65%).**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		90/100	85/100	95/100
<b>Bid Evaluated Price</b>		\$16,000	\$17,000	\$20,000
<b>Inuit Benefits Plan</b>	<b>Inuit Employment Score</b>	31.75/40	32.75/40	33.75/40
	<b>Inuit Training Score</b>	5/15	10/15	15/15
	<b>Inuit Ownership Score</b>	15/40	35/40	25/40
	<b>Location in NSA Score</b>	10/10	10/10	10/10
<b>Calculations: Price</b>	<b>Pricing Score</b>	16/16 x 65 = 65	16/17 x 65 = 61.18	16/20 x 65 = 52
<b>Calculations: Total IBP Merit Score</b>	<b>Inuit Employment Merit Score</b>	31.75/40 x 10 = 7.94	32.75/40 x 10 = 8.19	33.75/40 x 10 = 8.44
	<b>Inuit Training Merit Score</b>	5/15 x 10 = 3.33	10/15 x 10 = 6.67	15/15 x 10 = 10
	<b>Inuit Ownership Merit Score</b>	15/40 x 10 = 3.75	35/40 x 10 = 8.75	25/40 x 10 = 6.25
	<b>Location in NSA Merit Score</b>	10/10 x 5 = 5	10/10 x 5 = 5	10/10 x 5 = 5
<b>Combined Rating</b>		85.02	89.79	81.69
<b>Overall Rating</b>		2nd	1st	3rd

## **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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 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 specified 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](#) website.

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 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A" and in the manner committed to in the Contractor's IBP at Annex "C" (Inuit Benefits Plan).

### 6.2 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.

#### 6.2.1 General Conditions

[2030](#) (2022-05-12), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

#### 6.2.2 Supplemental General Conditions

##### **4013 (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

apply to and form part of the Contract.

#### 6.2.3 Disclosure of Information

1. The Contractor agrees that Canada may at any time disclose the Inuit Benefits Plan (IBP) and the IBP Progress Reports to third parties, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees, and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. As the IBP and the IBP Progress Report could contain information regarding subcontractors and suppliers, the Contractor warrants that it has secured from its subcontractors and suppliers consents to such disclosure by Canada and will continue to obtain consent from additional subcontractors and suppliers throughout the period of the contract. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.
2. The Contractor undertakes not to include in the IBP or in the IBP Progress Reports any information that cannot be shared publicly or that could constitute private information under the [Privacy Act](#) (R.S.C., 1985, c. P-21) (e.g., name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.

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## 6.2.4 Implementation of the Inuit Benefits Plan

- a. The Contractor must compile records through the life of the contract as to its level of achievement in fulfilling the commitments made under the Inuit Benefits Plan (IBP), including but not limited to the following elements:
    1. Total hours and total dollars spent on Inuit Employment
    2. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
    3. Location of Contractor and sub-contractors / suppliers in the Nunavut Settlement Area
  - b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of IBP commitments and make them available for audit purposes.
  - c. The Contractor must accompany each invoice with an IBP Progress Report drafted in accordance with Annex "E" (IBP Progress Report) of the contract.
  - d. If, for any reason, the contract does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting the occurrence of any unanticipated Inuit and Nunavut benefits realized under the contract be provided with each invoice in accordance with paragraph c.
1. If requested by Canada, the Contractor must engage a third party independent professional to confirm whether the Contractor has met its contractual obligations regarding the Inuit Benefits Plan (IBP) under the Contract. The third party independent professional must be approved in advance by the Contracting Authority.
  2. If the Contractor has proposed two different third party independent professionals for this purpose, but the Contracting Authority has not approved either, or if the Contractor has not proposed a third party independent professional within 30 days of Canada's original request to engage a third party independent professional, the Contracting Authority will propose up to three third party independent professionals from which the Contractor must choose.
  3. The Contractor must submit the third party independent professional's written report to the Contracting Authority and the Contracting Authority may contact the third party independent professional directly regarding the report.
  4. If the independent professional confirms that the Contractor has met the requirements regarding activities specified in the IBP, Canada agrees to reimburse the Contractor the cost of the third party independent professional, including any applicable taxes, upon receiving a copy of the invoice paid by the Contractor.
  5. If the independent professional confirms that the Contractor **has not** met the requirements regarding activities specified in the IBP:
    - a. Canada will not reimburse the Contractor any cost of the third party independent professional;
    - b. the Contractor must, at the discretion of Canada, repay Canada in the amount found to have been paid in excess by Canada to the Contractor related to IBP activities not performed in accordance with the IBP; and
    - c. Canada may retain any amount found to have been paid in excess by Canada , including for activities not performed in accordance with the IBP, by way of deduction from any payment that may be due or payable to the Contractor.
  6. Nothing in this section limits any other remedy or action available to Canada under this contract.
  7. If at any time it becomes apparent to the Contractor that it may be unable to fulfill any of its Inuit Benefits Plan (IBP) obligations, the Contractor must inform the Contracting Authority without waiting for the submission of an IBP Progress Report to be required.

8. If requested by the Contracting Authority, the Contractor must provide a detailed explanation, within the timeframe specified by the Contracting Authority, regarding any actual or anticipated inability to fulfill any of its IBP obligations.
9. If requested by the Contracting Authority, the Contractor must propose, within the timeframe specified by the Contracting Authority, a written Corrective Action Plan to address the deviation(s). The Corrective Action Plan may involve an amendment to the IBP to provide alternative forms of benefits agreed upon by the Parties.
10. Any amendment to the IBP must be documented through a formal contract amendment, which will only be issued if the Parties agree to modify the IBP. Canada may, in its discretion, refuse to accept modifications to the IBP if, in Canada's opinion, the proposed amendments do not offer the same value of benefits.
11. Any reduction in benefits may be considered by Canada as any other failure to meet a contractual obligation.

### **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 6 months from the last install date.

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_.

#### **6.4.3 Optional Goods and/or Services**

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **6.4.4 Comprehensive Land Claims Agreements (CLCAs)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement

#### **6.4.5 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

Solicitation No. - N° de l'invitation  
EP922-230123/A  
Client Ref. No. - N° de réf. du client  
EP922-230123

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-2-45002

Buyer ID - Id de l'acheteur  
cal146  
CCC No./N° CCC - FMS No./N° VME

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kassan Abou Ahmad  
Title: Procurement officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Region  
Address: 759, 220 4<sup>th</sup> Ave SE Calgary, AB T2G 4X3  
Telephone: 403 464 9492  
E-mail address: [Kassan.abouahmad@tpsgc-pwgsc.gc.ca](mailto:Kassan.abouahmad@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 (to be provided at contract award)

The Project Authority for the Contract is:

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 completed by bidder)

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

## 6.6 Payment

### 6.6.1 Basis of Payment

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 "B" for a cost of \$\_\_\_\_\_ (*insert the amount 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 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

### 6.6.3 Multiple Payments

[H1001C](#) (2008-05-12), Multiple Payments

#### 6.6.3.1 IBP Holdback

The Contractor agrees to the application of an Inuit Benefits Plan Holdback (IBP Holdback) when IBP obligations are not being achieved.

1. If Canada deems that IBP obligation(s) are not being delivered by the Contractor or not progressing in a way which will lead to the successful implementation of the IBP, Canada may apply an IBP Holdback.
2. An "IBP Holdback" is any amount retained or retainable, due to the failure to meet IBP obligations, from any payment(s) that would have otherwise been paid or payable to the Contractor.
3. In determining whether to apply an IBP Holdback, Canada may consider, among other things:
  - a. The delivery status of original IBP obligations, or those agreed to by Canada in a Corrective Action Plan;
  - b. evidence provided by the Contractor demonstrating that the failure to meet the IBP obligations was due to circumstances out of the Contractor's control; and
  - c. the sufficiency of the evidence provided by the Contractor in demonstrating the circumstances out of the Contractor's control.
4. In determining the value of an IBP Holdback, Canada may consider various elements, including:
  - a. the value of the Contractor's IBP obligations;
  - b. the weight of the IBP in the bid evaluation; or
  - c. the past and ongoing performance of the Contractor in delivering IBP obligations.
5. The total value of the IBP Holdback shall not exceed 5% of the total contract value.
6. Canada may release all or a portion of the IBP Holdback and proceed to payment(s) when Canada deems it appropriate. This includes when Canada is satisfied:

- a. with new evidences submitted by the Contractor which demonstrate that the failure to meet the Contractor's obligations in the IBP was due to circumstances out of the Contractor's control;
  - b. that the Contractor has since delivered all or at least a portion of the IBP obligations;
7. Nothing in this section will be interpreted as limiting the rights or remedies which Canada may otherwise have under this contract.

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

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

#### **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.

Each invoice must be supported by:

- a. a copy of a completed and up-to-date Inuit Benefits Plan (IBP) Progress Report as described in Annex "E" (IBP Progress Reporting) of the Contract.
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;
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **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.

#### **6.9 Applicable Laws**

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

## 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 supplemental general conditions [4013](#) (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions [2030](#) (2022-05-12), General Conditions - Higher Complexity – Goods;
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Inuit Benefits Plan;
- (g) Annex E, Inuit Benefits Plan Progress Report;
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

## 6.11 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations  
[B7500C](#) (2006-06-16), Excess Goods

## 6.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

## 6.13 Dispute Resolution

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

## 6.14 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.

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**ANNEX "A"**

**REQUIREMENT**

**Background**

The Department of Fisheries and Oceans has a requirement for the delivery and installation of various furniture items that meet the design and functionality requirement of the workplace.

**Scope of Work**

1. Confirm finishes, delivery and installation dates with the Project Authority;
2. Order and manufacture of components as listed in Appendix B;
3. Deliver furniture to client site;
4. Installation of furniture as directed by the client;
5. See Appendix A for full installation and deficiency procedures.

**Location**

Department of Fisheries and Oceans  
221-65 Piqtuq Ave  
Rankin Inlet, NU  
X0C 0G0

**Delivery Dock Information**

Location	221-65 Piqtuq Ave, Rankin Inlet, NU X0C 0G0
Dock	No
Lift	No
Door	No
Freight Elevator	No
Other	N/A

**Delivery & Installation**

All tasks must be performed during Normal Business hours 8 am – 4 pm Monday to Friday.

Delivery date: On or before **TBD**.  
Installation: To occur within 1 week of delivery

**Standard Finishes Selection Requirements**

Within five business days of the contract award, the Contractor must provide actual finish samples. Web site selection will not be accepted by the Project Authority.

Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.

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The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

Refer to the Compliance Matrix for the complete performance specifications and instructions that must be satisfied in order for a ("bid" or "offer") to be deemed responsive.

## **APPENDIX A**

### **1. Installation Services**

Installation services must be provided for the products offered. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect product for shipping damage and shortages; maintain a standing list of damaged/short products.
3. Install all products in accordance with the manufacturers specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
6. Clean the product once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary; and
8. Upon completion of the installation and at the request of the Identified User, the Contractor (or their authorized representative) must walk through the installation area with the Project Authority (or their authorized representative) verify the operating condition of all product in accordance with the deficiency procedures.
9. Reinstall damaged or replaced products.

### **2. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

- a. The Contractor must notify the Identified User when the installation is completed;
- b. The Identified User must arrange for the initial walk-through inspection with the Contractor;
- c. The walk-through inspection must take place no later than three business days after installation is completed;
- d. If the Contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
- e. The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
- f. The deficiency list must be forwarded by the Identified User to the Contractor;
- g. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
- h. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User; and
- i. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## APPENDIX B

### FULL MANDATORY FURNITURE TECHNICAL SPECIFICATION

#### 1. PART 1 – GENERAL

##### 1.1. SUMMARY

###### 1.1.1. Section Includes

- 1.1.1.1. Fixed Height *Work surfaces (TB1)*
- 1.1.1.2. Free-standing Height Adjustable Table (round) (TB)
- 1.1.1.3. Free-standing Height Adjustable *Work surfaces (DE1 & DE2)*
- 1.1.1.4. Modular Fixed Height *Benching (ST1 & ST2)*
- 1.1.1.5. Individual Work Table (LC2a)
- 1.1.1.6. Personal Storage Lockers (L1)
- 1.1.1.7. Wardrobe (ST3)
- 1.1.1.8. Dual Monitor Arms
- 1.1.1.9. Task Chair (TC)
- 1.1.1.10 Individual Work Pod (LC1)
- 1.1.1.11 Guest Chair (GC)
- 1.1.1.12 Lounge Chair with Ottoman (LC2)

##### 1.2. REFERENCES

###### **1.2.1. American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA):**

- 1.2.1.1. ANSI/BIFMA X5.3 - Vertical Files
- 1.2.1.2. ANSI/BIFMA X5.5 - Desk Products
- 1.2.1.3. ANSI/BIFMA X5.6 - Panel Systems
- 1.2.1.4. ANSI/BIFMA X5.9 - Storage Units
- 1.2.1.5. ANSI/BIFMA X5.11 – General Purpose Large Occupant Office Chairs
- 1.2.1.6. ANSI/BIFMA e3-2014 - Furniture Sustainability Standards

###### **1.2.2. American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA):**

- 1.2.2.1. ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood
- 1.2.2.2. ANSI/NPA A208.1 - Particleboard
- 1.2.2.3. ANSI/NPA A208.2 - Medium Density Fiberboard (MDF) for Interior Applications.

###### **1.2.3. American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)**

1.2.3.1. ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)

**1.2.4. American Association of Textile Chemists and Colorists (AATCC)**

1.2.4.1. AATCC EP001-EP-1 - Grey Scale for Color Change

**1.2.5. Association for Contract Textiles (ACT)**

1.2.5.1. ACT Voluntary Performance Guidelines for Upholstery.

**1.2.6. ASTM International (formerly American Society for Testing and Materials)**

- 1.2.6.1. ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
- 1.2.6.2. ASTM D523- Standard Test Method for Specular Gloss
- 1.2.6.3. ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
- 1.2.6.4. ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
- 1.2.6.5. ASTM D3574 - Standard Test Method for Flexible Cellular Materials - Slab, Bonded, and Molded Urethane Foams
- 1.2.6.6. ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser:

**1.2.7. Business and Institutional Furniture Manufacturers Association (BIFMA)**

- 1.2.7.1. BIFMA G1 - Ergonomics Guideline for Furniture Used in Office Workspaces Designed for Computer Use
- 1.2.7.2. BIFMA PD-1 - Mechanical Test Standards - Compiled

**Definitions 1.2.8. California Department of Consumer Affairs**

- 1.2.8.1. California Technical Bulletin 117 - Flammability Standard Requirements for Upholstered Furniture

**1.2.9. Canadian Standards Association Group (CSA Group)**

- 1.2.9.1. CAN/CSA-ISO 9241-5-00 - Ergonomic Requirements for Office Work with Visual Display Terminals (VDTs)
- 1.2.9.2. C22.2 No. 9.0 - General Requirements for Luminaires
- 1.2.9.3. CSA C22.2 No 68-9 Motor operated appliance (Household &

commercial). **1.2.10. Canadian General Standards Board (CGSB)**

- 1.2.10.1. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
- 1.2.10.2. CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.
- 1.2.10.3. CAN/CGSB-44.232-2018 Chairs for Office Environments.

**1.2.11. International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)**

- 1.2.11.1. ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories

1.2.11.2. ISO 9001 - Quality Management Systems -  
Requirements **1.2.12. Underwriter Laboratory Inc.**

1.2.12.1. UL 1286-2011, Section 33 Standards for Office Furnishings.

1.2.12.2. UL 1286-2011, Section 35 Standards for Office Furnishings.

**1.2.13. Architectural Woodwork Institute - Architectural Woodwork  
Manufacture Association of Canada (AWMAC)**

1.3. ACTION AND INFORMATIONAL SUBMITTALS

1.3.1. Submit in accordance with Section 01 33 00 – Submittal Procedures

1.3.2. 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.

1.3.2.1. Detailed requirements for components verification reports according to CAN/CGSB 44.227 and CAN/CGSB 44.229 must be provided for examination when requested.

1.3.3. All tests must be completed by an *acceptable test facility*.

1.3.4. Revised Test Standard(s): Reference is made to the testing standards listed within this annex and to the requirement that all products offered 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).

1.3.5. 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*.

1.3.6. For all test reports that are not specific to the products offered, the Supplier must provide an explanation to the 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.

1.3.7. Product Data:

1.3.7.1. Submit Manufacturer's instructions, printed product literature and data sheets for furniture and include product characteristics, performance criteria, physical size, finish and limitations.

1.3.8. Samples:

1.3.8.1. Submit duplicate samples of all finishing materials including, but not limited to, metals, wood veneers, solid woods, plastic laminates, glazing and fabric.

1.4. WARRANTY

1.4.1. All products and parts to be properly secured, retain its shape and remain intact for the entire warranty life of the product, under normal usage.

1.4.2. Warranty Period

1.4.2.1. All items with moving parts and power / data modules to have a warranty period of no less than five (5) years

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1.4.2.2. All other items to have a warranty period of no less than ten (10) years

## 2. PART 2 – PRODUCTS

### 2.1. Fixed Height *Work surfaces (TB1)*

#### 2.1.1. Description:

2.1.1.1. Fixed height *work surfaces* must be rectangular

2.1.1.2. Fixed height *work surfaces* must be panel mounted, floor supported, or a combination of panel mounted and floor supported. Floor supported is non-panel dependent.

2.1.1.3. Fixed height work surfaces must have a flip-top mechanism up to 90 degrees

2.1.1.4. Fixed height work surfaces must be available with modesty panel unless panel mounted or the work surfaces runs parallel to a wall.

2.1.1.5. The modesty panel must not prevent access to wall outlets, or interfere with *work surface* supports and power/data access.

2.1.1.6. The modesty panel must be installed flush with the *work surface* back edge or recessed within the *work surface* back edge.

2.1.1.7. The modesty panel must be installed parallel with the width of the *work surface*.

2.1.1.8. Fixed height *work surfaces* must be capable of integrating with the storage products without interfering with wire management.

2.1.1.9 Fixed height work surfaces must include wire management

2.1.2. Dimensions: Dimensions: Linear measurements width, length, depth and height, +/- 1.5mm (+/- 1/16 in.) and ± 25mm (±1 in.) in height)

2.1.2.1. Rectangular *work surfaces* must be 762 mm (30 in.) deep by 1829 mm (72 in) wide

#### 2.1.3. Finishes:

2.1.3.1. Work surfaces must be high-pressure laminate

2.1.3.2. Modesty panels must be high-pressure laminate, metal, or painted metal.

2.1.3.3. Legs must be metal or painted metal.

#### 2.1.4. Power and data:

2.1.4.1. Work surfaces measuring more than and including 1372 mm (54 in) in length, must be provided with a minimum of two (2) grommets or two (2) finished gaps with wire management.

2.1.4.2. Work surfaces measuring 1219mm (48 in.) in width and less must have one (1) grommet or one (1) finished gap.

#### 2.1.5. Support /Bases

2.1.5.1. Work surfaces must be panel mounted, C-Legs, T-Legs, post legs, 1 work surface support and 1 full gable, 2 full gables or 1 full gable and 1 post leg.

2.1.5.2. Work surface supports must be capable of attaching to a credenza.

2.1.5.3. Off module capability must allow a panel mounted *work surface* to be installed at any location along the panel width.

## 2.2. Free Standing Height Adjustable Table (Round) (TB2)

### 2.2.1. Description

2.2.1.1. Table shape must be circular

2.2.2. Dimensions: (*Tolerance; Linear measurements width, length and depth, +/- 1.5mm (+/- 1/16 in.), and height; ±25 mm (±1 in.)*)

2.2.2.1. Table must be 762mm (30in) in diameter

2.2.2.2. Tables must have continuous height adjustment from 685mm (27 in.) to 1118mm (44 in.)

### 2.2.3. Finishes

2.2.3.1. Table top finishes must be high-pressure laminate

2.2.3.2. Table base/supports must be provided in chrome, painted metal, high-pressure laminate, or a combination of the above.

### 2.2.4. Support /Bases

2.2.4.1. Base must have glides suitable for carpet

2.2.4.1. Worksurface must have pedestal base

### 2.2.5. Power and data:

2.1.5.1. Not required

## 2.3. Freestanding Height Adjustable Work surfaces (DE1 & DE2)

### 2.3.1. Description:

2.3.1.1. Individual Height adjustable *work surfaces* must be rectangular

2.3.1.2. The controls for *continuous height adjustable work surfaces* must be counter balance (torsional spring), or electrical.

2.3.1.3. Clip-on privacy screens between users must be attached securely to the *work surface*; and be no more than the parallel width, length and depth of the *work surface*, depending on what side it is attached to.

2.3.2. Dimensions: Linear measurements width, length, depth and height, +/- 1.5mm (+/- 1/16 in.) and ± 25mm (±1 in.) in height)

2.3.2.1 Rectangular *work surfaces* type DE1 must be 610 mm (24 in.) deep by 1168 mm (46 in.) in width/length.

2.3.2.2 Rectangular *work surfaces* type DE2 must be 762 mm (30 in.) deep by 1524 mm (60 in.) in width/length.

2.3.2.3. Sit-stand: The height of the *work surface* is adjusted to accommodate a seated working position, and a standing working position. Must be capable of adjusting 678mm (26.7in.) range between heights of 559mm (22 in) and 1287mm (50.7 in) from the floor to the top of the *work surface*.

### 2.3.3. Finishes

2.3.3.1. Work surfaces must be high-pressure laminate

2.3.3.2. Legs must be metal or painted metal.

2.3.3.3. Privacy screen to be acoustic felt or fabric.

#### 2.3.4. Support /Bases

2.3.4.1. Work surfaces must be panel mounted, C-Legs, T-Legs, post legs, 1 work surface support and 1 full gable, 2 full gables or 1 full gable and 1 post leg.

2.3.4.2. Base must have glides suitable for carpet

#### 2.3.5. Power Modules – above and below worksurface

##### 2.3.5.1. Description:

2.3.5.1.1. Power modules must be *work surface* mounted

2.3.5.1.2. Above the worksurface for client use; power modules must provide a minimum of two (2) simplex power outlets and minimum 2 USB outlets.

2.3.5.1.3. Below the surface power module to have six (6) or more power outlets

2.3.5.2. Dimensions: N/A

2.3.5.3. Finishes: N/A

2.3.5.4. Power and data:

2.3.5.4.1. Must provide a minimum 2438 mm (96 in.)

power cord.

2.3.5.5. Support/Bases:

2.3.5.5.1. The *work surface* mounted power modules must clamp to the back edge of the desk.

#### **2.4. Modular Fixed Height Benching (ST1 & ST2)**

##### 2.4.1. Description

2.4.1.1. Modular fixed height benching must have the ability to be single (ST2) or double-sided (ST1) storage access complete with open shelf

2.4.2. Dimensions: (Tolerance; width, length, depth and height, +/- 1.5mm (+/- 1/16 in.) *and height; ±25 mm (±1 in.)*)

2.4.2.1. Modular Fixed Height Benching must be 1829mm (72 in.) wide by 508mm (20 in.) deep, fixed height maximum 470mm (21.5 in.) to prevent interference with height adjustable tables.

##### 2.4.3. Finishes

2.4.3.1. Unit must be painted metal construction with high pressure laminate top

2.4.3.2. Unit to have leveling glides

##### 2.4.4. Power/Data Cable Pathway

2.4.4.1. N/A

#### 2.4.5. Base/Supports

2.4.5.1. Unit must have leveling glides suitable for carpet

### 2.5. Individual Worktable (LC2a)

#### 2.5.1. Description

2.5.1.1. Table shape must be rectangular

2.5.1.2 Table must be a portable, personal worksurface/ laptop table

2.5.2. Dimensions: (Tolerance; Linear measurements width, length and depth, +/- 1.5mm (+/- 1/16 in.), and height; ±25 mm (±1 in.))

2.5.2.1. Table must be 559mm (22 in.) wide by 457mm (18 in.) deep by 629mm (25in.) high

#### 2.5.3. Finishes

2.5.3.1. Table top finish must be high-pressure laminate

2.5.3.2. Table base/supports must be provided in chrome, painted metal, high-pressure laminate, or a combination of the above.

#### 2.5.4. Base/Supports

2.5.4.1. Base must have glides suitable for carpet

### 2.6. Personal storage lockers (L1)

#### 2.6.1. Description:

2.6.1.1. Single Tier personal storage lockers must have a single continuous lockable door with the ability to be hinged on either side

2.6.1.1.1. The unit must have electronic key-pad

2.6.1.1.2. The unit must have a barrier free pull, or no-pull option

2.6.1.1.3. The unit must have a shelf at the top of the unit with coat hooks on sides and removable boot tray at bottom.

2.6.1.1.4. The interior of the unit can be high-pressure laminate, low-pressure laminate, or painted steel

2.6.1.5. Storage locker top, bottom, door and sides must be high-pressure laminate or combination welded metal painted body and laminate door

2.6.2. Dimensions: (Tolerance; Linear measurements width, length, depth and height, +/- 1.5mm (+/- 1/16 in.))

2.6.2.1. The height of the personal storage towers must be 1372mm (54in.) high, or 1676mm (66 in.) high.

2.6.2.2. Must be 457mm (18 in.) wide.

2.6.2.3. The depth must be 457mm (18in.) deep

#### 2.6.3. Finishes:

2.6.3.1. Must be available in painted metal or high-pressure laminate. A combination of painted metal body with high-pressure laminate door fronts.

2.6.4. Power and data: N/A

#### 2.6.5. Support/Bases:

2.6.5.1. Must have levelling glides.

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2.6.5.2 Must have the ability to be ganged together

## **2.7. Wardrobe (ST3)**

### 2.7.1. Description:

2.7.1.1. Wardrobe must have a full height wardrobe unit on one side complete with pedestal section and shelving above enclosed on the other side.

2.7.1.1.1. The file drawers must be side to side and back to back filing.

2.7.1.1.2. The storage compartment must have adjustable shelves.

2.7.1.1.3. The wardrobe section must have a hanging coat rod.

2.7.1.2. The wardrobe door and storage compartment door must be capable of being hinged on the right or left sides.

2.7.1.3. The Body to be painted metal construction

2.7.1.4. The doors/drawers be painted metal construction

2.7.1.5. Must be lockable by use of a key or keyless.

2.7.2. Dimensions: (Tolerance; Linear measurements width, length, depth and height, +/- 1.5mm (+/- 1/16 in.))

2.7.2.1. The height of the personal storage towers must be 1372mm (54in.) high, or 1676mm (66 in.) high.

2.7.2.2. Must be available in 457 mm (18 in.) wide.

2.7.2.3. The depth must be 457 mm (18 in.) or 610 mm (24 in.)

### 2.7.3. Finishes:

2.7.3.1. The body and doors/drawers of the wardrobe to be painted metal construction

2.7.4. Power and data: N/A

2.7.5. Support/Bases:

2.7.5.1. Must have levelling glides.

## **2.8. Dual Monitor Arms.**

### 2.8.1. Description:

2.8.1.1. Dual monitor arms that provide adjustability for monitor sizes from 610mm (24 in.) to 686mm (27 in) in either a landscape or portrait position.

2.8.1.2. Independent clamp-on dual monitor arm for monitors up to 813mm (32in).

2.8.1.3. The Monitor arm must be able to provide vertical and horizontal depth adjustment by the user without the use of tools.

2.8.1.4. The mounting interface must provide mounting brackets for standard VESA 4 holes patterns: 75mm (2.9in) x 75mm (2.9) and 100mm (3.9 in) x 100mm (3.9 in)

### 2.8.2. Dimensions:

2.8.2.1. The monitor arm must have a minimum of 290mm (11 in.) total vertical adjustments.

2.8.2.2. Monitor arms must have a minimum of 406mm (16") horizontal depth (measured from the base of the swivel rotation centre when the arms is fully extended towards the user).

2.8.2.3. Monitor arms must have an adjustable swivel rotation limiter capable of adjusting to desired angles settings to include 120° and 180° with a stop to prevent interference with back panel and obstacles behind the arm.

2.8.2.4. Monitor arms must be able to be adjusted to balance monitor weight of up to 7.7 kg (17 pounds) for each monitor. Adjustment mechanisms can be pneumatic or spring tension (an Allen key to increase or decrease spring tension for monitor weight is acceptable). Mounted monitor articulation: (Monitor must retain its adjusted set-up position).

2.8.2.5 Tilt angle adjustment: Minimum 10 degrees upwards and 30 degrees downwards.

2.8.2.5.1. Yaw angle adjustment 180 degrees

2.8.2.5.3. Rotation adjustment; 180 degrees from landscape to portrait position.

2.8.3. Finishes:

2.8.3.1. Monitor arm must be constructed from metal with a protective finishing.

2.8.4. Power and Data:

2.8.4.1. Monitor arm must have secure cable management along the arm from the monitor attachment without interfering with the movement of the monitor.

2.8.4.2. Support Bases:

2.8.4.2.1. Must provide a mounting component for Clamp Mount to the edge of the work surface to accommodate sit-stand desktop thickness range to include 18mm - 31mm (0.75 in – 1.25".)

2.8.5. Sliders

2.8.5.1. Must provide two sliders per unit, which is a track for extending the horizontal range of the distance between monitors, such that both monitors to be level to each other at the optimal distance from the user.

2.8.5.2. The slider must adjust without the use of tools.

2.8.5.3. Each slider must allow for no less than 152mm (6 in.) of adjustment distance.

## 2.9. Task Chair (TC)

2.9.1. All rotary task chairs must meet the dimensions and adjustment ranges as per CAN/CGSB-44.232, unless otherwise specified.

2.9.2. Seat Depth – must be available as adjustable.

2.9.3. Seat Height must be adjustable.

2.9.4. Seat Angle – must be adjustable.

2.9.5. The back to be full height

2.9.6. Lumbar Support Height – must be adjustable.

2.9.7. Backrest-to-seat angle must be adjustable.

2.9.8. Armrest Height – must be height and width adjustable as well as pivot.

2.9.9. Tilt Mechanisms – must be available with a synchro-tilt mechanism which is lockable in

any position.

2.9.10. Casters for carpet.

2.9.11. Seat Waterfall edge – must be curved downward.

2.9.11.1. Vertical Height: must be equal or greater than 40 mm (1.6").

2.9.11.2. Radius: must be within the range of 40 mm (1.6") to 120 mm (4.7").

2.9.12. The seat shall be a mesh from the manufacturer's standard offerings

2.9.13. The back shall be a polymer back with no fabric

#### **2.10. Individual Work pod (LC1)**

- 2.10.1. Individual work pods must be designed as per BIFMA CMD standards
- 2.10.2. Work pod to include ergonomic lounge seating and work surface with privacy screens surround
- 2.10.3. Privacy screen surround dimensions to be between 1194mm (47in.) – 1549mm (61 in.) high. Surround to have cut out to allow for visibility of surrounding areas
- 2.10.4. Privacy screen to be laminate or fabric
- 2.10.5. Lounge chair to be provided in mid-grade fabric from manufacturer's standard offerings. Dimensions to fit within privacy screens
  
- 2.10.6. Integrated power available with minimum one duplex and one USB port
- 2.10.7. Worksurface to be high pressure laminate
- 2.10.8. Leveling glides suitable for carpet
- 2.10.9. Overall dimensions to be 1676mm (66 in.) diameter by 1194mm (47in.) to 1549mm (61 in.) in height

#### **2.11. Guest Chair (GC)**

- 2.11.1. Guest chairs must meet or exceed all applicable BIFMA standards for safety and durability
- 2.11.2. Seat Depth, Height and Angle – must be fixed.
- 2.11.3. Lumbar Support Height – if available must be available as a fixed height.
- 2.11.4. Backrest – must be available.
- 2.11.5. Backrest-to-seat angle – must be fixed.
- 2.11.6. Must be armless
- 2.11.7. Must have sled base in metal or painted metal finish
- 2.11.8. Must be stackable
- 2.11.9. The seat and back shall be polypropylene or polymer
- 2.11.10. Must have glides suitable for tile carpet
- 2.11.11 Dimensions to be 440mm (17.3 in.) seat height, by 778 (30.6 in.) overall height, by 591mm (23.3 in.) deep, by 554mm (21.8 in.) wide

#### **2.12. Lounge chair with ottoman (LC2)**

- 2.12.1. Lounge chair must meet or exceed all applicable BIFMA standards for safety and durability
- 2.12.2. Lounge chair to be provided in mid-grade fabric from manufacturer's standard offerings. Fabric must be wipeable
- 2.12.3. Must have high density foam for heavy commercial use.
- 2.12.4. Must have arms
- 2.12.5. Must have legs in metal or painted metal finish
- 2.12.6. Ottoman must be fully upholstered in cylindrical shape
- 2.12.7. All fabric and foam to be tested and certified to meet CAL 117-2013
- 2.12.8. Must have glides suitable for tile carpet
- 2.12.9 Lounge chair dimensions to be 851mm (33 in.) wide by 851mm (33in.) deep by 990mm (39 in.) high
- 2.12.10 Ottoman dimensions to be 399mm to 475mm (15.7 – 18.75 in.) in diameter by 406mm to 500mm (16 – 19.75in.) high

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## PART 3 – EXECUTION

### 3. GENERAL FEATURES

- 3.1.1. All furniture must be supplied with hardware to complete the installation.
- 3.1.2. 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.
- 3.1.3. All laminates and furniture specified with laminate components must meet the following criteria:
- 3.1.3.1. Must be high-pressure laminate and meet the performance requirements for high-pressure laminate. Low-pressure laminate is acceptable for interior surfaces such as shelving, filing cabinets, pedestals, and towers.
- 3.1.3.2. Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
- 3.1.3.3. Laminate finishes must be properly adhered onto a substrate and the under surface must have equally balanced backer.
- 3.1.3.4. For furniture with a high-pressure laminate/laminate top, the colour of the *exposed* edge finish must match the colour of the *tabletop* finish.
- 3.1.4. All metal surfaces and furniture specified with metal components must meet the following criteria:
- 3.1.4.1. All *exposed* aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
- 3.1.4.2. 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.
- 3.1.5. 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.
- 3.1.6. Particleboard must meet ANSI A208-2008.1, grade M2 or greater when used as

#### substrate. 3.2. **Seat and Back Rest Covering**

- 3.2.1. Upholstery must be mid-range grade fabric, manufactured from 100% recycled material or from other environmentally appropriate materials i.e. containing post-consumer materials.
- 3.2.2. Offerings - the following are minimum requirements, at no charge to Canada;
- 3.2.2.1. Upholstery Fabric – A minimum of 10 solid colours and 5 patterned offerings.
- 3.2.2.2. Upholstery Mesh – A minimum of 5 colours to coordinate with upholstery

fabric

3.2.2.3 Polymer back – Finishes to be selected from manufacturers standard finishes

### 3.3. WORKMANSHIP

- 3.3.1. 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.
- 3.3.2. 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.
- 3.3.3. 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.
- 3.3.4. All components must be level and square.
- 3.3.5. Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- 3.3.6. The factory finish must be smooth and free of snags, runs, orange peel, and overspray.
- 3.3.7. Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.
- 3.3.8. 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.

### 3.4. Sustainability & Environmental Requirements

#### 3.4.1. Sustainability:

3.4.1.1. Products must be certified by an independent third-party as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieved a minimum of Level<sup>1</sup> and/or Greenguard certified and/or SCS Indoor Air Quality Program.

3.4.1.2. In order to be compliant, the following sections must be met as well as all the other requirements to achieve the minimum to Level<sup>1</sup> of ANSI/BIFMA e3 Furniture Sustainability Standard:

#### 3.4.2. Resource Input

3.4.2.1. Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.

3.4.2.2. Steel used in the manufacture of the chairs must contain a minimum of 25% recycled content.

3.4.2.3. All plastic components must be recyclable at the end of their

life.

#### 3.4.3. Product Design

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

#### 3.4.4. Solid Waste Diversion Program

3.4.4.1. The chairs 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.

#### 3.4.5. Products Free from CFCs and PBDEs

3.4.5.1. Chairs must not contain chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE).

#### 3.4.6. Hazardous and Toxic Material Management System

3.4.6.1. The manufacturer of the chairs must have a hazardous and toxic material management system in place at the production and associated facilities where the chairs are produced.

#### 3.4.7. Corrugated Packaging

3.4.7.1. If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre or come from a sustainable managed forest

3.4.8. Upon request the Supplier or Manufacturer 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.

#### 3.5. Preparation for Delivery

3.5.1. In addition to the marking requirement stated in CAN/CGSB-44.232, the chairs must be permanently and legibly marked on the under surface of the seat with:

3.5.1.1. The name or the recognized trademark of the manufacturer

3.5.1.2. The product number

3.5.1.3. The contract number; and

3.5.1.4. The date of manufacture]

3.5.2. Labelling: When the textile labelling legislation of the federal and/or provincial governments applies to textile component parts of chairs, Suppliers of this specification must ensure that they are in compliance with the requirements of the legislations. 3.5.3. Preparation for delivery must conform to normal commercial practice.

#### 3.6. Maintenance

Upon the request of Canada, the Supplier or Manufacturer must submit, in both official languages and at no additional cost, the instructions for recommended repair and/or maintenance procedures for all products. This request must be fulfilled within 10 business days of receipt.

#### 4. DEFINITIONS

4.1. *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.

4.2. *Ancillary*: Products providing an enhancement to the primary operation of a system. Examples: CPU support, keyboard and mouse support surface, monitor arm and lighting.

4.3. *Articulating*: Vertically and horizontally continuously user-adjustable without the use of tools

4.4. (Furniture) Bases types:

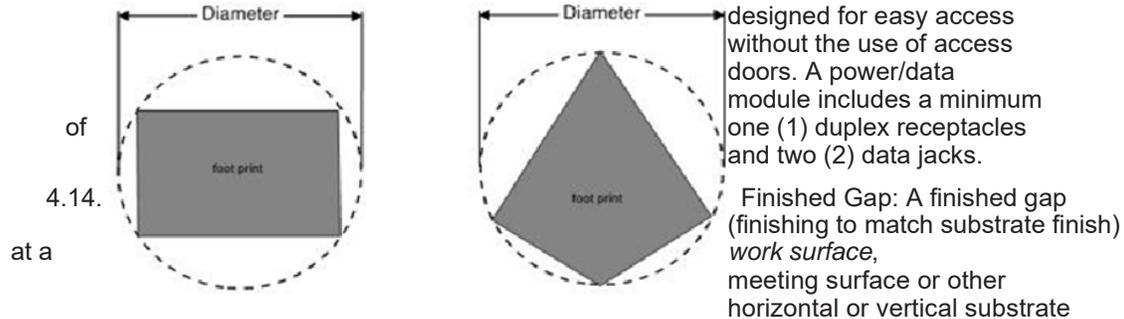
4.4.1. *End Gables*: Either open or closed supports located flush, within approximately 26mm (1 in.), with end of the table. End gables are not c-leg, post leg, or t-leg.

4.4.2. *Pedestal Base*: A pedestal base is comprised of one central support column with a disc, three point, four point, or x-base footing at the floor surface.

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- 4.4.3. Panel Base: Similar to an *end gable*, however a *panel base* is not located flush with the far ends of a furniture unit. A panel base can be set-in from the edge, approximately 1/4 the overall length of the table.
- 4.4.4. Column base: Closed four-sided base located in the center of the table. A column base can be rectangular or square in shape and must allow for cables to pass through whereby connecting power and data cables from a floor monument to the table top, and must have a removable panel for access to power and data cables within.
- 4.4.5. *Work surface* supports are used to support a work surface on a low storage unit such as a pedestal or credenza. The work surface support must be of a height to span from the top of the storage unit to the underside of the work surface.
- 4.4.6. *Breathable material*: Breathable material is defined as any knit, woven, or knotted material or open texture material (i.e. mesh).
- 4.5. *Benching*: Benching is comprised of a series of *work surfaces* interconnected longitudinally and latitudinally.
- 4.5.1. When referring to 2-work-surface-long benching, the unit will have two (2) workstations side by side with a workstation in front of each station. 2-work-surface-long benching must be comprised of a total of four (4) workstations.
- 4.5.2. When referring to 3-work-surface-long benching, the unit will have three (3) workstations side by side with a workstation in front of each station. 3-work-surface-long benching must be comprised of a total of six (6) workstations.
- 4.5.3. When referring to 4-work-surface-long benching, the unit will have four (4) workstations side by side with a workstation in front of each station. 4-work-surface-long benching must be comprised of a total of eight (8) workstations.
- 4.6. Casework: When referring to "casework" within this specification it is referring to furniture comprised of an *exposed* surface of wood, wood veneer, and decorative laminate, and their related parts and components.
- 4.7. 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.
- 4.8. Continuous height adjustable *work surface* (Sit/Stand): A surface that is intended to be adjusted vertically by the user, to allow working in the sit/stand position.
- 4.9. Credenza Unit: A self-contained storage unit with the capability of supporting *work surfaces* and hutches. A credenza must be capable being retro-fit with a power kit.
- 4.10. Curvilinear Benching: Benching consisting of components that create a curved shape or line.
- 4.11. Diameter footprint: The maximum foot print of a unit, measured along the widest width/longest length. Refer to image below:

4.12. Dry erase: Also known as 'whiteboard'. Dry erase surfaces can be wiped clean after being used or written on with a dry erase marker.

4.13. Face mounted (power/data module): A face mounted power data module can be on the front and back of a panel frame at predetermined locations on the surface of a panel frame. It is



to protect and manage cables passed through it. Where a finished gap is provided there must be a min. 25mm (1 in.) deep gap provided that spans 101mm (4 in)  $\pm$  13mm ( $\pm$  1/2 in). Acceptable cut-out Shapes; Semi-Circle or U-Shaped.

4.15. Grommet: A grommet is an opening on the work surface to accommodate cable management. Must be factory pre-cut with a plastic or metal eyelet placed in a hole at *work surface*. Typically round in shape with various sizes. Grommet shapes can also be square, rectangular or oval. Must be a minimum dimension of 50mm (2 in) in diameter or 3740 [sq.mm](#) (5.94 [sq.in](#)) with reusable covers to conceal the openings when not in use.

4.16. Hang-on component: A product intended to be fully supported by a panel system.

4.17. Height adjustability ranges:

4.18. Sit-stand: The height of the *work surface* is adjusted to accommodate a seated working position, and a standing working position. Must be capable of adjusting a minimum range of 678mm (26.7 in.) between 559mm (22 in.) and 1287mm (50.7 in) from the floor to the top of the *work surface*.

4.19. One-high, two-high, three-high, four-high, five-high: This refers to the number of drawers/storage compartments levels provided in one unit.

4.20. Hutch: Is secured to the top of a credenza unit, a desk or provides storage and seated privacy to the end user.

4.21. Inside seat depth: is measured from the front of the seat to the front face of the back cushion, and does not include the thickness of the back cushion.

4.22. Integrated monitor support panel: Provides fixed height support and attachment to the monitor(s) being compatible with VESA typical mounting hole patterns.

4.23. Keyless: A locking mechanism without the use of a key, excluding a hasp lock. When a Keyless lock is specified it must be supplied with:

4.23.1. Batteries for initial use. If keyless lock is rechargeable, the separate unit for recharging is not required to be supplied.

4.23.2. Two (2) tools or keys for accessing the battery compartment or charging port when battery fails while in the locked position (if compartment or port is located inside the unit).

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- 4.23.3. Two (2) master keys or fobs for re-programming user codes
- 4.24. Kitchenettes: Kitchenettes are designed to accommodate multiple functions and may be used as informal meeting, work or resource areas as well as coffee/lunch facilities or recycling centers.
- 4.24.1. Lounge Chair Wire Base: Multiple welded steel rods that create the support for the seat of a lounge chair, excluding 4 leg or sled shape bases.
- 4.25.
- 4.26. Meeting tables:
- 4.26.1. Large Table - A large table is defined as a table having a seating capacity of 13 or more people.
- 4.26.2. Medium Table - A medium table is defined as a table having a seating capacity of 7 to 12 people.
- 4.26.3. Medium and Large tables must consist of more than one section to ensure they will fit into service elevators and doorways.
- 4.26.4. Small Table - A small table is defined as a table having a seating capacity of up to 6 people.
- 4.27. Modular: Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements.
- 4.28. Mobile Pedestal: 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. A minimum of two (2) casters must have a locking mechanism.
- 4.29. Monitors: A flat computer display screen used for AV or personal computer applications are not included with the arrangement (supplied by others).
- 4.30. Monitor Arms: Ergonomic movable monitor supports which allow the movement of the monitors in 3 dimensions without use of tools
- 4.31. Off module component: An off-module component allows the panel-dependent product to be mounted without having to be the same width as the panel.
- 4.32. Panel add-on module: A panel add-on module is supported by the base panel.
- 4.33. Panel frame with glazing: A frame designed to hold glazing material, complete with glazing.
- 4.34. Panel heights are identified as Base Panel Height, *Work Surface* Privacy Height, and Seated Privacy Height and are defined as follows:
- 4.34.1. Base panel height: Does not provide the end user with privacy.
- 4.34.2. *Work surface* privacy height: The height of the panel must be higher than the *work surface* which provides *work surface* privacy to the user.
- 4.34.3. Seated privacy height: The height of the panel must be higher than the user at a seated position which provides *seated privacy* to the user.
- 4.35. Pedestal: A self-contained unit that is deeper than wide, less than 787 mm (31 in.) in height (before the addition of casters and cushion), and having extendible elements. The extendible elements are typically used for multi-functional general storage or filing. It may be freestanding, *work surface supporting*, or mobile. Freestanding pedestals to include

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levelling glides. Pedestal tops must be configured to accommodate seating, *work surface supporting* or as an extension to a *work surface*.

4.36. Power and data above the *work surface*: Power and data above the *work surface* can be achieved by integrating power and data components into the upper portion of the *base panel height* or by integrating power and data components into the *panel add-on module*.

4.37. Power and data below the *work surface*: Power and data below the *work surface* can be achieved by integrating power and data components into the base race way or anywhere within the panel fascia, provided it is below the *work surface*.

4.38. Power and data feeds: The 3 circuits per feed for 9 workstations is calculated for standard workstations that would consist of or an electrical height adjustable desk, 2 monitors, and laptop, a phone charging outlet, and a task light per station.

4.39. Privacy screens: Privacy screens are a non-load bearing accessory which can be attached to the top of panels or to the edge of freestanding or to the system connected *work surfaces*.

4.40. Stackable panel: A stackable panel consists of a base panel with additional panel *add-on module*. The stackable panel allows for an increase or decrease in height with minimal dismantling of the panel station. Each *panel add-on module* of the stackable panel must be load bearing

4.41. Storage unit with seat: A storage unit such as a *mobile pedestal* or *credenza*, with seat must be capable of supporting a seated person on top and be provided with a cushion that is upholstered on the top surface. This unit is intended for additional guest seating.

4.42. Support spaces: Are to support the collaborative furniture requirements as detailed in the latest Government of Canada Workplace Fit-up-Standards.

4.43. Surface visibility

4.43.1. *Exposed parts* - surface is visible when:

4.43.1.1. Drawer fronts and doors are closed

4.43.1.2. Cabinets and shelving are open.

4.43.1.3. Cabinet tops and sides.

4.43.1.4. Front edges of *casework* or body members

4.43.2. Semi-exposed parts - surface is visible when:

4.43.2.1. Drawers/doors are in the open position.

4.43.2.2. All front edges of shelving and interior *casework* behind doors.

4.43.3. Concealed surfaces - surfaces are *concealed* when:

4.43.3.1. Surfaces are not visible after installation.

4.43.3.2. Back of cabinet.

4.44. Tablet arm: A tablet arm refers to a surface attached to a chair that has the primary function of supporting tasks such as writing and short-term handling of reference material. These surfaces typically do not have independent support legs and are not intended to support a person's weight.

4.45. Tabletops: When making references to "*tabletops*", this specification will be referring to the surface forming the top of a table. The term "*work surface*" may also be used.

4.46. Tailored appearance: Tailored appearance refers to lounge seating having simple, clean lines and a neat modern appearance

4.47. *Work surface*: When making references to "*work surface*", this specification will be referring to the surface forming the top of a table. or a system panel-supported writing area

4.48. *Work surface* supporting: A storage item, such as a *pedestal*, which replaces the function of *work surface* support such as a c-leg, cantilever or gables.

4.49. 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.

## DELIVERY

All deliverables identified must be delivered on or before \_\_\_\_\_. (To be determined at Contract award)

## COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

### Instructions to Bidders

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

**COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:**

Requirement:	Manufacturer(s) Offered:	Model Number(s) Offered:

Item #	Performance Specification	Status (M) Mandatory (D) Desirable*	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
<b>TB1 Fixed height work surfaces (Rectangular)</b>				
1.1	Freestanding unit worksurface with wire management (cover included/provided) supplying power.	<b>M</b>		
1.2	Worksurface must be high pressure plastic laminate finish with matching 3mm (min.) thick edge band.	<b>M</b>		
1.3	Metal legs (t-legs or c-legs), powder coat finish with casters suitable for tile carpet. Minimum 2 locking casters.	<b>M</b>		
1.4	Intermediate support or reinforcing channel/stretcher required to support surface.	<b>M</b>		
1.5	Flip-top mechanism up to 90 degrees – single user flip mechanism and lock in both upright and flat positions.	<b>M</b>		
1.6	Ganging mechanism for quick and easy reconfiguration without the use of tools.	<b>M</b>		

TB1	Size	Must be 762mm (30")D x 1829mm (72")W x 728mm-750mm (28-30")H	M		
<b>DE1 &amp; DE2 Height Adjustable Worksurface (Desk)</b>					
	3.1	Free standing continuous height adjustable desk/table must be provided in a seated range or sit/stand range from +/- 558mm (22") to +/- 1237mm (48")	M		
	3.2	Height adjustable mechanism to be provided with built-in collision detection sensor.	M		
	3.3	Work surface must be minimum 25mm (1") thick, high pressure laminate finish with min. 3mm thick edge band on user side	M		
	3.4	Base supports must be fabricated with steel components including a horizontal bar.	M		
	3.5	Base support must have T-leg or C-Leg profile and support a minimum of 175lbs on the worksurface.	M		
	3.6	Independent clamp-on table power supply module with minimum one receptacle and one USB outlet must be supplied and installed on the table surface. Power cord from module must plug into a standard wall outlet or power bar.	M		
	3.7	Product to have leveling glides suitable for Tile Carpet.	M		
	3.8	Table to have compatible attached privacy panels: refer to privacy screens/panels.	M		
DE1	Size	Must be 610mm (24") Deep, +/- 25mm (1") x 1168mm (46") Wide, +/- 25mm (1") x height adjustable range +/- 558mm (22") to +/- 1287mm (50")	M		
DE2	Size	Must be 762mm (30") Deep, +/- 25mm (1") x 1524mm (60") Wide, +/- 25mm (1") x height adjustable range +/- 558mm (22") to +/- 1287mm (50")	M		
<b>DE1a &amp; DE2a Privacy Screens/ Panels</b>					
	4.1	Privacy Screens/Panels at 406.4mm-584mm (16"-23") height above worksurface. Privacy Screens/Panels 12.7mm (1/2") thickness (+/- 6mm, 1/4").	M		
	4.2	Privacy Screens/Panels to be fabric or acoustic felt.	M		

	4.3	Privacy Screens/Panels secured with attachment hardware to worksurface.	<b>M</b>		
	4.4	Privacy Screens/Panels to be attached to both side and front corresponding with desk size wrapping around the worksurface.	<b>M</b>		
DE1a		Privacy screens to be compatible with worksurface size DE1 – Screens to be quantity of two (2) – 610mm (24") deep Screen and quantity of one (1) – 1168mm (46") deep Screen. Privacy screens must extend full width and depth of desk +/- 25mm (1")	<b>M</b>		
DE2a		Privacy screens to be compatible with worksurface size DE2 – Screens to be quantity of two (2) – 762mm (30") deep Screen and quantity of one (1) – 1524mm (60") deep. Privacy screens must extend full width and depth of desk +/- 25mm (1")	<b>M</b>		
<b>Dual Monitor Arms (Provided at each DE1 and DE2 worksurface)</b>					
	5.1	Independent clamp-on dual monitor arm for monitors up to 813mm (32") size.	<b>M</b>		
	5.2	Height adjustment range of min. 290mm, tilt adjustment, independent arm adjustment.	<b>M</b>		
	5.3	Must provide weight balancing between 5-12 pounds.	<b>M</b>		
	5.4	Must provide dual Monitor arm, edge clamp with rotational slider assembly to provide adjustability for separation between monitor sizes from 610mm (24") -686mm (27") in either landscape or portrait position.	<b>M</b>		
	5.5	Wire management wire clip.	<b>M</b>		
<b>ST1 Benching Product</b>					
	6.1	Double sided storage benching unit (storage right and left side complete with open shelf).	<b>M</b>		
	6.2	16-22 Gauge painted steel construction complete with Laminate top	<b>M</b>		
ST1	Size	To make up the following unit: 1829mm (72") wide x 508mm (20") deep, fixed height maximum 457-470mm (18"-21-1/2") as to not allow	<b>M</b>		

		interference with height adjustable tables			
<b>ST2 Benching Product</b>					
	7.1	One sided storage benching unit.			
	7.2	16-22 Gauge painted steel construction complete with Laminate top	<b>M</b>		
ST2	Size	To make up the following unit: 1829mm (72") wide x 508mm (20") deep, fixed height maximum 457-470mm (18"-21-1/2") as to not allow interference with height adjustable tables	<b>M</b>		
<b>ST3 Wardrobe</b>					
	7.3	Wardrobe Unit: 24" Wide Personal Storage Tower; Full height wardrobe unit complete with pedestal section and shelving above enclosed.	<b>M</b>		
	7.4	16-22 Gauge painted steel construction	<b>M</b>		
ST3	Size	To make up the following unit: 610mm (24") wide x 610-762mm (24-30") deep, 1372-1676mm (54-66") high	<b>M</b>		
<b>L1 Personal Storage Lockers</b>					
	8.3	The entire unit must have electronic key-pad (digital locks must have minimum 5 digit code programming) on each door to secure personal items stored in each unit.  Must provide four (4) master keys or fobs for manager-security programming and override (bypass) function.	<b>M</b>		
	8.4	Units must have the ability to be ganged together by flush fasteners to ensure stability of unit and to prevent tipping. Must come with leveling glides suitable for Tile Carpet.	<b>M</b>		
	8.5	Door to have a barrier free pull. E.g., "D-pull".	<b>M</b>		
	8.6	Single continuous lockable door must have the ability to be hinged either left or right per unit.	<b>M</b>		
	8.7	Storage locker top, bottom, door, and sides must be high pressure	<b>M</b>		

		laminate or combination welded metal painted body and laminate door.			
	8.8	Interior can be low pressure laminate or painted steel construction.	<b>M</b>		
	8.9	Must be powered by long life batteries. Batteries to be replaceable by administrator, with readily available (non-proprietary) batteries. Provide batteries for initial use during installation.  Must have low battery sound or light indicator.  Must provide four (4) tools or key for accessing the battery compartment or changing port when battery fails while in the locked position.	<b>M</b>		
	8.10	Locker must be provided with a shelf at top of unit with two (2) coat hooks on sides and removeable boot tray at bottom.	<b>M</b>		
L1	Size	Individual size 457mm (18") wide x 457-610mm (18-24") deep x 1372-1676mm (54-66") high.	<b>M</b>		
<b>GC Stackable Armless Chair</b>					
	9.1	Polypropylene/polymer Shell back and seat.	<b>M</b>		
	9.2	Sled base, chrome or powder coat finish, non marking glides suitable for tile carpet.	<b>M</b>		
	9.3	Wall saver leg design.	<b>M</b>		
	9.4	Weight capacity minimum 275lbs	<b>M</b>		
GC		Overall approximate size: seat height 440mm (17.3") +/-, 778mm (30.6") +/- height, 591mm (23.3") +/- depth, 554mm (21.8") width.	<b>M</b>		
<b>LC1 Individual Work Pod</b>					
	10.1	Private workspace includes integrated power, ergonomic comfort seating with privacy screens surround and option to integrate power.	<b>M</b>		
	10.2	Privacy Screen surround overall available between 1194mm (47") – 1549mm (61") high. Surround to have cut-out to allow for visibility of surrounding areas.	<b>M</b>		

	10.3	Screen to be laminate or fabric (polyurethane or silicon).	<b>M</b>		
	10.4	Leveling glides suitable for Tile Carpet flooring.	<b>M</b>		
	10.5	Integrated power available c/w one single duplex and one/two USB ports available.	<b>M</b>		
	10.6	Lounge Chair to be provided in polyurethane or silicon to fit within surround screens.	<b>M</b>		
	10.7	Personal worksurface to be accommodated within surround and to be high pressure plastic laminate finish.	<b>M</b>		
	10.8	Designed for users weighing up to 300 lbs.	<b>M</b>		
LC1	Size Overall	Overall, approximately 1676mm (66") +/- diameter; 1346mm (53") x 1651mm (65") +/-.	<b>M</b>		
<b>LC2 Individual Lounge Chair complete with corresponding Ottoman</b>					
	11.1	Fabric with wipeable finish (polyurethane or silicon).	<b>M</b>		
	11.2	Metal legs, powder coat or chrome finish.	<b>M</b>		
	11.3	Glides suitable for tile carpet.	<b>M</b>		
	11.4	High density foam for heavy commercial use.	<b>M</b>		
	11.5	Weight Capacity up to 300 lbs.	<b>M</b>		
	11.6	Lounge Chair: Fully Upholstered with arms.	<b>M</b>		
	11.7	Ottoman: Fully Upholstered cylindrical shape.	<b>M</b>		
	11.8	All fabric and foam tested and certified to meet CAL 117-2013.	<b>M</b>		
LC2	Size	Lounge Chair: Maximum overall dimensions: 851mm (33") wide x 851mm (33") deep x 990mm (39") high.  Ottoman: Maximum Overall dimensions: 399-475mm (15.7" x 18.75") diameter x 406-500mm (16"-19.75") high.	<b>M</b>		
<b>LC2a Individual Worktable</b>					
	12.1	Portable, Personal worksurface/laptop table.	<b>M</b>		
	12.2	Worksurface to be ½" thick top and sides with high pressure plastic laminate.	<b>M</b>		

	12.3	Metal legs, powder coat or chrome finish. Glides suitable for tile carpet.	<b>M</b>		
LC2a	Size	Approximately 508-610mm (20-24") width x 405-508mm (16-20") x 630mm (24.8") height.	<b>M</b>		
<b>TC Task Chair</b>					
	13.1	Task chair must have polymer back	<b>M</b>		
	13.2	Task chair seat to be mesh	<b>M</b>		
	13.3	Task chair to have full height – height adjustable lumbar support	<b>M</b>		
	13.4	Castors suitable for carpet tile	<b>M</b>		
	13.5	Seat depth, height and angle must be adjustable	<b>M</b>		
	13.6	Task chair arm height and position must be adjustable	<b>M</b>		
	13.7	Tilt Mechanisms – must be available with a synchro-tilt mechanism which is lockable in any position.	<b>M</b>		
	13.8	Task chair to have ergonomic posture support	<b>M</b>		
TC	Size	762mm (30") width x 406-508mm (16-20") seat height x 470mm (18") deep.	<b>M</b>		
<b>TB2 Freestanding Height Adj. Table (Round)</b>					
	14.1	Freestanding continuous pneumatic height adjustable table from 685mm (27") to 1118mm (44")	<b>M</b>		
	14.2	Worksurface must be high pressure laminate with matching edgeband	<b>M</b>		
	14.3	Metal or painted metal pedestal base	<b>M</b>		
	14.4	Glides suitable for carpet tile	<b>M</b>		
TB2	Size	762mm (30") diameter x height adjustment range +/- 685mm (27") to 1118mm (44")	<b>M</b>		

\*Desirables will not be used as part of the evaluation

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 CAL-2-45002

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

<b>Item</b>	<b>Product</b>	<b>Quantity</b>	
TB1	Freestanding Fixed Height Worksurfaces/ Meeting Tables	<b>4</b>	<b>Yes detailed cut sheets</b>
TB2	Freestanding Height Adj. Table (Round)	<b>1</b>	<b>Yes detailed cut sheets</b>
DE1	Freestanding Height Adj. Desk/Table w/Accessories	<b>5</b>	<b>Yes detailed cut sheets</b>
DE2	Freestanding Height Adj. Desk/Table w/Accessories	<b>6</b>	<b>Yes detailed cut sheets</b>
DE1a	Privacy Screens attached to surround of DE1	<b>5</b>	<b>Yes detailed cut sheets</b>
DE2a	Privacy Screens attached to surround of DE2	<b>6</b>	<b>Yes detailed cut sheets</b>
	Dual Clamp on Monitor Arms (provided at all DE1 and DE2 worksurfaces)	<b>11</b>	<b>Yes detailed cut sheets</b>
ST1	Benching Products	<b>3</b>	<b>Yes detailed cut sheets</b>
ST2	Benching Products	<b>1</b>	<b>Yes detailed cut sheets</b>
ST3	Wardrobe	<b>1</b>	<b>Yes detailed cut sheets</b>
L1	Personal Storage Lockers w/digital locks	<b>14</b>	<b>Yes detailed cut sheets</b>
GC	Stackable Armless Guest Chair	<b>2</b>	<b>Yes detailed cut sheets</b>
LC1	Individual Work Pod	<b>1</b>	<b>Yes detailed cut sheets</b>
LC2	Individual Lounge Chair	<b>1</b>	<b>Yes detailed cut sheets</b>
LC2a	Individual Worktable	<b>1</b>	<b>Yes detailed cut sheets</b>
TC	Task Chair	<b>28</b>	<b>Yes detailed cut sheets</b>

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## CERTIFICATIONS ASSOCIATED WITH FURNITURE PRODUCT

This Annex includes the Certifications associated with furniture product forming part of the requirement.

For each type of furniture, the bidder must confirm all furniture has been tested to at least one of the following standards:

ANSI/BIFMA X5.3 – Vertical Files or CAN/CGSB-44.227 Free-standing Office Products and Components
ANSI/BIFMA X5.5 – Desking Products or CAN/CGSB-44.227 Free-standing Office Products and Components
ANSI/BIFMA X5.6 – Panel Systems or CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components
ANSI/BIFMA X5.9 – Storage Unit
ANSI/BIFMA X5.11 – General Purpose Large Occupant Office Chairs or CAN/CGSB – 44.232-2018 Chairs for Office Environments
ANSI/BIFMA e3-2014 – Furniture Sustainability Standards

### 1.2 Product Conformance *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the products offered will conform meet the testing and performance requirements listed in ANNEX A.

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

Date

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

The Supplier warrants that the 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 product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the contracting authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Canada may also examine 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 Canada specifies.

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## ANNEX "B"

### BASIS OF PAYMENT

**Bidders must bid on a minimum of one (1) table (Table 1 – General Furniture or Table 2 – Chairs) to be deemed responsive. Bidder must fill out table 3 below - optional storage.**

**Up to two (2) contracts will be awarded as a result of this procurement process. One (1) contract for the general furniture and one (1) contract for the chairs. If a bidder is being recommended for award of a contract for more than one table, only one contract will be awarded to this supplier for those tables.**

- Prices quoted are FOB Destination and are to include all shipping, customs, duty, and delivery charges;
- All prices are firm unit prices exclusive of any applicable taxes;
- Applicable taxes are to be added as a separate line item on resulting invoices;
- Pricing must include all costs associated with meeting the requirement specified in Annex "A"

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**Table 1 - General Furniture**

Item	Product	Quantity (A)	Firm Unit Price CAD only (B)	Extended Price CAD only (C)= A x B
TB1	Freestanding Fixed Height Worksurfaces/ Meeting Tables	4	\$	\$
TB2	Freestanding Height Adj. Table (Round)	1	\$	\$
DE1	Freestanding Height Adj. Desk/Table w/Accessories	5	\$	\$
DE2	Freestanding Height Adj. Desk/Table w/Accessories	6	\$	\$
DE1a	Privacy Screens attached to surround of DE1	5	\$	\$
DE2a	Privacy Screens attached to surround of DE2	6	\$	\$
	Dual Clamp on Monitor Arms (provided at all DE1 and DE2 worksurfaces)	11	\$	\$
ST1	Benching Products	3	\$	\$
ST 2	Benching Products	1	\$	\$
ST3	Wardrobe	1	\$	\$
L1	Personal Storage Lockers w/digital locks	14	\$	\$
GC	Stackable Armless Guest Chair	2	\$	\$
LC1	Individual Work Pod	1	\$	\$
LC2	Individual Lounge Chair	1	\$	\$
LC2a	Individual Worktable	1	\$	\$
<b>Product Subtotal</b>				\$
<b>Delivery (including airlifting charges)</b>				\$
<b>Installation</b>				\$
<b>Total Evaluated (Bid) Price</b>				\$

**Table 2 - Chairs**

Item	Product	Quantity (A)	Firm Unit Price CAD only (B)	Extended Price CAD only (C)= A x B
TC	Task Chair	28	\$	\$
<b>Product Subtotal</b>				<b>\$</b>
<b>Delivery (including airlifting charges)</b>				<b>\$</b>
<b>Installation</b>				<b>\$</b>
<b>Total Evaluated (Bid) Price</b>				<b>\$</b>

**Optional Storage**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Table 3 – Optional Storage of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

**Table 3 – Optional Storage**

Intent: In the event of delays to the delivery date.

Storage must be climate controlled and the contractor is responsible for ensuring that the storage meets any manufacturer as not to void warranty

The estimated quantity is for evaluation purposes only and does not constitute a guarantee on behalf of Canada.

Item	Optional Storage	Estimated Quantity	Firm Unit Price (CAD)
1	Weekly Storage ( 7 Calendar days)	7 Calendar days	\$ _____

## ANNEX "C" INUIT BENEFITS PLAN

Canada requests that Bidders maximize the participation of Inuit people and businesses, as well as businesses located in the Nunavut Settlement Area (NSA), in the performance of this procurement. The Bidder's Inuit Benefits Plan (IBP) will be the document containing the Bidders' commitments related to these objectives. In its IBP, the Bidder should detail and support the achievability of its commitments related to Nunavut Benefits and Inuit Benefits, for each of the IBP criteria, as described in Annex D INUIT BENEFITS PLAN EVALUATION.

Canada reserves the right, but is not obligated, to verify any information provided in the IBP. Any untrue statements made by the Bidder in its IBP may result in the bid being declared non-responsive or in the Contractor being in default to the terms of the contract.

The Bidder acknowledges that the IBP evaluation criteria represents Canada's solemn efforts to uphold Canada's constitutional obligations to the Inuit of Nunavut, and that the true value of IBP commitments may not be entirely pecuniary and, as such, cannot be fully represented by a dollar value alone.

The Bidder also acknowledges that, if selected to be the Contractor, the commitments in its IBP will become contractual obligations, and that in future solicitations processes, Canada will retain per the Standard Instructions the right to review past performances and records of delivering IBP obligations to determine a Bidder's ability to do so in future projects.

For follow-up purposes, the leaders of the modern treaty rights holders impacted by this procurement may receive copies of the Contractor's IBP, IBP Progress Reports and periodically receive performance monitoring results.

If there is insufficient space in the tables below, add additional lines as need be.

### Key Terms

1. Eligible Inuit Employee (EIE) is:

- a) An individual who is working toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement ( <https://nlca.tunngavik.com/> ) at the time such work is performed, and
- c) is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee's beneficiary number, Toll Free: 1-888-236-5400.

Additional information on the Inuit Enrolment List is available at:

[https://www.tunngavik.com/initiative\\_pages/enrolment-program/enrol-in-the-nunavut-agreement/](https://www.tunngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/)

2. Eligible Inuit Trainee (EIT) is:

- a) an individual who is working toward the performance of the Contract either as a trainee of the Contractor or as a trainee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement ( <https://nlca.tunngavik.com/> ) at the time such work is performed, and
- c) is not an Eligible Inuit Employee (i.e. while this individual can be an employee, inclusion for IBP purposes can only count once, that is either as an "Eligible Inuit Employee" or as an "Eligible Inuit Trainee", not both).

3. **Inuit Firm Registry (IFR) Firm** (contractor/supplier/subcontractor) is:
- a) A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). (<https://inuitfirm.tunnigavik.com/>) A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.

**INUIT EMPLOYMENT**

**Commitment Table 1 – EIE Commitment**

Dollar value must be the gross dollar value that will be paid (in CAD) to the EIEs for work performed under the contract. Add as many lines as need be in the below table.

Commitments below identify EIEs and EIE hours **regardless of whether they are performed by the Contractor or subcontractor staff**

Eligible Inuit Employment commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments.

Bidders are required to detail commitments for each Period/Year/Phase/Other in the corresponding tables.

**1-A Total EIE**

Period: Contract Period

ITEM	Position	EIE Staff (S)	Dollar Value
EIE - 1			\$
EIE - 2			\$
EIE - 3			\$
EIE - 4			\$
<b>Total for this Period</b>			\$

<b>Total for all Periods</b>	<b>Total EIE Staff (Contractor and subcontractor)</b>	<b>Total Dollar Value (Contractor and subcontractor)</b>
	(S1)	\$ (A2)

<b>IBP Commitment Implementation</b>
<p>Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitment, as described in section 1.3, EIE – IBP Commitment Implementation in Annex D INUIT BENEFITS PLAN EVALUATION.</p> <p><b>Bidders must clearly indicate where in their proposal this information has been provided.</b></p>

**INUIT OWNERSHIP**

**Commitment Table 2 – Inuit Ownership Commitment**

Inuit Ownership commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Eligible Inuit Employment commitments.

Bidders are required to detail commitments for each period in the tables that correspond to that period.

**2-A Total Inuit Contractor/Sub-Contracting/Supplier Commitment**

Period: Contract Period

<b>Dollar Value of IFR (Contractor/Subcontractors/Supplier) for this Period</b>	\$
---	----

<b>Total Dollar Value of IFR (Contractor/Subcontractor/Supplier) <u>for all</u> Periods</b>	\$	<b>(F)</b>
---	----	------------

<b>IBP Commitment Implementation</b>
<p>Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their Inuit Ownership commitment, as described in section 2.3, Inuit Ownership – IBP Commitment Implementation in Annex D INUIT BENEFITS PLAN EVALUATION.</p> <p><b>Bidders must clearly indicate where in their proposal this information has been provided.</b></p>

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File No. - N° du dossier  
CAL-2-45002

Buyer ID - Id de l'acheteur  
ca1146  
CCC No./N° CCC - FMS No./N° VME

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**LOCATION IN THE NUNAVUT SETTLEMENT AREA**

**Commitment Table 3 – NSA Location Commitment**

Bidders are required to detail commitments for each Period/Year/Phase/Other in the tables that correspond to that Period/Year/Phase/Other.

**3-A Location of Business in the NSA**

Period Contract Period

<b>Company Name (Contractor)</b>	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the NSA</b>
<b>Company Name (subcontractor/supplier)</b>	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the</b>

## ANNEX “D” INUIT BENEFITS PLAN EVALUATION

### Commitment Tables

Bidders should fill out the commitment tables for each criteria at Annex “C” INUIT BENEFITS PLAN to be awarded points, adding lines to such tables as need be.

### Evaluation of IBP Commitments

**Bidders will be evaluated on their IBP Commitments, for each criterion in accordance with the solicitation clause entitled “Basis of selection”.**

#### Score Calculations for IBP Commitments

The score for each IBP criterion will be the summation of the points for all sub criteria for that IBP criterion. The commitment for sub criteria related to EIE/EIT hours, employee/trainee numbers, quality of work/training and dollar value commitments, will be prorated against the highest commitment for each of those sub criterion as follows: the commitment for that sub criterion / the highest commitment for that sub criterion multiplied by the total points available for that sub criterion.

### EXAMPLE

<b>EMPLOYMENT OF EIE</b>		Bidder 1	Bidder 2	Bidder 3
1.1	EIE Hours Commitment	45	60	35
	<b>Total points available = 10</b>	$45/60 \times 10 = 7.5$	$60/60 \times 10 = 10$	$35/60 \times 10 = 5.83$
1.2	EIE Dollar Value Commitment	\$5000	\$5500	\$6000
	<b>Total points available = 10</b>	$\$5000/\$6000 \times 10 = 8.33$	$\$5500/\$6000 \times 10 = 9.17$	$\$6000/\$6000 \times 10 = 10$
1.3	EIE IBP Commitment Implementation	<b>See “Score Calculations for IBP Commitment Implementation”</b>		
	<b>Total points available = 10</b>	<b>8</b>	<b>4</b>	<b>10</b>
<b>Inuit Employment Score (30 Points available) :</b>		<b>23.83/30</b>	<b>23.17/30</b>	<b>25.83/30</b>

### Evaluation of IBP Commitment Implementation

Bidders will be evaluated on their written plan, both for integrating IBP commitments and for detailing their strategy as to how they will deliver such IBP commitments. The examples provided in the “IBP Commitment Implementation” section of each criterion are what a bidder should provide, at a minimum, to support the achievability of the IBP. It is not an exhaustive list. Bidders should provide sufficient proof to support the plan outlined and the commitments made.

#### Score Calculations for IBP Commitment Implementation

Each criterion indicates what information the Bidder should provide to support their demonstration of how they intend to fulfill the corresponding commitments. To receive points for the IBP Commitment Implementation for applicable criterion, the information must be submitted with the bid prior to bid closing. Scores will be attributed as described below in the IBP – Commitment Implementation section of each criterion.

<b>EIE Commitment</b>	
<b>This criterion is worth 15% of the bid evaluation points available.</b>	
<b>IMPORTANT: To achieve points, Bidders should detail commitments in Table 1-A at Annex C INUIT BENEFITS PLAN</b>	
1.1	<p><b>EIE – Staffing Commitment</b>            Bidders will be evaluated on their commitment to employ EIEs, in carrying out the work. The commitments below relate specifically to EIEs regardless of whether employed by the Contractor or subcontractor.</p> <p>Eligible Inuit Employment commitments <b>must not include</b> any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments.</p> <p style="text-align: right;">Total EIEs – (Contractor and subcontractor): _____ (S1)</p>
1.2	<p><b>EIE – Dollar value Commitment</b>            Bidders will be evaluated on the total dollar value commitment to employ EIEs, in carrying out the work. The commitments identified below relate specifically to the total dollar value to be paid to EIEs regardless of whether employed by the Contractor or subcontractor staff.</p> <p>Eligible Inuit Employment commitments <b>must not include</b> any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments.</p> <p style="text-align: right;">Total dollar value of EIEs (Contractor and subcontractor): \$ _____ (S2)</p>
1.3	<p><b>EIE – IBP Commitment Implementation</b>            Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitments.</p> <p>The following is information required, at a minimum, to demonstrate Inuit labour commitment:</p> <ul style="list-style-type: none"> <li>• experience to be gained;</li> <li>• To identify potential new employees, the Bidder may contact the Nunavut Apprenticeship, trade and occupations certification Unit (<a href="https://www.gov.nu.ca/family-services/information/apprenticeship-trade-and-occupations-certification">https://www.gov.nu.ca/family-services/information/apprenticeship-trade-and-occupations-certification</a>).</li> </ul>
<b>Total Points Available for EIE Staffing</b>	
/30	

**INUIT OWNERSHIP**

<p><b>This criterion is worth 15% of the bid evaluation points available.</b>  <b>IMPORTANT:</b> To achieve points, Bidders <b>should</b> detail commitments in Table 3-A at Annex C (INUIT BENEFITS PLAN).</p>	
<p><b>Inuit Ownership – Dollar value Commitment</b>                  The use of Inuit Firm Registry (IFR) Contractor/subcontractors/suppliers in carrying out the contract.                  Bidders will be evaluated on their firm commitment to use IFR subcontractors for services or the procurement of supplies and equipment from IFR businesses.</p>	<p>1. If the Contractor is an IFR firm, the total dollar value of the IFR contracting will also include the Contractor's portion of the contract.</p> <p>Eligible Inuit Ownership commitments <b>must not include</b> any commitments already included under the Eligible Inuit Training commitments or the Eligible Inuit Employment commitments.</p> <p>Dollar value of IFR portion of the contract (Contractor/subcontractors/suppliers): _____ (F)</p>
<p>3.1</p>	<p>/10</p>
<p><b>Inuit Ownership - IBP Commitment Implementation</b>                  Bidders must provide a written plan of engagements, measures, and proposed procedures for their deliver on the Inuit Ownership (of Contractor/sub-contractor/suppliers) criteria.</p>	<p>The following is information required, at a minimum, to demonstrate Inuit ownership commitment:</p> <ul style="list-style-type: none"> <li>Engagements with IFR contractors and subcontractors</li> </ul>
<p>3.2</p>	<p>/10</p>
<p><b>Total Points Available for Inuit Ownership (of Contractor or sub-contractor/suppliers)</b></p>	
<p>/20</p>	

**LOCATION IN THE NUNAVUT SETTLEMENT AREA**

<b>LOCATION OF BUSINESS IN THE NUNAVUT SETTLEMENT AREA (NSA)</b>		
<p><b>This criterion is worth 5% of the bid evaluation points available</b>  <b>IMPORTANT:</b> To achieve points, Bidders <b>should</b> detail commitments in Table 3-A at Annex C (INUIT BENEFITS PLAN).</p>		
<p><b>NSA Location – Commitment</b></p>		
<p>Bidders will be evaluated on their new or existing location of business in the NSA in performing work under the government contract.</p>		
<p>Contractor/subcontractor/supplier may have head offices, administrative offices, or other staffed facilities.</p>		
<p>A maximum of 100 points will be assigned for this criterion. 50 for the Contractor and 50 for the sub-contractors and suppliers. If the Contractor is not utilizing any subcontractors and/or suppliers, the Contractor points are worth double, up to a maximum of 100 points.</p>		
<p>Points will be assigned as follows:</p>		
4.1	<p><b>Contractor</b> (100 points [if Contractor only] / 50 points [Contractor and subcontractors/suppliers]):</p> <ol style="list-style-type: none"> <li>1. Head Offices (20 points)</li> <li>2. Administrative Offices (20 points)</li> <li>3. Other Staffed Facilities (10 points)</li> </ol> <p><b>Subcontractors and/or Suppliers</b> (50 points):</p> <ol style="list-style-type: none"> <li>1. Head Offices (20 points)</li> <li>2. Administrative Offices (20 points)</li> <li>3. Other Staffed Facilities (10 points)</li> </ol>	/100
<p>Bidders must provide supporting documentation regarding the locations submitted. Information to include:</p> <ul style="list-style-type: none"> <li>• a description of the locations, including addresses;</li> <li>• describe the nature of the firm's presence in the NSA; and</li> <li>• number of years the firm has been in the identified locations in the NSA.</li> </ul>		
<b>Total Points Available for Inuit Location</b>		/100

## ANNEX “E” INUIT BENEFITS PLAN PROGRESS REPORT

The IBP Progress Report is comprised of 3 tables which the Contractor must fill in, as indicated in this Annex, and submit with every invoice AND no later than 30 calendar days after the end of delivery and installation.

The tables will demonstrate the Contractor's compliance with its IBP, providing information, including the cost breakdown, on all IBP achievements in each period of the Contract as well as the cumulative total of IBP obligations delivered since the beginning of the Contract.

If so requested by Canada, the Contractor must be able to provide a full description of all of the Work that has been completed in accordance with the IBP, and to present before Canada the supporting documentation (i.e. employees coordinates, time sheets, invoices, receipts, vouchers etc). The Contractor must also maintain such records for audit purposes in accordance with the General Conditions.

The Contractor is required to certify the information contained in every IBP Progress Report submitted. If Contractor Certification is not provided, the IBP Progress Report will be deemed incomplete and will not be accepted.

### Disclosure of Information

1. The Contractor agrees to the disclosure of the IBP and the IBP Progress Reports by Canada, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. The Contractor warrants to have secured from its subcontractors and suppliers similar consents to disclosure by Canada as the IBP and the IBP Progress Report could contain information regarding such subcontractors and suppliers. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.
2. The Contractor undertakes **not to include** in the IBP or in the IBP Progress Reports **any information that cannot be shared publicly** or that could constitute **private information** under the *Privacy Act* (R.S.C., 1985, c. P-21) (e.g. name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.

### Deviations

If the delivery of IBP obligations is below the IBP commitment, the Contractor must include a detailed explanation. In circumstances where the Contractor can clearly demonstrate that reasonable efforts were made to meet the IBP obligations but could not be met due to circumstances out of the Contractor's control, the Contractor will nevertheless be expected to have maximized IBP obligations to the level that was possible. See the Contract terms for further details regarding such situations.

The Contractor must **inform the Contracting “AND/OR” Canada's IBP Authority immediately** without waiting for the submission of an IBP Progress Report if a deviation from the expected outcome may occur.

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## Key Terms

1. Eligible Inuit Employee (EIE) is:

- a) An individual who is working toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement ( <https://nlca.tunngavik.com/> ) at the time such work is performed, and
- c) is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee's beneficiary number, Toll Free: 1-888-236-5400.

Additional information on the Inuit Enrolment List is available at:

[https://www.tunngavik.com/initiative\\_pages/enrolment-program/enrol-in-the-nunavut-agreement/](https://www.tunngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/)

2. Eligible Inuit Trainee (EIT) is:

- a) an individual who is working toward the performance of the Contract either as a trainee of the Contractor or as a trainee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement ( <https://nlca.tunngavik.com/> ) at the time such work is performed, and
- c) is not an Eligible Inuit Employee (i.e. while this individual can be an employee, inclusion for IBP purposes can only count once, that is either as an "Eligible Inuit Employee" or as an "Eligible Inuit Trainee", not both).

3. Inuit Firm Registry (IFR) Firm (contractor/supplier/subcontractor) is:

- a) A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). ( <https://inuitfirm.tunngavik.com/> ) A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.

**INUIT EMPLOYMENT**

**Table 1 – EIE Progress Report.**

“Hourly rate” must be the gross dollar value paid (in CAD) to the EIE for that position for the work performed under the contract. Add as many lines as need be in the below table. Positions and type of work must also correspond with those committed to in the Contractor’s IBP.

Period: Contract

**1-A Total EIE**

ITEM	Hourly Rate	EIE Hours in this Period	Dollar Value paid to EIE in this Period		Number of EIE staffed in this Period	
		Achieved	Committed	Achieved	Committed	Current
EIE -1	\$		\$	\$		
EIE -2	\$		\$	\$		
EIE -X	\$		\$	\$		
<b>Total for this Period</b>			\$	\$		

**1-B EIE Cumulative**

	Total Dollar Value committed for EIE in the IBP (A2)	\$	Total EIE Staff committed in the IBP (S1)	
<b>Total of EIE Hours for all Periods, up to now and including this one</b>	Total Dollar Value paid to EIE for all Periods, up to now and including this one.		Number of EIE staffed for all Periods, up to now and including this one	
	Total Dollar Value remaining to meet commitment	\$	Total EIE to be staffed to meet staffing commitment	

**On track (Yes or No) ? If no, the sections below MUST be completed prior to submission of this report**

**IBP Deviation Explanations (Use additional pages if necessary)**

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 EP922-230123

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 File No. - N° du dossier  
 xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur  
 ca1140  
 CCC No./N° CCC - FMS No./N° VME

**Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)**

**Comments (Use additional pages if necessary)**

**INUIT OWNERSHIP**

**Table 3 – Inuit Ownership Progress Report**

**3-A Total Inuit Contractor/Sub-Contracting/Supplier**  
 Period: Contract

ITEM	Company Name (contractor)	Description of the Work/Goods Supplied	Inuit Firm ID	Total Dollar Value in this Period	
				Committed	Achieved
IFR-1				\$	\$
	Company Name (subcontractor/supplier)	Description of the Work/Goods Supplied	Inuit Firm ID	Total Dollar Value in this Period for Subcontract or Supplies/Services	
				Committed	Achieved
IFR-2				\$	\$
IFR-3				\$	\$
IFR-4				\$	\$
IFR-5				\$	\$
IFR-6				\$	\$
<b>Total Dollar Value for Inuit Contractor/Subcontracting or Supplies/Services in this Period</b>				\$	\$

**3-B Cumulative**

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<b>Total Dollar Value</b> for Inuit Contractor/Subcontracting or Supplies/Services in all Periods, including this one.	\$
<b>Total Dollar Value</b> for Inuit Contractor/Subcontracting or Supplies/Services committed in the IBP (E)	\$
<b>Total Dollar Value remaining</b>	\$

**On track (Yes or No) ? If no, the sections below MUST be completed prior to submission of this report**

**IBP Deviation Explanations** (Use additional pages if necessary)

**Proposed Adjustments and/or Alternative commitments** (Use additional pages if necessary)

**Comments** (Use additional pages if necessary)

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**LOCATION IN THE NUNAVUT SETTLEMENT AREA**

**Table 4– NSA Location Commitment Progress Report**

**4-A Location of Business in the NSA**

Period: Contract

<b>Company Name (contractor)</b>	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the NSA</b>
<b>Company Name (subcontractor/supplier)</b>	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the</b>

**On track (Yes or No) ? If no, the sections below MUST be completed prior to submission of this report**

**IBP Deviation Explanations (Use additional pages if necessary)**

**Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)**

**Comments (Use additional pages if necessary)**

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**Contractor Certification**

**IBP PROGRESS CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME                      SIGNATURE                      DATE**

**CONTRACT NUMBER:** \_\_\_\_\_

The Contractor certifies the information contained in the IBP Progress Report is accurate and complete.

The Contractor further certifies, and is prepared to provide support to demonstrate, that:

1. Where work or training has been attributed to Inuit workers or Inuit trainees , that the workers and / or trainees were all registered on the Inuit Enrolment List during the reporting period; and
2. Where work has been attributed to Inuit Firms, that those firms were all registered on the Inuit Firm Registry during the reporting period.

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Amd. No. - N° de la modif.  
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## **ANNEX "F" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by 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)