

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.É.)**  
**B3J 1T3**  
**Bid Fax: (902) 496-5016**

## **REQUEST FOR PROPOSAL**

## **DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> SOFT SEATING & TABLES	
<b>Solicitation No. - N° de l'invitation</b> E0225-132055/A	<b>Date</b> 2012-11-15
<b>Client Reference No. - N° de référence du client</b> E0225-13-2055	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-8823	
<b>File No. - N° de dossier</b> HAL-2-69257 (219)	<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> <b>on - le 2012-12-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<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> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 496-5261 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA RCMP H DIVISION 80 GARLAND AVE DARTMOUTH Nova Scotia B3B 0A7 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**

Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<b>Delivery Required - Livraison exigée</b> See Herein	<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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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this requirement.

### **2. Requirement**

This requirement is for the supply, delivery and installation of upholstered soft seating, upholstered benches, and tables for the RCMP "H" Division in Dartmouth, Nova Scotia, in accordance with the requirement at Annex A.

### **3. Debriefings**

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **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>) 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 (2012-11-09) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2. Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

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

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( 2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### Section I: Technical Bid

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

### Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in the chart below. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
- 1.2 Bidders must submit their firm unit prices Delivered Duty Paid (DDP) destination; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.
- 1.3 When preparing their financial bid, bidders should review Part 6, The Basis of Payment and clause 1.2, Financial Evaluation, of Part 4.

#### 1.4 SACC Manual Clauses

C3010T (2010-01-11) Exchange Rate Fluctuation

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

**Unless otherwise stated herein, all information must be submitted with the bid.**

### **1.1 Technical Evaluation**

#### **1.1.1 Mandatory Technical Criteria**

See Requirement at Annex "A".

### **1.2 Financial Evaluation**

## SACC Manual Clause A0220T(2007-05-25), Evaluation of Price

### 2. Basis of Selection

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

Please note: Item #4 and #5 must be bid together and will be awarded on the same contract.

### **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation, or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

#### **1. Mandatory Certifications Required Precedent to Contract Award**

##### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies, for himself and his affiliate, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a Bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms, and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from the bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to

comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## **2. Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **2.1 Federal Contractors Program - Certification**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d. ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

### 3. Product Conformance

Bidders are to complete the certification for the products being proposed for this solicitation.

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract including the warranty period, to all specifications of, and meet the testing requirements detailed in Annex A.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

### 4. Dealer Authorization

If the Bidder is not the manufacturer of the products proposed, but is submitting a bid offering the products of the manufacturer, the Bidder must be an Authorized Dealer of the manufacturer for whom the Bidder is acting.

The Bidder must also provide, as part of its bid, a letter of authorization from the Manufacturer that it claims to represent. The letter must be an original, under the letterhead of the prime Manufacturer, confirming that the Bidder is in fact the authorized agent/distributor.

\_\_\_\_\_  
Name of Bidder's authorizing signatory

\_\_\_\_\_  
Date

## **PART 6 - RESULTING CONTRACT CLAUSES**

### 1. Security Requirement

There is no security requirement associated with this requirement.

### 2. Requirement

This requirement is for the supply, delivery and installation of upholstered soft seating, upholstered benches, and tables for the RCMP "H" Division in Dartmouth, Nova Scotia, in accordance with the requirement at Annex A.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2012-07-16), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.



**DELETE:** The warranty period will be twelve (12) months.

**INSERT:** The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

**Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:**

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

#### **4. Term of Contract**

##### **4.1 Delivery**

Delivery is MANDATORY FOB destination by 28 March 2013. Firms who cannot meet this delivery will be deemed non-responsive and their bid will not receive further consideration.

If your firm is awarded a contract with a mandatory 28 March 2013 delivery and the delivery is not received by this date, your firm agrees that the contract may be terminated for mutual consent and each Party release the other from any past, present and future obligations under the contract.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Linda Richard  
Public Works and Government Services Canada  
1713 Bedford Row  
Halifax, Nova Scotia B3J 3C9

Telephone: 902-496-5261  
Facsimile: 902-496-5016  
E-mail: linda.k.richard@pwgsc-tpsgc.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.

## 5.2 Project Authority

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.

## 5.3 Contractor's Representative (to be completed by Bidder)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, for a cost of \$ \_\_\_\_\_ **(to be inserted at Contract award)**. Customs duties and excise taxes are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

### 6.2 Single Payment

*SACC Manual* clause H1000C(2008-05-12) Single Payment

### 6.3 SACC Manual Clause T1204 - Direct Request by Customer Department

*SACC Manual* clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## 7. Invoicing Instructions

**7.1** 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.

**7.2** Invoices must be distributed as follows:

- (a) The original and two (2) copies 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.

Payment will not be authorised until all material and serviced have been inspected and accepted by the Technical Authority.

## **8. Certifications**

### **8.1 Product Conformance Certification**

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor 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.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

**8.2** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

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

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2012-07-16) General Conditions - Goods (Medium Complexity)
- (c) Annex A, Requirement
- (d) Annex B, Furniture List

(e) Annex C, Basis of Payment

(f) The Contractor's bid dated \_\_\_\_\_ (to be inserted at Contract award)

## 11. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations

B7500C (2006-06-16) Excess Goods

G1005C (2008-05-12) Insurance

## 12. Shipping Instructions

**Ship to:** PWGSC/TPSGC  
RCMP H Division  
80 Garland Avenue  
Dartmouth, Nova Scotia B3B 0A7  
CANADA

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Dartmouth, Nova Scotia, Incoterms 2000 for shipments from a commercial contractor.

## 13. Installation Services

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

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products 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, using a dumpster arranged for by the Contractor; and
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operating condition of all products in accordance with the Deficiency Procedures.

## 14. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. 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;
5. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;
7. 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;
8. 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 Project Authority and;
9. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied

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## **ANNEX 'A' - REQUIREMENT**

### **1. SCOPE OF WORK**

- 1.1 This specification is for the supply, delivery and installation of upholstered soft seating and tables for the RCMP "H" Division, 80 Garland Avenue, Dartmouth, Nova Scotia.

### **2. GENERAL REQUIREMENTS**

- 2.1 All products must be new.
- 2.2 Product need not all be from the same manufacturer.
- 2.3 Foam and fabric specified shall meet the requirements of California Technical Bulletin 117 Requirement Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Material Used in Upholstered Furniture. Flame-retardance to be disclosed and labelled.
- 2.4 The bidder is responsible for supplying all necessary hardware attachments to allow for a complete installation.
- 2.5 All packaging shall be designed to minimize waste (e.g. bulk, reusable) and shall be re-used, recycled and/or recovered.
- 2.6 All seating products must meet or exceed ANSI/BIFMA e3-2011e Furniture Sustainability Standard, minimum Level 1 OR SCS-EC10.2-2007 Indoor Advantage Gold.
- 2.7 All tables must meet ANSI/BIFMA X5.5-2008 Desk/Table products standard.
- 2.8 The products specified herein will be placed in a new facility that is being constructed to meet LEED Gold standards. In order to maintain excellent air quality, which will be monitored, all furniture products must be designed and constructed of materials that have low VOC emissions. In the event of any product found to be contributing to air quality problems, that product will be returned to its manufacturer for a full refund.

### **3. REFERENCES**

- 3.1 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
- 3.2 Association of Contract Textiles (ACT)
- 3.2.1 Textiles Performance Guidelines
- 3.3 California Department of Consumer Affairs  
California Technical Bulletin 117 - Requirement Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture.

### 3.4 Scientific Certification Systems (SCS)

3.5 Reference to the above publications, or test methods herein, is to the latest issue.

## 4. PERFORMANCE REQUIREMENTS

4.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.

4.2 External surfaces must be smooth and all edges must be clean and well finished. All surfaces must be free from sharp edges, burrs and any other hazards to safety.

4.3 All components shall be level and square.

4.4 All products must be suitable for the location and associated function listed in Annex B.

## 5. TEST REQUIREMENTS

5.1 All ANSI/BIFMA tests must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation), or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance program.

## 6. ACCEPTABLE PRODUCTS

### 6.1 Fabric

6.1.1 Fabric specifications included under 7.1 Seating Types are intended to indicate the established quality, aesthetic criteria and colour palette for RCMP "branding", theme, and patterning for the facility. Canada recognizes that there may be other products and materials that perform similarly to the listed materials and that minor variations in a substitute material's appearance may not exclude it for use on this Project.

6.1.2 Substitute fabrics shall not negatively affect the overall appearance, quality or intended function of the furniture piece.

6.2 Line drawings are included to establish design intent and aesthetic criteria and are for reference purposes.

6.3 Product descriptions in 7. Seating Types and 8. Table Types provide a minimum standard for products to be supplied.

## 7. SEATING

### 7.1 Seating Description

#### 7.1.1 Finishes - Upholstery

- i. Acceptable material for Item #1, #3, #4, and #5 to be:
  - a. Manufacturer: Ultra
  - b. Pattern: Ultra Leather Collection
  - c. Colours to be selected from manufacturer's standard range. Colours will include: Schooner 291-5806 and Grenadine 291-1315..
- ii. Acceptable material for Item #2: Seat and back contrasting fabric to be minimum Grade 4 with an abrasion resistance minimum of 90,000 double rubs.
- iii. If an alternate fabric is proposed, it must meet the specifications and characteristics of the fabrics specified in 7.1.1.i and 7.1.1.ii.
- iv. Canada will confirm the final fabric selections with the successful bidder and reserves the right to alter the final fabric choices within the same price range.

### 7.2 Seating Types

#### 7.2.1 Item #1 Bench Seating

##### **(A) Description:**

- i. Upholstered seat with stitch deailing for a tailored look.
- ii. Clean, architectural lines to create a bod, modern aesthetic.
- iii. No arms.
- iv. Wide flat surface on seat
- v. Legs can be rectilinear, or square or round or other options
- vi. Glides adjustability range to be minimum +/-13mm (1/2")

##### **(B) Finishes**

- i. Upholstery: See 7.1.1

##### **(C) Dimensions**

- i. Length:1828 (72") (+/- 50mm longer or shorter).
- ii. Depth: 483 (19") (+/- 38mm larger or smaller)
- iii. Height: Seat height must be between 406mm - 508mm (16" - 20").



## **7.2.2 Item #2 - Lounge Chair**

### **(A) Description**

- i. Visible shaped plywood outer frame.
- ii. Upholstered seat and back. .
- iii. Seat cushions must be fixed or have removable attachment.
- iv. Back cushion can be fixed, loose or have removable attachment.
- v. 4 legs can be round, or square or other options

### **(B) Finishes:**

- i. Legs to be metal, chrome finish.
- ii. Upholstery: See 7.1.1
- iii. Wood: Natural maple

### **(C) Dimensions:**

- i. Width: 787 (31") (+/- 50mm larger or smaller)
- ii. Depth: 735 (29") (+/- 50mm smaller or larger)
- iii. Seat Height: 406-508 mm (16" - 20") above floor
- iv. Arm Height: 600 mm (24") (+/- 50 mm higher or lower)

## **7.2.3 Item #3 - Lounge Chair**

### **(A) Description**

- i. Fully upholstered with stitch detailing for a tailored look.
- ii. Fully upholstered chair with tight back/no loose or attached cushions.
- iii. Base can be swivel, exposed or not, or 4 legs.
- iv. Swivel to return to 0 degrees.
- v. Armrest profile must be chamfered or tailored or other options.

### **(B) Finishes:**

- i. Base/legs to be polished chrome or polished metal finish.

### **(C) Dimensions:**

- i. Width: 1040 (41") (+/- 50mm larger or smaller.)
- ii. Height: 685 (27") (+/- 50mm higher or lower)
- iii. Depth: 800 (32") (+/-50mm larger or smaller)
- iv. Arm Height: 600 mm (24") (+/- 50 mm higher or lower)

## **7.2.4 Item #4 - Lounge Chair**

### **(A) Description:**

- i. Enclosed upholstered chair. Tight back/no loose or attached cushions.

- ii. Fully upholstered with stitch detailing for a tailored look.
- iii. Base to be exposed metal and to be sled type or 4 legs.
- iv. Chair to be lightweight and durable for ease of reconfiguration.
- v. Armrest profile must be chamfered, or tailored, or other options.
- vi. Design and finishes matching Item #5.

**(B) Finishes:**

- i. Sled base or legs to be metal.
- ii. Upholstery: See 7.1.1

**(C) Dimensions:**

- i. Height: 838 (33") (75mm higher or lower)
- ii. Width and depth: 736 (29") (+, - 50mm larger or smaller).

**7.2.5 Item #5 - Small lounge chair****(A) Description:**

- i. Fully upholstered with stitch detailing for a tailored look.
- ii. Base to be exposed metal and to be sled type or 4 legs.
- iii. Chair to be lightweight and durable for ease of reconfiguration.
- iv. Tight back/no loose or attached cushions.
- v. Armrest profile must be chamfered or tailored or other options.
- vi. Design & finishes to match - Item #4.

**(B) Finishes:**

- i. Sled base or legs to be metal.
- ii. Upholstery: See 7.1.1

**(C) Dimensions:**

- i. Width: 686 (27") (+, - 50mm larger or smaller).
- ii. Depth: 635 (25") (+, - 50 mm larger or smaller).
- iii. Seat height must be between 406mm - 508mm (16" - 20")
- iv. Height: 787 (31") (+, - 75 mm higher or lower).

**8. TABLES:****8.1 Table Description**

8.1.1 Tolerance for all dimensions must be -12.7mm/+25.4mm (-1/2"/+1.0") unless otherwise specified and where edge shapes preclude.

- i. Table surfaces must be predrilled to accept installation of mounting hardware and attachments.
- ii. Table surfaces must be durable and non-marking.

## 8.2 Table Types

### **8.2.1 Item #6 - Round Coffee Table**

#### **(A) Description**

- i. Metal table top.
- ii. Steel base, open frame or legs.

#### **(B) Finishes:**

- i. Top to have integral metal top.
- ii. Metal base with chrome finish.
- iii. Top metal finish to be selected from manufacturers standard range.

#### **(C) Dimensions:**

- i. 900mm diameter (36")
- ii. Height of table surface must be between 406-482mm (16"-19" H) above finished floor.

## 9. MARKING

- 9.1 In addition to the labelling requirement stated in CAN/CGSB-44.227-, all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- 9.2 Adequate operating instructions in pictorial form and/or in both French and English must be provided with each user-adjustable product.

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Buyer ID - Id de l'acheteur

hal219

Client Ref. No. - N° de réf. du client

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## **ANNEX 'B'**

### **FURNITURE LIST**

See Annex B - Furniture List Attached

**ANNEX "C"****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, for the supply, delivery, and installation of upholstered soft seating, upholstered benches, and tables as specified in the contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. 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.

Price is to include all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

The responsive bid with the lowest evaluated price on an item by item basis will be recommended for award of contract. Please note, however, that Items #4 and #5 must be bid together.

<b>Item #</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
1	Bench Seating as detailed in 7.2.1- Annex "A"	14	ea.	\$ _____
2	Lounge Chair as detailed in 7.2.2.- Annex "A"	4	ea.	\$ _____
3	Lounge Chair as detailed in 7.2.3- Annex "A"	12	ea.	\$ _____
4	Lounge Chair as detailed in 7.2.4.- Annex "A"	24	ea.	\$ _____
5	Small Lounge Chair as detailed in 7.2.5 - Annex "A"	17	ea.	\$ _____
	<b>SUBTOTAL GROUP - ITEMS 4 &amp; 5</b>			\$ _____
6	Round Coffee Table as detailed in 8.2.1. - Annex "A"	6	ea.	\$ _____
<b>Total Bid Price \$</b>				<b>_____</b>

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## **ANNEX 'D'**

### **LIST OF DIRECTORS**

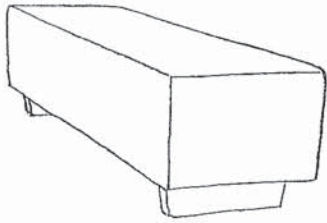
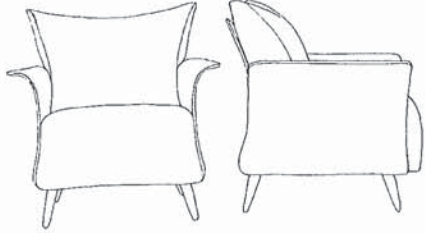
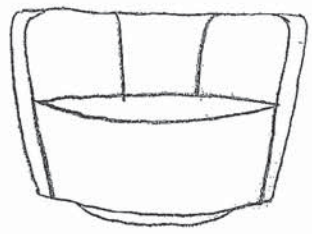
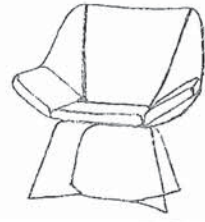

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;

**Directors:** (Please print clearly)

NAME	NAME

**Annex B**  
**Furniture List**

Item no.	Item	Location	Total Quantity	Quantity per floor	Image (line drawing) Note that line drawing is generic and is to represent design intent.
1	Soft Seating Bench Seating	Classrom Corridor & Elev. Lobby Area	14	Floor 1; Quantity 14	
2	Soft Seating Lounge Chair	Classrom Corridor	4	Floor 1; Quantity 4	
3	Soft Seating Lounge Chair	Elevator Lobby Area	12	Floor 1; Quantity 2 Floor 2; Quantity 2 Floor 3; Quantity 2 Floor 4; Quantity 2 Floor 5; Quantity 4	
4	Soft Seating Lounge Chair	Cafeteria Area	24	Floor 5; Quantity 24	
5	Soft Seating Small Lounge Chair	Cafeteria Area	17	Floor 5; Quantity 17	
6	Coffee table	Cafeteria Area & Elev Lobby Areas	6	Floor 1; Quantity 1 Floor 2; Quantity 1 Floor 3; Quantity 1 Floor 4; Quantity 1 Floor 5; Quantity 1	