

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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 - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Title - Sujet Lab Chairs	
Solicitation No. - N° de l'invitation 6D125-123361/A	Date 2012-12-28
Client Reference No. - N° de référence du client HC	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-070-8359
File No. - N° de dossier WPG-2-35300 (070)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-11	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Barenz, Leanne	Buyer Id - Id de l'acheteur wpg070
Telephone No. - N° de téléphone (204)983-0506 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PUBLIC HEALTH AGENCY OF CANADA JC Wilt Infectious Diseases Research Centre 745 Logan Avene Winnipeg Manitoba R3E 3L5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

**REQUEST FOR STANDING OFFER
FOR
Lab Stools**

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment.

2. Summary

The Regional Individual Standing Offer (RISO) scope of work encompasses the supply, delivery and installation of desk-height rotary laboratory stools with arms and armless counter-height rotary laboratory stools for Public Health Agency Canada (PHAC) facilities in the city of Winnipeg, Manitoba, Canada.

It is the intend of PHAC to place a call up immediately following Standing Offer award for the supply of Lab Stools to be delivered prior to March 28, 2013.

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

B4024T	No Substitute Products	2006-08-15
M0019T	Firm Price and/or Rates	2007-05-25

2. Submission of Offers

Offers 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 Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy) and one (1) soft copy, Excel file, by e-mail.

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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B" - Working Documents. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of the work as described in Annex "A".

1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a Standing Offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, 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 an offer, the Offeror 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 Offeror, 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 offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers 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 offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror 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 offer being declared non-responsive.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy

of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Offeror 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, 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, 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), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

2.2.1 Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The data must be submitted on a quarterly basis to the Standing Offer Authority. Reports shall be submitted on the appropriate document, which will be provided by the Standing Offer Authority, and forwarded no later than five (5) calendar days after the end of the reporting period.

If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award to December 31, 2013

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Leanne Barenz
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-0506
Facsimile: (204) 983-7796
E-mail address: leanne.barenz@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing or electronic document.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation - Total

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of **\$TBD** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2012-11-19), General Conditions-Goods (Medium Complexity);
- e) Annex "A", Requirement;
- f) Annex "B", Basis of Payment;
- g) the Offeror's offer TBD.

10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2012-11-19), General Conditions-Goods (Medium Complexity) apply to and form part of the Contract.

Section 11 Interest on Overdue Accounts, of 2010A (2012-11-19), General Conditions-Goods (Medium Complexity) will not apply to payments made by credit cards at point of sale.

2.2 SACC Manual Clauses

A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
C2000C	Taxes-Foreign Based Contractor	2007-11-30
D5328C	Inspection and Acceptance	2007-11-30

3. Term of Contract

3.1 Delivery Date

Delivery must be completed within 4 weeks from date of call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment - Firm Price or Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price specified in the Call-Up. 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.

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.3 Method of Payment

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

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions**5.1 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.

6. SACC Manual Clauses

D0018C	Delivery and Unloading	2007-11-30
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7. Insurance

G1005C	Insurance	2008-05-15
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ANNEX "A" REQUIREMENT

*****Compliance Matrix is attached as a PDF.*****

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HC

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ANNEX "B"
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 \$_____TBD_____. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

ITEM NO.	DESCRIPTION	UNIT PRICE
1.	Lab Stools – Counter Height	\$ _____
2.	Lab Stools – Desk Height	\$ _____

Reference Section	Technical Requirement	Comply (Bidder shall indicate Yes or No)	Supporting Information (Bidder shall indicate cross-reference)	Comments (For use by Evaluation Team Only)
MANDATORY CRITERIA:				
RISO DESK-HEIGHT ROTARY LABORATORY STOOLS W/ ARMS & ARMLESS COUNTER-HEIGHT ROTARY LABORATORY STOOLS				
1.0 SCOPE				
1.1	The Regional Individual Standing Offer (RISO) scope of work encompasses the supply, delivery and installation of desk-height rotary laboratory stools with arms and armless counter-height rotary laboratory stools for Public Health Agency Canada (PHAC) facilities in the city of Winnipeg, Manitoba, Canada.	YES ____ NO ____	N/A	
2.0 APPLICABLE PUBLICATIONS				
The following publications are applicable:				
2.1	Association for Contract Textiles (ACT) Voluntary Performance Guidelines.	YES ____ NO ____	N/A	
2.2	California Technical Bulletin 117 – Requirement Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture.	YES ____ NO ____	N/A	
2.3	American National Standards Institute/Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA) - ANSI/BIFMA x5.1 – American National Standard for Office Furnishings - General Purpose Office Chairs – Tests.	YES ____ NO ____	N/A	
2.4	American Society for Testing and Materials (ASTM) International ASTM D 3574 – Standard Test Methods for Flexible Cellular Materials – Slab, Bonded and Molded Urethane Foams.	YES ____ NO ____	N/A	
2.5	Canadian General Standards Board (CGSB) CAN/CGSB-44.232-2008 – Task Chairs for Office Environments	YES ____ NO ____	N/A	
3.0 TERMINOLOGY				
3.1	Manual Back Adjustment – A device that changes the backrest lumbar geometry of a chair that is manually manipulated by the user.	YES ____ NO ____	N/A	
4.0 GENERAL REQUIREMENTS				
4.1	Quality of Workmanship – All finished rotary stools must be uniform in quality, style, and material. Workmanship must be clean and free from any defects that may affect appearance, safety and serviceability. The external surfaces must be smooth and all edges must be rounded or beveled.	YES ____ NO ____		
4.2	All vinyl upholstery must be neat and tailored in appearance. Loosely fitted vinyl upholstery or uneven foam is not acceptable.	YES ____ NO ____		
4.3	Vinyl used to upholster rotary stools must meet the requirements and acceptance levels of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines. The vinyl must meet the heavy duty rating for abrasion resistance.	YES ____ NO ____		
4.4	Vinyl colour must be from manufacturer's standard line. The colour black must be included in the manufacturer's standard line.	YES ____ NO ____		
4.5	Rotary stools must be individually marked with the date of manufacture located in an inconspicuous location.	YES ____ NO ____		
4.6	Rotary stools must have a fully upholstered contoured foam seat and back.	YES ____ NO ____		
4.7	Lumbar Support – Rotary stools must be equipped with a lumbar support which is adjustable.	YES ____ NO ____		
4.8	An adjustable lumbar support must be available in in/out and up/down adjustments.	YES ____ NO ____		
4.9	Seat Depth - Seating must be adjustable.	YES ____ NO ____		
4.10	Backrest Adjustments - The backrests must have a manual adjustment.	YES ____ NO ____		

Reference Section	Technical Requirement	Comply (Bidder shall indicate Yes or No)	Supporting Information (Bidder shall indicate cross-reference)	Comments (For use by Evaluation Team Only)
4.11	Seat Height – The seat height must be adjustable via a pneumatic lift mechanism.	___ YES ___ NO		
4.12	Column – The seat must rotate independently of the base.	___ YES ___ NO		
4.13	Armrests – The rotary stool must be supplied with both adjustable T-style armrests (i.e. up & down) and without armrests. Refer to section 7.0 for requirement details.	___ YES ___ NO		
4.14	Base – five point base with casters.	___ YES ___ NO		
4.15	Seat and Backrest Locks – The seat and backrest must be lockable at multiple positions.	___ YES ___ NO		
4.16	Tilt Mechanism - Rotary stools must be supplied without a tilt mechanism (i.e. tilt mechanism not a requirement).	___ YES ___ NO		
4.17	Casters – The casters must be available for use on hard floor surfaces.	___ YES ___ NO		
4.18	Seat Waterfall – Seat front must have a waterfall edge.	___ YES ___ NO		
4.19	Backrest Height – The backrest must be height adjustable.	___ YES ___ NO		
5.0 DETAILED REQUIREMENTS				
5.1	Seat Height Adjustment Range for Armless Counter-height Rotary Laboratory Stools – The seat height must be adjustable from 533 mm (21.0 in.) or less to 851mm (33.5 in.).	___ YES ___ NO		
5.2	Seat Height Adjustment Range for Desk-Height Rotary Laboratory Stools with Arms – The seat height must be adjustable from 394 mm (15.5 in.) to 597mm (23.5 in.).	___ YES ___ NO		
5.3	Seat Width – The seat cushion must not be less than 450mm (17.7 in.) wide.	___ YES ___ NO		
5.4	Backrest Width – The backrest cushion width must not be less than 350mm (13.8 in.).	___ YES ___ NO		
5.5	Lumbar Support Height Adjustment – The lumbar support height must be adjustable by at least 50 mm (2.0 in.) within the range of 150mm (5.9 in.) to 250mm (9.8 in.) above the seat.	___ YES ___ NO		
5.6	Seat Depth Adjustment – The seat depth must be adjustable by at least 50mm (2.0 in.) within the range of 420mm (16.5 in.) to 460mm (18.1 in.). It must be lockable at multiple positions within that range.	___ YES ___ NO		
5.7	Backrest Angle to the Horizontal – The backrest angle must be adjustable a minimum of 10° within a range of 93° to 113°. The backrest angle adjustment mechanism when unlocked and activated with a load must allow the backrest to tilt rearward and when activated without a load must allow the backrest to return to the forward position.	___ YES ___ NO		
5.8	The counter-height stools must be supplied with height adjustable foot rings.	___ YES ___ NO		
5.9	There must be a tolerance of +/- 25.4mm (1 in.) for all dimensions.	___ YES ___ NO		
5.10	Vinyl upholstery, foot ring, column, base, casters & all exposed surfaces on stools must be able to withstand disinfectant products containing sodium hypochlorite (common household bleach) diluted in a ratio of 1:10 minimum.	___ YES ___ NO		
5.11	Vinyl upholstery must contain an agent to protect it against bacterial and fungal micro-organisms.	___ YES ___ NO		
5.12	Minimum 10 years warrantee on entire chair excluding upholstery & casters.	___ YES ___ NO		
5.13	Minimum 5 years warrantee on vinyl upholstery.	___ YES ___ NO		
6.0 TESTING REQUIREMENTS				
6.1	Rotary stools bid under this solicitation, must meet the requirement of this purchase description and the acceptance levels of the performance tests described in ANSI/BIFMA X5.1-2002.	___ YES ___ NO		
6.2	Cushion material must be tested in accordance with the applicable sections of ASTM D 3574 – Standard Test Methods for Flexible Cellular Materials – Slab, Bonded and Molded Urethane Foams.	___ YES ___ NO		

Reference Section	Technical Requirement	Comply (Bidder shall indicate Yes or No)	Supporting Information (Bidder shall indicate cross-reference)	Comments (For use by Evaluation Team Only)
6.3	The fabric proposed must meet the requirements of the Association for Contract Textiles (ACT) Performance Guidelines. The fabric must meet the heavy duty rating for abrasion resistance.	____ YES ____ NO		
6.4	All applicable components must comply with the flammability requirements of California Technical Bulletin 117.	____ YES ____ NO		
6.5	All test reports must be no more than five (5) years old at the time the bid is submitted.	____ YES ____ NO		
6.6	All ANSIBFMA and CAN/CGSB test reports must be from an acceptable test facility. An acceptable test facility is defined as a laboratory which is accredited by a nationally recognized body such as Standards Council of Canada, American Association for Laboratory Accreditation (A2LA) or is listed on the CGSB Laboratory Acceptance Program for the applicable scope of testing requested.	____ YES ____ NO		
7.0 INSTALLATION				
7.1	There must be a manufacturer and local dealership relationship in place for a minimum of two-years continuously. The manufacturer & dealer relationship must be valid at the time of bid submission.	____ YES ____ NO		
7.2	The local dealership's place of business must be located in Winnipeg, Manitoba, Canada.	____ YES ____ NO		
7.3	The local dealership must have factory certified installers for product installation. Provide manufacturer training certification for installation crew.	____ YES ____ NO		
7.4	The product is to be installed as per manufacturer's recommendations.	____ YES ____ NO		
7.5	The product must be left clean & in working order.	____ YES ____ NO		
7.6	The installation crew is responsible for leaving the installation site clean & clear of all refuse, debris & recyclable materials associated with the product installation.	____ YES ____ NO		
7.7	The installation crew is to provide own refuse/recycling containers. Using refuse/recycling containers by general contractor and/or end-user is not acceptable.	____ YES ____ NO		
8.0 END-USER TRAINING REQUIREMENTS				
8.1	Successful Bidder must provide training to end-users on the benefits of ergonomics and on how to adapt the adjustable components in order to meet their needs and to gain the greatest benefit from the correct positioning of the seating.	____ YES ____ NO		
8.2	Successful Bidder must provide a product maintenance handbook, which as a minimum shall include: .1 general guidelines, limitations and warnings; .2 contact point(s) (name, telephone numbers, addresses email addresses) for different types of product issues; .3 guidelines listing how to properly do general/spot cleaning, maintenance/repairs, replacement etc. .4 warrantee coverage.	____ YES ____ NO		
8.3	Training program in item 8.1 must be approved by the client representative.	____ YES ____ NO		