

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions**
Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

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

Title - Sujet CHAIRS	
Solicitation No. - N° de l'invitation W0142-12C097/A	Date 2012-04-16
Client Reference No. - N° de référence du client W0142-12C097	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-114-5947	
File No. - N° de dossier CAL-1-34256 (114)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-28	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Clarke, Deb	Buyer Id - Id de l'acheteur cal114
Telephone No. - N° de téléphone (403) 292-4526 ()	FAX No. - N° de FAX (403) 292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BASE COMMANDER CFB SUFFIELD ATTN: CMTT, BLDG 322 RALSTON Alberta T0J 2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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 issued by Public Works and Government Services Canada. (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

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 (2012-03-02) 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.

2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 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.

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 (one (1) hard copy)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard 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.

2. Substantial Information

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

- Detailed Manufacturer's Technical Specifications

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 SACC Manual Clauses

C3011T (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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Minimum mandatory technical criteria are included at Annex "A" - Requirement.

1.2 Financial Evaluation

The total aggregate bid price will be determined by the sum of all line items as identified in Annex "B" - Basis of Payment.

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

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. 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.

1.1 Federal Contractors Program - over \$25,000 and below \$200,000

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, 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; (<http://laws.justice.gc.ca/en/E-5.401/index.html>)
- (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;

- (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.
(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>)

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items detailed under 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 Manual issued by Public Works and Government Services Canada.
(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

3.1 General Conditions

2010A (2012-03-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before July 31, 2012.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Deb Clarke, Supply Specialist
Public Works and Government Services Canada
Acquisitions, Western Region
Suite 1650, 635 - 8 Avenue SW
CALGARY, AB T2P 3M3

Telephone: (403) 292-4526
Facsimile: (403) 292-5786
E-mail address: deb.clarke@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 for the Contract is:

To be determined.

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

Name: _____ (to be completed by the Bidder)

Title: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in the contract for a cost of \$ TBA. 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.

6.2 Single Payment

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

6.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

7. Invoicing Instructions

7.1 Invoicing Instructions

7.1.1. 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.

7.1.2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

- 8.1 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 Alberta.

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) 2010A (2012-03-02), General Conditions - Goods (Medium Complexity);
- (c) Annex "A", Requirement;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated _____.

11. SACC Manual Clauses

B7500C (2006-06-16), Excess Goods

A9062C (2011-05-16), Canadian Forces Site Regulations

G1005C (2008-05-12), Insurance

ANNEX "A"**REQUIREMENT**

For the supply and delivery of various types of chairs for the Department of National Defence located at the Canadian Forces Base Suffield, Ralston, Alberta.

No substitutions to Dor-Val chair models and specifications due to chairs having to match existing ones already on site.

Minimum Mandatory Technical Criteria/Specifications	Does Meet	Does Not Meet	Page # of Technical Specs Reference
1. Club Chairs, Dor-Val Model 1730USB, Quantity 8 each. - Must be of solid hardwood construction. - Wood must be stained W116 Mahogany ACAJOU. - Fabric type - Dor-Val Grade 7 Woven Jacquard Crypton Fabric. - Fabric colour - Palmer Captain PM25. - Seat Suspension must be elasticized. - Must be able to withstand an active load weight of no less than 300 lbs. - Must have wood joint (butt or dovetail) and screwed in place. - Must not have visible fabric edges. - Wood cannot contain Foreign Biota. - Fabric must be flame retardant. - Fabric must have stain guard.			
2. Bar Stools, Dor-Val Model 6402US (with swivel top), Quantity 4 each. - Must be of solid hardwood construction. - Wood must be stained W116 Mahogany ACAJOU. - Fabric type - Dor-Val Grade 7 Woven Jacquard Crypton Fabric. - Fabric colour - Palmer Captain PM25. - Must have fire retardant 2 inch thick foam with a foam density of at least 2.2 lbs/cu. - Must be able to withstand an active load weight of no less than 300 lbs. - Must have wood joint (butt or dovetail) and screwed in place. - Must not have visible fabric edges. - Wood cannot contain Foreign Biota. - Must have fabric on the seat (plywood seat acceptable, under fabric). - Fabric must be flame retardant. - Fabric must have stain guard. - Must have wood foot rail, brass covered.			
3. Bar Stools, Dor-Val Model 6402US (with swivel top), Quantity 38 each. - Must be of solid hardwood construction. - Wood must be stained W116 Mahogany ACAJOU. - Fabric type - Dor-Val Grade 3 Healthcare Vinyls Leatherlook Vinyl.			

<ul style="list-style-type: none"> - Fabric color - Dor-Val Healthcare Vinyls Leatherlook 2137 Navy. - Must have fire retardant 2 inch thick foam with a foam density of at least 2.2 lbs/cu. - Must be able to withstand an active load weight of no less than 300 lbs. - Must have wood joint (butt or dovetail) and screwed in place. - Must not have visible fabric edges. - Wood cannot contain Foreign Biota. - Must have fabric on the seat (plywood seat acceptable, under fabric). - Fabric must be flame retardant. - Fabric must have stain guard. - Must have wood foot rail, brass covered. 			
<p>4. Armless Chairs, Dor-Val Model 292USB, Quantity 96 each.</p> <ul style="list-style-type: none"> - Must be of solid hardwood construction. - Wood must be stained W116 Mahogany ACAJOU. - Fabric type - Dor-Val Grade 3 Healthcare Vinyls Leatherlook Vinyl. - Fabric color - Dor-Val Healthcare Vinyls Leatherlook 2137 Navy. - Must have fire retardant 2 inch thick foam with a foam density of at least 2.2 lbs/cu. - Must be able to withstand an active load weight of no less than 300 lbs. - Must have wood joint (butt or dovetail) and screwed in place. - Must not have visible fabric edges. - Wood cannot contain Foreign Biota. - Must have fabric on the seat (plywood seat acceptable, under fabric). - Fabric must be flame retardant. - Fabric must have stain guard. - Upholstered back and spring seat. 			
<p>5. Two-Seater Love Seat, Quantity 6 each.</p> <ul style="list-style-type: none"> - Dimension parameters as follows: <ul style="list-style-type: none"> a) height – between a minimum 31” and 43” maximum b) width – between a minimum 47” and 71” maximum c) depth – between a minimum 29” and 41” maximum - Must be 100% top grain leather. - Leather must be protected leather. - Leather to be Tan in color. - Must have leather on seating area, back and arms. - Corners must be glued, blocked and stapled. - Seat and back spring rails to be cut from 7/8 inch hardwood. - Cushion cores are to be constructed of low melt fiber wrapped over quality foam. 			
<p>6. Single Side Chair, Quantity 10 each.</p> <ul style="list-style-type: none"> - Dimension parameters as follows: <ul style="list-style-type: none"> a) height - between a minimum 37” and 39” maximum b) width - between a minimum 36” and 38” maximum c) depth - between a minimum 35” and 37” maximum 			

Solicitation No. - N° de l'invitation

W0142-12C097/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal114

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

W0142-12C097

File No. - N° du dossier

CAL-1-34256

CCC No./N° CCC - FMS No/ N° VME

- | | | | |
|--|--|--|--|
| <ul style="list-style-type: none">- Must be 100% top grain leather.- Leather must be protected leather.- Leather to be Tan in color.- Corners must be glued, blocked and stapled.- Seat and back spring rails to be cut from 7/8 inch hardwood.- Cushion cores are to be constructed of low melt fiber wrapped over quality foam. | | | |
|--|--|--|--|

ANNEX "B"**BASIS OF PAYMENT**

GST is to be excluded from the prices herein.

GST, if applicable, is to be added to the invoice as a separate item.

Item	Requirement	Qty	Unit Price	Pricing
	For the supply and delivery of various types of chairs, as per detailed minimum mandatory technical criteria/specifications in Annex "A".			
1.	Club Chairs, Dor-Val Model 1730USB	8	\$_____	\$_____ Lot
2.	Bar Stools, Dor-Val Model 6402US (with swivel top) - fabric	4	\$_____	\$_____ Lot
3.	Bar Stools, Dor-Val Model 6402US (with swivel top) - vinyl	38	\$_____	\$_____ Lot
4.	Armless Chairs, Dor-Val Model 292USB	96	\$_____	\$_____ Lot
5.	Two-Seater Love Seat	6	\$_____	\$_____ Lot
6.	Single Side Chair	10	\$_____	\$_____ Lot
7.	FOB Destination: Canadian Forces Base Suffield, Ralston, Alberta, T0J 2N0.			\$_____ Lot
TOTAL ALL INCLUSIVE LOT PRICE				\$_____