

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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 AND SOFAS	
Solicitation No. - N° de l'invitation 5Z011-150158/B	Date 2015-03-05
Client Reference No. - N° de référence du client 5Z011-150158	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-974-66929	
File No. - N° de dossier pq974.5Z011-150158	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-31	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Byrnes, Ashley	Buyer Id - Id de l'acheteur pq974
Telephone No. - N° de téléphone (819) 956-3838 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: LIBRARY AND ARCHIVES CANADA PLACE DE LA CITE 8TH FL. 550 DE LA CITE BLVD GATINEAU Quebec K1A0N4 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

Furniture Division/Division des produits de l'ameublement
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

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

Solicitation No. - N° de l'invitation

5Z011-150158/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq974

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

5Z011-150158

File No. - N° du dossier

pq9745Z011-150158

CCC No./N° CCC - FMS No/ N° VME

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 SECURITY REQUIREMENTS	2
1.2 REQUIREMENT	2
1.3 DEBRIEFINGS.....	2
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS	3
PART 3 - BID PREPARATION INSTRUCTIONS	4
3.1 BID PREPARATION INSTRUCTIONS	4
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	5
4.1 EVALUATION PROCEDURES	5
4.2 BASIS OF SELECTION	6
PART 5 - CERTIFICATIONS	7
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD	7
5.2 ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD	7
PART 6 - RESULTING CONTRACT CLAUSES	9
6.1 SECURITY REQUIREMENTS	9
6.2 REQUIREMENT	9
6.3 STANDARD CLAUSES AND CONDITIONS	9
6.4 TERM OF CONTRACT.....	10
6.5 AUTHORITIES.....	10
6.6 PAYMENT.....	11
6.7 INVOICING INSTRUCTIONS	12
6.8 CERTIFICATIONS	12
6.9 APPLICABLE LAWS.....	12
6.10 PRIORITY OF DOCUMENTS	12
6.11 SACC MANUAL CLAUSES.....	12
6.12 DELIVERY AND INSTALLATION REQUIREMENTS.....	12
ANNEX A: REQUIREMENT	14
ANNEX B: BASIS OF PAYMENT	18
ANNEX C: DELIVERY AND INSTALLATION SCHEDULE	19

This bid solicitation cancels and supersedes previous bid solicitation number 5Z011-150158/A dated 2015-01-09 with a closing of 2015-02-23 at 02:00 PM EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this Contract.

1.2 Requirement

Library and Archives Canada has a requirement for the supply, delivery and installation of 24 chairs and 12 sofas in accordance with the Requirement at Annex A. The bidder is responsible for supplying all necessary accessories to allow the configuration to be integrated, as illustrated in the design intent sketches provided.

An option is included to purchase the supply, delivery and installation of 24 chairs and 12 sofas in accordance with the Requirement at Annex A, to be exercised within twelve (12) months from the effective date of the contract.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 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.

2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid: Two (2) hard copies and two (2) soft copies on CD

Section II: Financial Bid: One (1) hard copy and one (1) soft copy on CD

Section III: Certifications: One (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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 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

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.A	Mandatory Technical Specifications Criteria (MTSC)
MTSC1	<p><u>MTSC1.1</u> The Bidder must certify that all the products offered conform to all specifications detailed in Annex A – Requirement.</p> <p><u>MTSC1.2</u> To demonstrate MTSC1.1, the Bidder must complete, with its offer or precedent to award, the Product Conformance Certification in Part 5 herein.</p>
MTSC2	<p><u>MTSC2.1</u> The Bidder must certify that all the products offered have undergone and successfully passed all the testing stipulated in article 6.0 of Annex A, Environmental Requirements. The testing must be performed no later than the closing date of the solicitation.</p> <p><u>MTSC2.2</u> To demonstrate MTSC2.1, the Bidder must complete, with its offer or precedent to award, the Testing Certification in Part 5 herein.</p>
MTSC3	<p><u>MTSC3.1</u> The Bidder must demonstrate how their product meets the design intent by submitting descriptive information that includes as a minimum the dimensions (length, width, height) for each proposed item at Annex B of this solicitation in accordance with the Requirement at Annex A.</p> <p><u>MTSC3.2</u> To demonstrate compliance with MTSC3.1, the Bidder must submit, with their offer, the descriptive information in hard copy, which must include:</p> <ul style="list-style-type: none"> -Product model number for each model proposed; -A colour image and a colour rendering/scaled sketch of each model proposed. The renderings/sketches must include the leg detail assembled/welded and finished leg/frame corners and arms; -Product descriptions and dimensions, including depth, width, seat height and overall height for each model proposed; -Samples of metal or acetalar or polyamide finishes of base and structural members; and -A full range of manufacturer’s fabric including leathers in different grades of which one (1) must be black.

4.1.2 Financial Evaluation

4.1.2.1 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.2 Bids will be evaluated on an aggregate price basis of the firm quantities and the optional quantities including all related items.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

5.2 Additional Certifications Required 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.

5.2.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A.

Bidder's Signature

Date

5.2.2 Testing Certification

The Bidder certifies that all the products being proposed for this requirement meet the testing requirements detailed at Annex A.

Certification

Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Bidder's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide, deliver and install 24 chairs and 12 sofas in accordance with the Requirement at Annex A. The bidder is responsible for supplying all necessary accessories to allow the configuration to be integrated, as illustrated in the design intent sketches provided.

An option is included to purchase the supply, delivery and installation of 24 chairs and 12 sofas in accordance with the Requirement at Annex A, to be exercised within twelve (12) months from the effective date of the contract.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2014-11-27), 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.

INSERT:
Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees

or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received and installed as described in Annex C, Delivery and Installation Schedule.

6.4.2 Optional Goods and/or Services

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

The Contracting Authority may exercise the option within twelve (12) months after contract award by sending a written notice to the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ashley Byrnes
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate
11 Laurier Street
Gatineau, QC
K1A 0S5

Telephone: 819-956-3838
Facsimile: 819-997-3814
E-mail address: Ashley.byrnes@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: (To be inserted after contract award)
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative (To be completed by the bidder)

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the Basis of Payment at Annex B, for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Basis of Payment – Optional Goods and/or Services

If the option is exercised, 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 the Basis of Payment at Annex B, for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.3 Single Payment

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

6.7 Invoicing Instructions

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

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if 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.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010 (2014-11-27), Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Delivery and Installation Schedule; and
- (g) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

SACC Manual Clause A9068C (2010-01-11), Government Site Regulations
SACC Manual Clause B7500C (2006-06-16), Excess Goods

6.12 Delivery and Installation Requirements

6.12.1 Delivery and Installation Timeframes

1. Delivery and installation to be completed during regular hours: Monday to Friday, 08:00 – 17:00)

6.12.2 Delivery Services

2. The delivery and installation of the requirement will be on two floors (395 Wellington Street, Ottawa, 2nd and 3rd floors).

3. The building is restricted and requires on-site staff to be present during delivery and installation. Please note that all contractor/personnel will be escorted and supervised during delivery and installation.
4. Loading dock location: 395 Wellington Street, Ottawa, ON, K1A 0N3.
5. Loading dock size limitation: Loading dock is able to accept 53' trailers.
6. Distance from loading dock to elevator: approximately 60 feet.
7. Facilities available for transporting product from loading dock to the 2nd and 3rd floor: The loading dock is equipped with a hydraulic lift and proximity to a freight elevator.

6.12.3 Installation Services

1. Installation services must be provided for the products offered. The minimum level of service is detailed below. Contractor must:
 - 1) Receive, unload, store and transport all product/ pieces to the installation area;
 - 2) Unpack all pieces and inspect product for shipping damage,
 - 3) Install all products in accordance with the manufacturers specifications;
 - 4) Ensure all other products function properly and make minor adjustments/ repairs;
 - 5) Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
 - 6) Clean the product once installed;
 - 7) Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary;
 - 8) Upon completion of the installation and at the request of the Identified User, the Contractor must walk through the installation area with the Identified User to verify the operating condition of all product in accordance with the deficiency procedures.

6.12.4 Deficiency Procedures

1. The contractor must adhere to the following deficiency procedures:
 - 1) The contractor must notify the Identified User when the installation is completed;
 - 2) The Identified User must arrange for the initial walk-through inspection with the Contractor;
 - 3) The walk-through inspection must take place no later than three business days after installation is completed.
 - 4) The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
 - 5) The deficiency list must be forwarded by the Identified User to the Contractor;
 - 6) 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;
 - 7) For all deficiencies other than those identified in point 4, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User and
 - 8) The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX A: REQUIREMENT

- 1.0 DESCRIPTION
- 2.0 REFERENCES
- 3.0 PERFORMANCE REQUIREMENTS
- 4.0 TEST AND STANDARDS REQUIREMENTS
- 5.0 GENERAL REQUIREMENTS
- 6.0 ENVIRONMENTAL REQUIREMENTS
- 7.0 LABELING
- 8.0 DELIVERY

BACKGROUND

New furniture for the consultation and reading rooms at Library and Archives Canada – 395 Wellington

The Public Archives – National Library building is a nine-storey purpose-built structure consisting of two wings (each four storeys high) forming a U-shape plan around a central block tower that holds the book stacks. Designed in the early 1950s for the Public Archives and National Library, construction of the building was completed in 1967.

The building was designed to be classical in proportion but also to be functional in plan and use. The building's appearance has qualities of two different 20th-century approaches, namely Modern Classicism and Functionalism. The interior of the building, like the exterior, was given much attention to create richly adorned public spaces and calm spaces for research. Polished marble, gold mosaic, bronze, stainless steel, as well as glass and oak panels can be found on the ground floor and in the public rooms. In 2002-2003, the department of Public Works and Government Services Canada submitted the building to the Federal Heritage Building Review Office for evaluation for its heritage character and architectural value and the building has since been designated as a recognized Federal Heritage Building.

SCOPE

The specifications detail the technical requirements for new soft seating for the consultation and reading rooms at 395 Wellington Street, Ottawa, Ontario.

REQUIREMENTS FOR SOFT SEATING CHAIRS AND SOFAS

1.0 DESCRIPTION

- 1.1 The specifications are for the supply, delivery and installation of new soft seating chairs and sofas for the public areas on the second and third floors at 395 Wellington Street, Ottawa, Ontario.
- 1.2 Products need to be all from the same manufacturer line.
- 1.3 All products must be new.

2.0 REFERENCES

The specifications must be read in conjunction with and meet the latest edition of the standards set out in the following:

- 2.1 American National Standards Institute (ANSI).
- 2.2 American National Standards Institute (ANSI) /Business Institutional Furniture Manufactures (BIFMA).

3.0 PERFORMANCE REQUIREMENTS

- 3.1 Chairs and sofas must be stable, interchangeable and uniform in quality, style, material and workmanship and be clean and free from defects that will affect appearance, serviceability or safety.
- 3.2 External surfaces of the chairs and sofas must be smooth and all edges must be rounded and/or beveled. All accessible surfaces and components must be free from sharp edges, burrs and any other hazards to safety.

4.0 TEST AND STANDARDS REQUIREMENTS

- 4.1 All ANSI/BFMA tests must be completed at an acceptable testing facility. An independent testing laboratory and a company owned laboratory are acceptable provided that the laboratory has been accredited by one of the following two nationally recognized bodies standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.
- 4.2 Test reports must be not more than five (5) years old at the time of submittal.

5.0 GENERAL REQUIREMENTS

- 5.1 Quality of Workmanship – The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that affect the appearance, serviceability, or safety. When disposed in all possible configurations there must be no visible unfinished edges or surfaces. Wood core surfaces and substrate must be dimensionally stable and must be of a balanced construction to prevent warping.
- 5.2 Welds – All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.

- 5.3 Safety – Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 5.4 Chairs and sofas must provide open and clear access underneath and be provided in the following sizes;
- | | | | | |
|----------|------|------|------|----------------|
| a) Chair | W 33 | D 33 | H 31 | (a minimum of) |
| | W 37 | D 35 | H 34 | (a maximum of) |
| b) Sofa | W 77 | D 33 | H 31 | (a minimum of) |
| | W 86 | D 35 | H 34 | (a maximum of) |
- 5.5 Chair/Sofa and Leg Design
- a) Chairs and sofas must have strong straight aesthetic lines. Chair and sofa legs must have strong aesthetically clean structure of steel or cast aluminum consisting of four (4) rectangular profile legs supporting the top at outside corners. Refer to attached sketch SK-1 for design intent.
- b) Provide metal frame and/or leg finish samples. Finish on legs and frame to be nickel-plated steel, brushed or polished stainless steel, or clear anodized or cast polished aluminum.

6.0 ENVIRONMENTAL REQUIREMENTS

- 6.1 Mandate
- 6.1.1 In April 2006, the Government of Canada introduced a "Policy on Green Procurement" as mandated by Treasury Board of Canada Secretariat. The objective of the Policy is to advance the protection of the environment and to support sustainable development by integrating environmental considerations into the procurement decision-making process.
- 6.1.2 The "Mandatory Environmental Criteria" (MEC) listed below will ensure that the objectives of green procurement are realized throughout the duration contract.
- 6.2 Materials
- 6.2.1 All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999).
- 6.3 Manufacturing
- 6.4.1 Waste material from the manufacturing process must be minimized and/or recycled.
- 6.4.2 The Supplier must have certificates as proof that all products contain no chlorofluorocarbon (CFC) or polybrominated biphenyl ether (PBDE).
- 6.4.3 Products offered must be manufactured in a facility with a hazardous and toxic material management system in place.
- 6.4 Packaging and Distribution
- 6.5.1 As a minimum, the Supplier must implement one of the following requirements:
- 6.5.2 Packaging is recyclable and/or bio-degradable.
- 6.5.3 Packaging is returnable to the supplier/shipper.
- 6.5.4 Packaging is reusable.
- 6.5 Chemical Management Plan (CMP)
- 6.6.1 All products offered must come from a Manufacturer who has a Chemical Management Plan to cover one or more of the following:
- 6.6.1.1 Must demonstrate that a hazardous substances (materials) management system is in place at their manufacturing facility(s).
- 6.6.1.2 Must have a system in place to acquire, use, store, transportation and final disposition of chemicals.
- 6.6.1.3 Must adopt a chemical hazard recognition plan.
- 6.6.1.4 Must have a documented emergency response plan in place.

7.0 LABELING

- 7.1 In addition to the labeling requirement stated in CAN/CGSB-44.227-2008, 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.
- 7.2 All components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.
- 7.3 Adequate operating instructions in pictorial form and/or in both French and English must be provided with each user-adjustable product.

SK – 1

Design Intent



ANNEX B: BASIS OF PAYMENT

Table A: Contract

Products		A	B	C
Item	Proposed Model Number	Quantity	Firm Unit Price	Extended Total (A x B)
Sofa		12		
Chair		24		
Delivery and Installation Charges				
Total Bid Price				

Table B: Optional Goods and/or Services

Products		A	B	C
Item	Proposed Model Number	Quantity	Firm Unit Price	Extended Total (A x B)
Sofa		12		
Chair		24		
Delivery and Installation Charges				
Total Bid Price				

Total Evaluated Price:

Table A \$ _____ Total Bid Price	Table B \$ _____ Total Bid Price	Total Evaluated Price \$ _____ Table A Total Bid Price + Table B Total Bid Price
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ANNEX C: DELIVERY AND INSTALLATION SCHEDULE

Section A: Contract

Table A

Requested Delivery & Installation Date	Can this date be met?	If not, what is the best delivery & installation date that can be made?
By May 15, 2015	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section B: Optional Goods and/or Services

If this option is exercised, the contractor must deliver the goods and services identified in Table B of Annex B within _____ calendar days after the option is exercised.