



**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

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Furniture Division/Division des ameublements
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet LOUNGE FURNITURE	
Solicitation No. - N° de l'invitation 45045-160010/A	Date 2016-07-20
Client Reference No. - N° de référence du client 000008619	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-978-71277	
File No. - N° de dossier pq978.45045-160010	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Vlahos, Helen	Buyer Id - Id de l'acheteur pq978
Telephone No. - N° de téléphone (613) 220-8951 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA MAIN BLDG RM 1405 150 TUNNEYS PASTURE OTTAWA Ontario K1A0T6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The Department of Public Services and Procurement Canada (PSPC), on behalf of Statistics Canada, has a requirement for the supply, delivery and installation of Lounge Furniture. The Contractor must provide the items detailed at Annex "B" Basis of Payment in accordance with the Requirement at Annex "A".

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.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) 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.

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (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) (<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 at Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

4.1.1.1.A. Mandatory Technical Specifications Criteria (MTSC)	
MTSC1	<p>MTSC1: The Bidder must certify that all the products offered at Annex B – Basis of Payment conform to the specifications detailed in Annex A - Requirement.</p> <p>MTSC1.2: To demonstrate MTSC1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation.</p>
MTSC2	<p>MTSC2: The Bidder must submit a shop drawing that includes, as a minimum, the dimensions (length, width, height) for the item being proposed at Annex B – Basis of Payment.</p> <p>MTSC2.1: To demonstrate compliance with MTSC2, the Bidder must submit the shop drawing in hard copy.</p>

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Mandatory Financial Criteria	
MF1	<p>MFC 1</p> <p>The Bidder must submit firm prices (including delivery and installation fees)</p> <p>Bidders must submit their pricing in accordance with Part 3 Financial Bid of this solicitation in hard copy.</p> <p>Prices must appear at Annex B Basis of Payment – Pricing Schedule only.</p>

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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 AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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 the "Requirement" at Annex "A".

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

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Department of Public Services and Procurement Canada (PSPC), on behalf of Statistics Canada, has a requirement for the supply, delivery and installation of Lounge Furniture. The Contractor must provide the items detailed at Annex "B" Basis of Payment in accordance with the Requirement at Annex "A".

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) (<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 (2016-04-04), 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.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received and installed before January 2017.

6.4.2 Delivery Points

Delivery of the requirement will be made to:
Address: shipping and receiving, Parkdale Ave Loading Dock
170 Tunney's Pasture Driveway
Ottawa, ON, K1A 0T6
Tel: 613-875-5086
Office: SC 1405-O
Contact: Eryn Sheehan

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Helen Vlahos
Title: Supply Specialist
Public Services and Procurement Canada
Furniture & Office Supplies Division
11 Laurier St, Gatineau, QC

Telephone: 613-220-8951
E-mail address: helen.vlahos@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative

Name: _____
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 lot price, as specified in Annex B – Basis of Payment for a cost of \$ (To be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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 on the invoice is completed.

2. The contractor is requested to provide invoices in electronic format to the Contracting Authority and Procurement Authority unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.

3. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the consignee for acceptance and payment at the following address:

Financial and Administrative Services Division (FASD)
RH Coats Building, Finance Counter (RHC 7A)
100 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6
statcan.financecounter-comptoirfinance.statcan@canada.ca

(b) One (1) copy must be forwarded or e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

(c) One (1) copy must be forwarded or e-mail to the Project Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

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

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

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) General Conditions - Goods (Medium Complexity) 2010A (2016-04-04);
- (c) Annex A, General Statement of Requirement;
- (d) Annex A-1 Requirement for Collaborative Seating
- (e) Annex A-2 Requirement for Collaborative Tables
- (f) Annex A-3 LEED Environmental Criteria

- (g) Annex B, Basis of Payment-Pricing Schedule;
(h) Annex C, to part 3 of the Bid Solicitation – Electronic Payment Instrument
(i) the Contractor's bid dated _____ (*insert date of bid*).

6.11 SACC Manual Clauses

SACC Reference	Title	Date
A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Good	2006-06-16
G1005C	Insurance	2016-01-28

6.12 Installation Services

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

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

6.13 Post installation Procedures

The Contractor must adhere to the following Post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

6.14 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

5. The Contractor must notify the Project Authority when the installation is completed;
6. The Project Authority must arrange for the inspection with the Contractor;
7. The inspection must take place no later than three business days after installation is completed;
8. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
9. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
10. The deficiency list must be forwarded by the Project Authority to the Contractor;
11. 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;
12. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
13. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

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ANNEX "A"

GENERAL STATEMENT OF REQUIREMENT

The Contractor will supply, deliver and install the Work detailed in all parts of Annexes "A"
The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Standing Offer and in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex "A". In the event the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annex "A", the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

Annex A-1

Requirement for COLLABORATIVE SEATING

1. SCOPE OF WORK

- 1.1 This specification is for the supply, delivery and installation of soft seating within an enclosed office on the executive floor.
- 1.2 Product need not all be from the same manufacturer.
- 1.3 All products must be new.

2. REFERENCES

- 2.1 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
 - 2.1.1 ANSI/BIFMA x 5.4 - American National Standard for Office Furnishings - Lounge Seating - Tests.
 - 2.1.2 ANSI/BIFMA X5.6, American National Standard For Office Furnishings - Panels Systems -Tests.
 - 2.1.3 ANSI/BIFMA M7.1-, American National Standard For Office Furnishings - Standard Test Method For determining VOC Emissions From Office Furniture Systems, Components and Seating.
- 2.2 California Department of Consumer Affairs California Technical Bulletin 117 - Requirement Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture.
- 2.3 Association of Contract Textiles (ACT)
 - 2.3.1 Textiles Performance Guidelines.
- 2.4 Canadian General Standards Board (CGSB)
 - 2.4.1 GreenGuard Certification Standards for Low-Emitting Products.

NOTE: Reference to the above publications, or test methods, is to the latest issue unless otherwise specified.

3. PERFORMANCE REQUIREMENTS

- 3.1 The finished products must be stable, uniform in quality, style, material and workmanship, and be clean and free from defects that may affect appearance, serviceability and safety.
- 3.2 External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.

4. TEST REQUIREMENTS

- 4.1 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable

provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

- 4.2 Seating – All seating shall meet the requirements of this specification and the acceptance levels of the performance tests described in ANSI/BIFMA X5.4.
- 4.3 Flammability - All applicable components shall comply with California Technical Bulletin 117.
- 4.4 Upholstery - The fabric used to upholster the chairs shall at least meet the ACT textile performance Guidelines for upholstery and shall pass its applicable testing requirements and acceptance levels.
- 4.5 Tables – all tables must be the standard scratch test.

5. PRODUCTS

5.1 SEATING:

5.1.1 SEATING MATERIALS & COMPONENTS

5.1.1.1 Fabric:

- 5.1.1.1.1 Fabric must meet the following category requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines: Wet + Dry Crocking, Physical Properties, Flammability; and Colorfastness to Light.
- 5.1.1.1.2 Fabric for the chair offered must have an abrasion resistance rating of 75,000 double rubs (DR) or more.
- 5.1.1.1.3 Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- 5.1.1.1.4 Must have the option of stain resistant fabric.
- 5.1.1.1.5 All finishes, fabric colour & pattern T.B.D. by designer from manufacturer's full range.
- 5.1.1.1.6 Patterns must align at seams.

5.1.1.2 Base/exposed frame:

- 5.1.1.2.1 Metal finish.
- 5.1.1.2.2 Painted components must be finished with powder coat paint.

5.1.1.3 Seat/back Material:

- 5.1.1.3.1 Fabric
- 5.1.1.3.2 Urethane type: Seat must be constructed of 2.6 lb density, 80 UC polyurethane foam 2" thick and have fixed seat. Top stitch on seams.
- 5.1.1.3.3 Molded construction flexible polyurethane must be used for the seat. Back must be constructed of 2.5lb density, 45 UC polyurethane foam 2" thick and have fixed back. Top stitch on seams.

-
- 5.1.1.3.4 Frame must be constructed of 12mm thick hardwood plywood utilizing box joinery and 24" wide ULTRA 10 webbing.
 - 5.1.1.3.5 Plastic Laminate:
 - 5.1.1.3.5.1 All plastic laminates must meet the high pressure laminate acceptance criteria provided in CAN/CGSB-44.227-Freestanding Office Desk Products and Components.
 - 5.1.1.3.5.2 Surfaces must have plastic laminate bonded to all exposed single and double faced sides.
 - 5.1.1.4 Line Drawings:
 - 5.1.1.5.1 Refer to line drawings as shown in Annex B. The line drawings are for reference purposes only.
 - 5.2 SEATING TYPES
 - 5.2.1 Collaborative - Seat #1
 - 5.2.1.1 Description:
 - 5.2.1.1.1 Tablet chair with a curved back or straight back.
 - 5.2.1.1.2 Enclosed upholstered outer frame.
 - 5.2.1.1.3 Back and seat cushions must be fixed or have Velcro attachment.
 - 5.2.1.1.4 Fully upholstered for a tailored look
 - 5.2.1.1.5 Must have a minimum four casters of which two must be locking.
 - 5.2.1.1.6 Must have a universal, left or right hand tablet arm that must be adjustable or rotate and interchangeable from left or right side.
 - 5.2.1.1.7 Must have fixed back, seat and armrests.
 - 5.2.1.2 Finishes:
 - 5.2.1.2.1 Stain resistant fabric
 - 5.2.1.2.2 Exposed base/legs to be metal finish, or wood or wood veneer.
 - 5.2.1.2.3 Tablet arm surface must be wood, wood veneer or laminate finish with coordinating edge material.
 - 5.2.1.3 Dimensions:
 - 5.2.1.3.1 Overall dimensions: min. 711mm W to max. 813mm W x min. 610mm D to max. 806mm D x min. 737mm H to max. 889mm H (min. 28"W to max. 32"W x min. 24"D to max. 31¾"D x min. 29"H to max. 35"H) +/-13 mm (1/2").
 - 5.2.1.3.2 Seat height must be between 406mm - 508mm (16" - 20") above finished floor

5.2.2 Collaborative - Seat #2

5.2.2.1 Description:

- 5.2.2.1.1 Lounge chair with a curved back or straight back
- 5.2.2.1.2 Enclosed upholstered outer frame.
- 5.2.2.1.3 Back and seat cushions must be fixed or have Velcro attachment.
- 5.2.2.1.4 Fully upholstered for a tailored look
- 5.2.2.1.5 Must have a minimum four casters of which two must be locking.
- 5.2.2.1.6 Must have fixed back, seat and armrests.

5.2.2.2 Finishes:

- 5.2.2.2.1 Stain resistant fabric
- 5.2.2.2.2 Exposed base/legs to be metal finish, or wood or wood veneer

5.2.2.3 Dimensions:

- 5.2.2.3.1 Overall dimensions: min. 711mm W to max. 813mm W x min. 610mm D to max. 806mm D x min. 737mm H to max. 889mm H (min. 28"W to max. 32"W x min. 24"D to max. 31¾"D x min. 29"H to max. 35"H) +/-13 mm (1/2").
- 5.2.2.3.2 Seat height must be between 406mm - 508mm (16" - 20") above finished floor

5.2.3 Collaborative - Seat #3

5.2.3.1 Description:

- 5.2.3.1.1 Three seater banquet with a straight low back
- 5.2.3.1.2 Enclosed upholstered outer frame.
- 5.2.3.1.3 Back and seat cushions must be fixed or have Velcro attachment.
- 5.2.3.1.4 Fully upholstered for a tailored look.
- 5.2.3.1.5 Metal legs.
- 5.2.3.1.6 Must have fixed back, seat.

5.2.3.2 Finishes:

- 5.2.3.2.1 Stain resistant fabric
- 5.2.3.2.2 Exposed base/legs to be metal finish, or wood or wood veneer.

5.2.3.3 Dimensions:

- 5.2.3.3.1 Overall dimensions: min. 70" W to max. 74" W x min. 24" D to max. 32" D x min. 28.5" H to max. 34" H
- 5.2.3.3.2 Seat height must be between 406mm - 508mm (16" - 20") above finished floor

5.4 REQUIRED SAMPLES AND FINISHES

5.4.1 Minimum Four fabric cards must be available for showing complete range of colours. Three of these cards must be stain resistant fabric and the fourth card must be 100% recycled fabric.

5.4.5 Four wood veneer samples must be available.

5.5 MARKING

5.5.1 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.

5.5.2 All components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.

5.5.3 Adequate operating instructions in pictorial form and/or written form in both French and English must be provided with each user-adjustable product.

Annex A-2

Requirement for COLLABORATIVE TABLES

1. SCOPE OF WORK

- 1.1 This specification is for the supply, delivery and installation of occasional tables, tables within open common areas, and closed offices, and tables within lunch rooms.
- 1.2 Product need not all be from the same manufacturer.
- 1.3 All products must be new.

2. REFERENCES

- 2.1 American National Standards Institute (ANSI) / National Particleboard Association (NPA)
 - 2.1.1 ANSI/NPA A208.1, Particleboard.
- 2.2 American National Standards Institute (ANSI) / Hardwood Plywood and Veneer Association (HPVA)
 - 2.2.1 ANSI/HPVA HP-1-, Standard for Hardwood and Decorative Plywood.
- 2.3 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
 - 2.3.1 ANSI/BIFMA X5.5 , American National Standard For Office Furnishings - Desk/Table Products - Tests.
- 2.4 Architectural Woodwork Manufacturers Association of Canada (AWMAC) and Architectural Woodwork Institute (AWI)
 - 2.4.1 Architectural Woodwork Quality Standards Illustrated, 8th edition, Version 2.0.
- 2.5 Canadian General Standards Board (CGSB)
 - 2.5.1 CAN/CGSB-44.227 - Freestanding Office Desk Products and Components

NOTE: Reference to the above publications, or test methods, is to the latest issue unless otherwise specified.

3. PERFORMANCE REQUIREMENTS

- 3.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability and safety.
- 3.2 External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 3.3 Table components must withstand functional and proof load tests to establish structural

integrity and acceptance levels of serviceability to: CAN/CGSB-44-227- Freestanding Office Desk Products and Components with the exception of section 5.1.3/13 Collaborative – Table #13a and 13b.

4. TEST REQUIREMENTS

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

5. PRODUCTS

5.1 TABLES:

5.1.1 Table Materials:

5.1.1.1 Particleboard: must conform to ANSI/ NPA A208.1, grade M2 or greater when used as substrate.

5.1.1.2 MDF (medium density fiberboard) core: must conform to ANSI/NPA A208.2 when used as a substrate.

5.1.1.3 Hardwood lumber: must conform to AWMAC custom grade.

5.1.1.4 Hardwood plywood: must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.

5.1.1.5 Wood:

5.1.1.5.1 Solid or veneer must have a clear finish, and be free from open knots.

5.1.1.6 Wood Veneers

5.1.1.6.1 Must be applied to a substrate.

5.1.1.7 Plastic laminate (high pressure laminate):

5.1.1.7.1 All plastic laminates must meet the high pressure laminate acceptance criteria provided in CAN/CGSB-44.227- Freestanding Office Desk Products and Components.

5.1.1.7.2 Surfaces must have plastic laminate bonded to all exposed single and double faced sides.

5.1.1.8 All laminate, painted wood and painted non-wood surface must meet the applicable material performance requirements as stated in CAN/CGSB-44.227-Freestanding Office Desk Products and Components paragraph 5, Table 1. Unless otherwise specified, all exposed and semi-exposed surfaces must be wood and meet the performance requirements of wood veneer.

5.1.1.9 Refer to line drawings as shown in Annex B. The line drawings are for reference purposes only.

5.1.2 TABLE COMPONENTS:

5.1.2.1 Table surfaces:

- 5.1.2.1.1 Table surfaces must be available in various widths, depths and shapes.
- 5.1.2.1.2 Table surfaces must be predrilled to accept installation of mounting hardware and attachments.
- 5.1.2.1.3 Table surfaces must be supported with legs or bases in any combination unless otherwise specified.
- 5.1.2.1.4 Wood core: balanced construction to minimize warping.

5.1.2.2 Table supports:

- 5.1.2.2.1 Types of supports: legs, full panels, and pedestals.

5.1.3 TABLE TYPES

5.1.3.1 Collaborative – Table #1

5.1.3.1.1 Description:

- 5.1.3.1.1.1 C shape end table
- 5.1.3.1.1.2 Easy glide

5.1.3.1.2 Finishes:

- 5.1.3.1.2.1 Base/exposed frame.
- 5.1.3.1.2.2 Metal finish.
- 5.1.3.1.2.3 Painted components must be finished with powder coat paint
- 5.1.3.1.2.4 Top surface must be wood, wood veneer or laminate finish with coordinating edge material

5.1.3.1.2 Dimensions:

- 5.1.3.1.3.1 Overall dimensions: min. 16" W to max. 20" W x min. 16" D to max. 20" D x min. 24" H to max. 29" H

ANNEX A-3 - LEED ENVIRONMENTAL CRITERIA

Within 5 days of Standing Offer award, the Contractor must provide the Project Authority with documentation that indicates how the Contractor's products assist, or do not assist, in scoring points for LEED – CI (Commercial Interiors), in the following categories. If the documentation does not pertain to LEED or does not assist in scoring points for LEED, the Contractor is to indicate 'Not Applicable' or explain the difference for each category.

The documentation must be provided in CD/DVD format, written in Adobe Acrobat PDF version 7 or older, or hard copy.

Categories

Materials & Resources

4.1 Recycled Content, 10%

4.2 Recycled Content, 20%

6 Rapidly Renewable materials; and

7 Certified Wood

Indoor Environmental Quality

4.1 Low-emitting Materials, Adhesives and Sealants;

4.2 Low-emitting Materials, Paints and Coatings; and

4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives

4.5 Low-emitting Materials, Systems Furniture





Solicitation No. - N° de l'invitation
45045-160010/A
Client Ref. No. - N° de réf. du client
45045-160010

Amd. No. - N° de la modif.
File No. - N° du dossier
pq978. 45045-160010

Buyer ID - Id de l'acheteur
PQ978
CCC No./N° CCC - FMS No./N° VME

Annex B – Basis of Payment

The Bidder must submit firm prices (including delivery and installation fees). The total amount of Applicable Taxes must be shown separately.

Series Offered :							
Item	Product Description	Qty Total	Image Note that line drawing is generic and represents the design intent.		Model number	Firm Unit Price (in CAD)	Extended Price (Qty X Firm Unit Price)
Furniture							
1	Table: C Shape (High pressure laminate)	14				\$ _____	\$ _____
2	Seat #1: Lounge Chair with Tablet	20				\$ _____	\$ _____
3	Seat #2 Lounge chair	4				\$ _____	\$ _____
4	Seat #3 Three seater Banquet seating	6				\$ _____	\$ _____
5							
Shipping and installation charges						\$ _____	
Evaluated price : (Evaluated price = (Firm Unit Prices of all items QTY Total) + Shipping and installation charges)						\$ _____	

Solicitation No. - N° de l'invitation
45045-160010/A
Client Ref. No. - N° de réf. du client
45045-160010

Amd. No. - N° de la modif.
File No. - N° du dossier
pq978. 45045-160010

Buyer ID - Id de l'acheteur
PQ978
CCC No./N° CCC - FMS No./N° VME

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)