



REQUEST FOR PROPOSALS (RFP)

Subject: OFFICE FURNITURE AND SEATING

For further details, please refer to the Statement of Requirement attached as **Part 3** of this document.

Issue Date: July 19, 2018	Closing Date and Time: August 10, 2018 @ 11:00 am Eastern Standard Time	RFP No: SEN-036-17-18
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SENATE INFORMATION

Delivery address by mail: The Senate of Canada Finance and Procurement Directorate Parliament Buildings Ottawa, Ontario K1A 0A4 Attn: Jean Millette		Delivery address by courier: The Senate of Canada Finance and Procurement Directorate 40 Elgin Street, Room 1122, 11 th Floor Ottawa, ON K1A 0A4 Attn: Jean Millette
Contact: Jean Millette Contracting Officer	Telephone no: 613-947-1923 E-mail: Proc-appr@sen.parl.gc.ca	PLEASE MARK ALL CORRESPONDANCE AND ENVELOPES WITH THE RFP NUMBER INDICATED ABOVE. ELECTRONIC BIDS WILL NOT BE ACCEPTED.

BIDDER SIGNATURE BLOCK

The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the goods or services listed herein and on any attachment at the price(s) set out therefore.

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a bid as a joint venture.

Name of Firm:			
Name of Representative:			
Authorized Signature:		Date:	
Position Title:			
Email Address:			
Telephone Number:		Fax Number:	
GST Registration or Business Number:			

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Requirements.
The Appendices include the Workstation detail 1 and 2.

2. Summary

The Senate of Canada (Senate) is seeking to establish a contract for to supply of Office Furniture and Seating, as defined in Annex A, Statement of Requirements, for a three (3) year term from the date of contract award with the irrevocable option to extend for two (2) additional one (1) year terms.

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 5 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Prelude

- I. The Senate of Canada invites the submission of proposals for the provision of goods as described in this document and in accordance with the stated mandatory requirements set forth in this Request for Proposals (RFP).
- II. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.
- III. Should there be any discrepancies between the English & French document, the English version of the RFP will take precedence over the French RFP.

2. Signature Requirement

- I. The Chief Executive Officer or a designate that has been authorized to commit the Contractor to contracts must sign the RFP.
- II. Failure to sign the cover page will result in the disqualification of the proposal.

3. Irrevocable Proposals

- I. Bids will remain open for acceptance for a period of not less than ninety (90) days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.
- II. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

4. Cost Related to the Preparation of Proposal

- I. No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a proposal in response to this RFP.

5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a) the name of each member of the joint venture;
 - b) the Procurement Business Number of each member of the joint venture;
 - c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d) the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the

representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

6. Inquiries and Communications

- I. The contact person for all inquiries and other communications in regard to this RFP is stated on the cover page of this document. Any communication or inquiries must be directed ONLY to this person. Non-compliance with this condition for that reason alone will result in the disqualification of Bidder's proposal. Answers to all questions shall be posted on the Buy and Sell website.
- II. It is the responsibility of the Bidder to ensure that proposals are clear and complete. The Senate of Canada reserves the right to contact any Bidder during the evaluation of proposals to obtain clarifications.
- III. All enquiries regarding this RFP must be received by e-mail at: proc-Appr@sen.parl.gc.ca c/o the Contract Authority noted below, at least five (5) working days before the closing date.
- IV. To ensure the equality of information among bidders, answers to enquiries which are relevant to the quality of proposals will be provided to all invited bidders simultaneously, via the Buy and Sell website, without revealing the sources of the inquiry.

7. Provision of False or Incorrect Information

- I. The Senate of Canada will reject any proposals found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

8. Delayed Bids

- I. A bid delivered to the specified bid receiving unit after the closing date and time but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Purolator Inc. is not considered to be part of CPC for the purposes of delayed bids. The only pieces of evidence relating to a delay in the CPC system that are acceptable to The Senate of Canada are:
 - a. a CPC cancellation date stamp; or
 - b. a CPC Priority Courier bill of lading; or
 - c. a CPC Xpresspost label

that clearly indicates that the bid was mailed before the bid closing date.

- II. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by the Senate.
- III. Postage meter imprints, whether imprinted by the Bidder, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

9. Price Justification

- I. In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on the Senate of Canada's request, one or more of the following price justification:
 - a. a current published price list indicating the percentage discount available to the Senate; or
 - b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 - c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 - d. price or rate certifications; or
 - e. any other supporting documentation as requested by the Senate.

10. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate of Canada may reject a bid in the following circumstances:
 - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the Bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
- III. Where the Senate intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

11. Funding Approvals

- I. Bidders should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.

12. Applicable Laws

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

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: 4 hard copies and 1 soft copy on a data stick.

Section II: Financial Bid: 2 hard copies and 1 soft copy on a data stick.

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. Bidders who provide financial information in the technical proposal will be disqualified

The Senate 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.

Bidders must quote the RFP number, as part of the address information on the mailing label, bill of lading, or be visible on the outside of the mailing package.

To assist the Senate of Canada to incorporate environmental considerations into the procurement process the bidders are encouraged to:

- a) 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
- b) 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

- I. In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- II. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- I. Bidders must submit their financial bid, in Canadian funds, in accordance with Their response to Annex A – Statement of Requirements. The total amount of Applicable Taxes must be shown separately.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- I. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- II. An evaluation team composed of representatives of the Senate of Canada will evaluate the bids.
- III. The following is the proposed format for the Bidder's Technical Proposal. It is mandatory that the information listed in the proposed index be included in the Bidder's Technical Proposal and that it **must** appear on the **first** page of the bid.

2. Mandatory Criteria

- I. Bidders must ensure full compliance with the mandatory requirements to be considered responsive.
- II. Where indicated, Bidders must provide an explanation that clearly demonstrates full compliance with mandatory requirements. Documentation must be provided in support of claims of compliance to mandatory criteria.
- III. Ensure that the page and paragraph number in the Bidders' Technical Proposal is indicated in the column entitled "Page no." for all information included.
- IV. **Failure to clearly demonstrate full compliance or provide supporting documentation will result in the bid being found non-compliant.**
- V. For bids presented as joint ventures, Bidders must demonstrate that all parties meet the Mandatory Criteria. Where evaluation of years of experience is required, years of experience will be calculated for individually for EACH of the parties of the joint venture, not cumulatively.
- VI. Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to bidders not meeting all the mandatory criteria.

The mandatory criteria are:

MANDATORY REQUIREMENTS	Compliance		Proposal Reference
	YES	NO	
M1: Account Representative A designated account representative must be identified and have relevant experience to provide professional consulting services as described in this RFP. The bidder must provide the qualifications and experience of the proposed resource(s) that will be assigned to the contract.			Page
M2 Supported documentation Each line of furniture proposed MUST be accompanied by colour photos which include some of the items in each lot. The balance of the items must include 3D renderings with the name of the item identified next to it. Failure to provide a photo or 3D drawing for each item will disqualify the bid for that particular lot number.			Page

MANDATORY REQUIREMENTS	Compliance		Proposal Reference
	YES	NO	
<p>M3 Furniture edges</p> <p>All edges on furnishings in each lot must match specified surfaces.</p> <p>The Bidder must provide a statement in your response that confirms this.</p>			Page
<p>M4 Samples</p> <p>Wood and fabric samples and available colours must be provided for all wood or fabric related items. The bidder must indicate the Lot number and items represented by the sample. Separate pricing must accompany each fabric grade per Lot item. Otherwise, the non-priced fabric grade item will be disqualified. Please provide a statement in your response that confirms this.</p>			Page
<p>M5 Bidder business information</p> <p>Bidder's firm must be registered as a business specializing in the type of work as described in this document and must be an authorized agent for the manufacturer for goods proposed.</p> <p>Please attach proof of this in your proposal.</p>			Page
<p>M6 References</p> <p>The bidders must provide a minimum three (3) references along with:</p> <ol style="list-style-type: none"> 1) company name 2) contact person and title 3) phone number and e-mail address <p>The references must be from recent clients with whom similar projects in scope and nature were provided within the last three (3) years.</p> <p>Failure to provide all the references and pertinent details will result in disqualification. (The Senate cannot be used as a reference)</p> <p>The Senate reserves the right to contact the Bidder's references to confirm that the services provided were completed to their satisfaction.</p>			Page

3. Rated Evaluation Criteria

- I. Proposals that do not clearly meet all the mandatory requirements set forth in this RFP and do not attain a minimum of 70% for the requirements which are subject to the evaluation criteria point rating will be disqualified.
- II. Price is only one criterion in the evaluation of proposals. The Senate of Canada is seeking best overall value and will evaluate proposals on a point rating system based on evaluation criteria and assigned weight factors.
- II. Bidders must include all information relating to the criteria in the Bidder's Technical Proposal. All information contained within the Bidder's Technical Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.
- III. Bidder's Technical Proposal must begin with an index that indicates the location of the information relevant to the mandatory requirements and the evaluation criteria. A Bidder's Technical Proposal is incomplete without a Bidder's index. Failure to clearly indicate the location of information in the Technical Proposal may result in the disqualification of the proposal. A proposed Bidder's index has been included at Article 5 of this document.
- IV. Each Evaluation Criteria is scored on an identified points system that is then multiplied by the Weight Factor indicated, as applicable.

The rated evaluation criteria are:

Evaluation Criteria	Weight Factors	Page Location
<p>R1 Customer Satisfaction:</p> <p>This will be evaluated in accordance with references and possible telephone interviews with the Bidder's references in M5, The Bidder is to provide:</p> <ol style="list-style-type: none"> 1) full details describing the history of the work relationship for each reference which outlines the scope and nature of similar goods and services provided (10 points) 2) the work relationship start and end dates (10 points) <p>The Senate reserves the right to contact any organization listed in the Bidders response for purposes of obtaining further information on services provided by the proposed resource.</p> <p>Failure to include detailed history and work relationship timelines for each reference as requested will result in "0" points being awarded for each incomplete reference. Points will be awarded based on the number of long term and repeat clients in comparison to other bidders.</p>	20	
<p>R2 Details of Proposed Goods:</p> <p>The evaluation will include:</p> <ol style="list-style-type: none"> 1) the aesthetics of proposed furniture (10 points) 2) the ability to complement existing furniture. (10 points) 	30	

Evaluation Criteria	Weight Factors	Page Location
<p>3) complete description/details including photos/drawings for each of the proposed product(s) in your proposal. (10 points)</p>		
<p>R3 Flexibility of Product to Meet Requirements: Please provide details in regard to:</p> <p>1) standard fabrics available for proposed products (3.5 points)</p> <p>2) finishes available for proposed products (3.5 points)</p> <p>3) the ability and willingness to customize finishes to match existing furniture on-site (3 points)</p>	10	
<p>R4 Warranty Program: Please provide details in regard of warranty details for each lot and/or manufacturer such as:</p> <p>1) what is covered (labour and materiel) (7 points)</p> <p>2) the duration of warranty (8 points)</p>	15	
<p>R5 Delivery Lead Time: Please provide guaranteed delivery lead time for products proposed and quick ship programs if such applies.</p> <p>Points will be awarded in comparison to other bidders.</p>	10	
<p>R6 Environmental factors: "The Senate of Canada requests that its suppliers demonstrate and develop good environmental practices.</p> <p>Bidder's proposals will therefore be evaluated on their environmental initiatives and bidder must indicate in their proposal in what way they promote a safe environment in their manufacturing, administrative and / or purchasing practices.</p> <p>1) Full points (5 points) for this criterion will be awarded to suppliers who have implemented formal programs and/or received certification such as ISO 14001, EcoLogo, EngeryStar, Green Seal, Energuide, etc or have a formal policy which includes environmental audits and review programs. This policy and program should include some or all of the following: packaging, recycled or remanufactured content, take-back programs, renewable and / or sustainable resources, non-hazardous products, reusable and recyclable packaging, etc". .</p> <p>2) Partial points (0 to 4 points) will be awarded to suppliers who do not presently have formal certifications or a policy(s) but follow good environmental practices.</p>	5	

4. Bidders Cost Proposal

- I. Pricing must include all requirements as set forth in the RFP.
- II. **Pricing must be submitted in a separate document clearly labelled “Cost Proposal” along with the Bidders company name. No financial information may appear in the technical proposal.**

5. Financial Evaluation

- I. The price of the bid will be evaluated in Canadian dollars, GST or HST excluded, FOB destination, Canadian customs duties and excise taxes included.
- II. For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Annex A.

6. Basis of Selection

Highest Combined Rating of Technical Merit (80%) and Price (20%)

To be declared responsive, a bid must:

- (a) Comply with all the requirements of the bid solicitation;
- (b) Meet all the mandatory evaluation criteria; and

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 20$ P_i is the evaluated price (P) of each responsive bid (i).

A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 80$ OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1, determined as follows: total number of points obtained / maximum number of points available.

The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in will be recommended for award of a contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Appropriate Law

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

2. Interpretation

- I. "The Agreement" means the particular agreement or content of which, in each specific case, these general conditions are made a part.
- II. "The Contract" includes the agreement, these general terms and conditions and any supplementary conditions, specifications, labour conditions, schedules and any other documents referred to in the agreement as constituting the contract.
- III. "Supplementary Conditions" means any other general conditions forming part of the contract.
- IV. "Work" means the whole of the work, services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all goods to be delivered.
- V. "Contract Price" means the amount expressed in the contract to be payable to the Contractor for the finished work.

3. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

4. Period of the Contract

- I. The Work is to be performed during the period of _____ (*fill in start date of the work*) to _____ (*fill in end date of the work*).

5. Delivery Date

- I. All the deliverables must be received on or before _____ (*insert date*).

6. Option to Extend the Contract (if applicable)

- I. The Contractor grants to the Senate of Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7. Security Accreditation Check

- I. The Contractor, in accordance with the Senate's security requirements, will be responsible for a Senate security clearance check which must be conducted on all outside service providers who will

carry on business in the Senate. The contractor is responsible to ensure that its employees, assigned to this contract, are security cleared otherwise these individuals will be denied access.

- II. Prior to award of contract, the Contractor must contact the Senate Protective Service at 613-995-3838 or submit the completed form(s) to:

Senate of Canada
Protective Services, Operations and Planning Officer
214 – 56 Sparks Street
Ottawa, Ontario K1A 0A4
Fax number: 613-943-0032

8. Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Directorate: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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.

9. Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

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.

10. Contractor's Representative (To complete with bid)

Primary Contact:

Name: _____
Title: _____
Phone: _____
Fax: _____

Secondary Contact:

Name: _____
Title: _____
Phone: _____
Fax: _____

11. Time is of the Essence

- I. Time is of the essence in this contract. It is essential that the Work be performed within or at the time stated in the Contract.
- II. Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by events beyond the Contractor's control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a "work around plan" including alternative sources and any other means that the Contractor will utilize to overcome the delay.
- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

12. Indemnity Against Claims

- I. Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of;
 - any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof ; and
 - any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments has been made by the Senate of Canada.

13. Right to Inspection

- I. The Senate of Canada reserves the right of access to any records resulting from this contract.

14. Termination of Agreement

- I. The Senate of Canada may immediately terminate this agreement if the Contractor is for any reason unable to provide the work, services or goods required under this agreement. Such termination notice shall be made in writing.
- II. The Senate of Canada may immediately terminate the agreement if it is determined that the work, services or goods provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The Senate of Canada may terminate the agreement upon a thirty (30) day written notice if it is determined that the services or goods provided by the Contractor, either in whole or in part are no longer required.
- IV. In the event that this agreement is terminated prematurely, the fee shall be reduced pro rata.
- V. In case of prorogation or dissolution of Parliament, this agreement may be immediately terminated upon written notice to the contractor.

15. Warranties

The Contractor warrants that:

- I. The Contractor is competent to perform the Work required as per the terms and conditions of the Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. The Contractor shall provide, as per the terms and conditions of the Contract, a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;
- IV. The Contractor has complete authority to enter into this Contract;
- V. The Contractor warrants all work and services performed or goods delivered for a period of no less than 12 months from the completion of services or date of delivery.

16. Records to be Kept by the Contractor

- I. The Contractor shall keep proper accounts and records of the costs of work, services and goods and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following the completion of the work or services or delivery of goods.

17. Confidentiality

- I. Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its staff, employees or contractors to which the Contractor or any of its employees, staff or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

18. Rules and Regulations

- I. In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.

- II. The Contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under the Contract. If the Contractor made a false declaration in its bid, makes a false declaration under the Contract, fails to diligently maintain up to date the information herein requested, or if the Contractor or any of the Contractor's affiliates fail to remain free and clear of any acts or convictions specified herein during the period of the Contract, such false declaration or failure to comply may result in a termination for default under the Contract. The Contractor understands that a termination for default will not restrict Canada's right to exercise any other remedies that may be available against the Contractor and agrees to immediately return any advance payments

19. Miscellaneous Restrictions

- I. Under no circumstances shall the Contractor use any stationery with a Senate letterhead to conduct business under this agreement.
- II. It is the intention of the parties that the agreement is for the performance of a service or services and that the Contractor is engaged as an independent contractor providing services to the Senate and that the Contractor's Directors, Officers, Employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Contractor or their staff can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the *Senate Administrative Rules*) of the end user or of someone in a similar position who has influence over the scope of work.

20. Performance

- I. The Contractor shall report the performance under this agreement to the Senate of Canada in whatever format and frequency that the Senate of Canada may require.

21. Subcontracts

- I. The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- III. In any subcontract, the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to the Senate of Canada than the conditions of the Contract.
- IV. Even if the Senate of Canada consents to a subcontract, the Contractor is responsible for performing the Contract and the Senate of Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

22. Replacement of Specific Individuals

- I. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- II. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the Senate of Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a) the name, qualifications and experience of the proposed replacement; and

- b) proof that the proposed replacement has the required security clearance granted by the Senate of Canada, if applicable.
- III. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

23. Amendment to the Agreement

- I. No person other than the Manager of Purchasing and Contracting or his designate can amend this agreement in any form. Any changes to the original agreement must be made in writing.

24. Ownership of Intellectual and Other Property Including Copyrights

- I. Documents and information (“work”) produced by the Contractor in the performance of this contract as well as the copyrights in and to the work, shall vest in and remain the property of the Senate of Canada.
- II. Work shall be marked with the following copyright notice: © Senate of Canada (year)

25. Conflict of Interest

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

26. Discrimination and Harassment in the Workplace

- I. The Contractor acknowledges the responsibility of the Senate of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the *Senate Policy on Prevention and Resolution of Harassment in the Workplace*, which is also applicable to the Contractor, is available upon request.
- II. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with the Senate of Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

27. Health and Safety

- I. The Contractors, retained through the Finance Directorate, will be advised of their Occupational Health and Safety duties and responsibilities while working in the Senate workplace. The Contractor will be responsible for taking corrective action as warranted in cases of breach of those duties and responsibilities, as advised by the Director of Finance, Senate of Canada, or the Contracting Officer. A copy of the *Senate Policy on Occupational Health and Safety*, which is also applicable to the Contractor, is available upon request.

28. Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment associated with their response to Annex A.

The Senate shall only be liable for payment of goods or services that are received and accepted by the Senate and that are ordered through a formal Senate Purchase Order. All such goods and services must be in accordance with this RFP and the selected Contractor's response to such.

29. Method of Payment

- I. Direct Deposit: the Senate of Canada can deposit directly all payments into the Individuals/corporation's account. Please send an e-mail to request a direct deposit form at: finpro@sen.parl.gc.ca.

30. Sales Tax

- I. The Senate of Canada is exempt from Provincial Sales Taxes, with the exception of QST (as applicable)
- II. The GST/HST is not included in the contract amount.
- III. The GST/HST tax must be listed as a separate line item on all invoices.

31. Invoicing Instructions

Invoicing Instructions

- I. An itemized invoice certified by the Contractor shall be forwarded to:

**The Senate of Canada
Finance and Procurement Directorate
Parliament Buildings
Ottawa, Ontario
K1A 0A4**

or by e-mail at: finpro@sen.parl.gc.ca

- II. Payment by the Senate to the Contractor for work, or goods, shall be made:
 - In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
 - In the case of a final payment, within thirty (30) days following the date of receipt of a final invoice for payment, or within thirty (30) days following the date on which the work is completed or the goods delivered and accepted, whichever date is the later;
 - If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Contractor.
- III. Progress payments are interim payments only. The Senate of Canada may conduct an audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to the Senate of Canada.

32. Interest on Overdue Accounts

For the purpose of this section:

- I. An amount is “due and payable” when it is due and payable by the Senate to the Contractor according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. “Date of payment” means 30 days from the date of receipt of the invoice at the Senate.
- IV. The “Bank Rate” shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- V. The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Contractor. In the event that the Senate is not responsible for the delay in paying the Contractor, no interest shall be paid.
- VI. The Senate shall not be liable to pay the Contractor any interest on unpaid interest.

33. Advertisement

- I. The Contractor shall not without prior written consent from the Senate, advertise or publicize any work performed or goods provided to the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

34. Entire Agreement

- I. This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

35. Priority of Documents

If there is a discrepancy between the wordings 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) Annex A, Statement of Requirements;
- (c) the Contractor's bid dated

ANNEX A

STATEMENT OF REQUIREMENTS

LOT NO. 1 WOODCASE GOODS			
Description and Specifications	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
Senator's Offices			
Executive Desk Approx. Size (D, W, H): 36" x 72" x 30" Others: -Surface with straight overhang (6-8" overhang) to accommodate visitors' chairs -Full height gables -Full modesty panel -1 Box/Box File lockable -Telescoping full extension slides -All exposed hardware to be brushed brass finish			
Credenza Approx. Size (D, W, H): 22" x 72" x 30" Others: -2 Box/Box File sets of drawers and fixed shelves for book storage (c/w open hinged door(s)) - Each set located on either side of the unit -2 fixed shelves located at center of unit -Telescoping full extension slides with soft close mechanism -All exposed hardware to be brushed brass finish			
Support Furniture			
2H File Cabinet Approx. Size (D, W, H): 20" x 36" x 30" Others: -Lateral File - Only front of unit to have molding & edge details (for ganging purposes) -Lockable - Telescopic full extension slides -All exposed hardware to be			

LOT NO. 1 WOODCASE GOODS			
Description and Specifications	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
*Substrate with mid-tone walnut or cherry wood (all items must match the executive desk)			
brushed brass finish			
Bookcase Approx. Size (D, W, H): 15" x 36" x 72" Others: -Five high bookcase with straight edges -One fixed wood shelf -Three adjustable wood shelves -Only front of unit to have molding & edge details (for ganging purposes)			
Closed Storage Unit for TV Approx. Size (D, W, H): 20" x 36" x 30" Others: - 2 closed lockable doors with 1 adjustable shelf - Only front of unit to have molding & edge details (for ganging purposes) - Opening at back of unit for wire management of cable box (with grommet) - All exposed hardware to be brushed brass finish			
Optional			
Wardrobe Approx. Size (D, W, H): 24" x 36"x 72" Others: -Two doors come with full hat shelf and full rod -All exposed hardware to be brushed brass finish			
Computer Table Approx. Size (D, W, H): 24" x 36"x 30" Others: -Full gables -No shelf required			
Total cost per items for LOT NO. 1 WOODCASE GOODS			

LOT NO. 2 TABLES			
Description and Specifications *Solid walnut or cherry with mid-tone walnut or cherry (all items must match Senator's Executive Desk)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
<p>Coffee Table (Senators' offices) Approx. Size (D, W, H): 18" x 48" x 16" Others: -Oval or rectangular with wood surface and legs -Shelf optional -Wood stain samples from manufacturer's standard offerings</p>			
<p>End Table (Senator's Offices and Administration) Approx. Size (D, W, H): 18" x 22" x 21" Others: -Round or square or rectangular end table with wood surface and legs -Shelf optional -Wood stain samples from manufacturer's standard offerings</p>			
Options			
<p>A. Round Meeting Table (Senators' Offices) Approx. Size: 42" diameter Surface: Wood to be walnut or cherry/satin finish Others: -Round surface top with edge details -Drum base</p>			

LOT NO. 2 TABLES			
Description and Specifications *Solid walnut or cherry with mid-tone walnut or cherry (all items must match Senator's Executive Desk)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
B. Rectangular Meeting Table for 4 to 6 (Senators' Offices) Approx. Size (D, W, H): 30'' x 66'' x 30'' Surface: Wood to be walnut or cherry/satin finish Others: -Rectangular surface top with edge details -Wood legs			
C. Meeting Table up to 8 (Senators' Offices) Approx. Size (D, W, H): 36'' x 84'' x 30'' Surface: Wood to be walnut or cherry/satin finish Others: -Rectangular surface top with edge details -Wood legs			
D. Telephone Table Approx. Size (D, W, H): 15'' x 15'' x 29'' Others: -Square with wood surface and legs			
Total cost per items for LOT NO. 2 - Tables			

LOT NO. 3 MODULAR FURNITURE, Assistants, Researchers and Admin. Sr management Offices			
Description and Specifications *The surface veneer, wood to be walnut or cherry/satin finish (all items must match the workstation)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
Desk			
Desk, Left or Right Approx. Size (D, W, H): 30" x 48" x 30" Others: -Desk with full modesty panel -Wires grommet on desk			
Return, Left or Right Approx. Size (D, W, H): 24" x 72" x 30" Others: -Return with 3/4 modesty panel - Grommet on desk -1 Box/Box File lockable			
Support Furniture			
Hutch Approx. Size (D, W, H): 16" x 72" x 15"-17" (36" Each) Others: -Overhead hutch cabinet supported by surface with hinged lockable doors and clearance of 20" between surface and hutch. -Tackable surface at return above desk surface and task light			
Storage Cabinet / File Drawers Approx. Size (D, W, H): 20" x 36" x 72" Other: -2 door unit with 1 adjustable shelf with straight edges -2 lateral lockable drawer unit - Only front of unit to have molding & edge details (for			

LOT NO. 3 MODULAR FURNITURE, Assistants, Researchers and Admin. Sr management Offices			
Description and Specifications *The surface veneer, wood to be walnut or cherry/satin finish (all items must match the workstation)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
ganging purposes)			
Bookcase Approx. Size (D, W, H): 15" x 36" x 72" Others: -Five high bookcase with straight edges -One fixed wood shelf -Three adjustable wood shelves - Only front of unit to have molding & edge details (for ganging purposes)			
Closed Storage Unit for TV Approx. Size (D, W, H): 20" x 36" x 30" Others: -2 closed lockable doors with 1 adjustable shelf -Only front of unit to have molding & edge details (for ganging purposes) -Opening at back of unit for wire management of cable box (with grommet)			
Wardrobe Approx. Size (D, W, H): 24" x 36" x 72" Others: -Two doors come with full hat shelf and full rod -All exposed hardware to be brushed brass finish			
Working Table Approx. Size (D, W, H): 24" x 42" x 30" Others: -Full gables			
Height Adjustable Table			

LOT NO. 3 MODULAR FURNITURE, Assistants, Researchers and Admin. Sr management Offices			
Description and Specifications *The surface veneer, wood to be walnut or cherry/satin finish (all items must match the workstation)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
Approx. Size (D, W, H): 28 ¼" x 58" x 26"- 43" (Height Adjustable) Others: -Mechanical height-adjustable worksurface system -Ergonomic fingertip lift handle to make height adjustments -Single centered freestanding U-shaped base features two diecast aluminum feet -Table with ¾ modesty panel -Up to 150 lbs. load capacity **Finish to be determined be client**			
Total cost per items for LOT NO. 3 - Modular Furniture , Assistants, Researchers and Admin. Sr management Officers			

LOT NO. 4 MODULAR FURNITURE, General Closed Offices and Open Concept Office			
Description and Specifications *The finish is wood grain laminate (to be selected by client).	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
Desk			
Desk, Left or Right Approx. Size (D, W, H): 30" x 48" x 30" Others: -Desk with full modesty panel -Wires grommet on desk			
Return, Left or Right Approx. Size (D, W, H): 24" x 72" x 30" Others: -Return with 3/4 modesty panel - Grommet on desk -1 Box/Box File lockable			
Support Furniture			
Hutch Approx. Size (D, W, H): 16" x 72" x 15"-17" (36" Each) Others: -Overhead hutch cabinet supported by surface with hinged lockable doors and clearance of (20") between surface and hutch. -Tackable surface at return above desk surface and task light			
Storage Cabinet / File Drawers Approx. Size (D, W, H): 20" x 36" x 72" Other: -2 door unit with 1 adjustable shelf with straight edges -2 lateral lockable			

LOT NO. 4 MODULAR FURNITURE, General Closed Offices and Open Concept Office			
Description and Specifications *The finish is wood grain laminate (to be selected by client).	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
drawer unit - Only front of unit to have molding & edge details (for ganging purposes)			
Bookcase Approx. Size (D, W, H): 15" x 36" x 72" Others: -Five high bookcase with straight edges -One fixed wood shelf -Three adjustable wood shelves - Only front of unit to have molding & edge details (for ganging purposes)			
Round Meeting Table (Closed Offices) Approx. Size: 42" diameter Surface: Wood grain laminate (to be selected by client) Others: -Round surface top with edge details -Drum base			
Total Cost per items LOT NO. 4 - MODULAR FURNITURE, General Closed Offices and Open Concept Office			

LOT NO. 5 SEATING WITH CASTERS			
Description and Specifications * Testing of chairs for a minimum one week may be required. More than one chair style may be proposed for each requirement.	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost (including packaging, delivery, installation and clean up) and lead time
Option 1			
<p>Executive Task Chair (Senator) Approx. Size (D, W, H): 22.5"-25" x 23.5"-25" x 41.5"-42.5" overall height , 18"-22" seat height (adjustable) Others: -Metal frame structure with a 5-point welded steel base & carpet castors (Black finish) -Fully upholstered back and seat cushions (no mesh) -Chair to include pneumatic seat height adjustment, manual adjustment lumbar support, a back stop/recline angle adjustment -Height, depth, width and pivot adjustable armrests -Mid-back height -Black arms</p>			
Option 2			
<p>A. Ergonomic Task Chair (Senator and Administration) Approx. Size (D, W, H): 23"-25"x 27"x 38.5"-43.5" overall height, 15.75" – 18.75" seat depth, 19.25" seat width, 15.5" – 20.5" seat height Others: -Metal frame structure with a 5-point welded steel base & carpet castors available for each grade. Fabric to be selected by client.</p>			

LOT NO. 5 SEATING WITH CASTERS			
Description and Specifications * Testing of chairs for a minimum one week may be required. More than one chair style may be proposed for each requirement.	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost (including packaging, delivery, installation and clean up) and lead time
<p>Requirement: Ergonomic high back chair with nylon black base. The chair is intended to be used a maximum of eight (8) hours a day, five days per week and should accommodate persons up to 400 lbs.</p> <p>Adjustable: Arms (height/width adjustable), tilt-lock, seat depth and height.</p>			
<p>B. Ergonomic Task Chair (Senator and Administration)</p> <p>Approx. Size (D, W, H): 23"-25" x 31 x 38"-43" overall height, 16.75" – 18.75" seat depth, 22.75" seat width, 15.5"-19.5" seat height</p> <p>Others: -Metal frame structure with a 5-point welded steel base & carpet castors available for each grade. Fabric to be selected by client.</p> <p>Requirement: Ergonomic high back chair with nylon black base. The chair is intended to be used a maximum of eight (8) hours a day, five days per week and should accommodate persons up to 500 lbs.</p> <p>Adjustable: Arms (height/width adjustable), tilt-lock, seat</p>			

LOT NO. 5 SEATING WITH CASTERS			
Description and Specifications * *Testing of chairs for a minimum one week may be required. More than one chair style may be proposed for each requirement.	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost (including packaging, delivery, installation and clean up) and lead time
depth and height.			
Total Cost per items LOT NO. 5 SEATING WITH CASTERS			

LOT NO. 6 GENERAL SEATING			
Description and Specifications *Substrate with mid-tone walnut or cherry wood (all items must match the executive desk)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
Options			
<p>A. Desk Visitor’s Chair (Senator’s Office) Approx. Size (D, W, H): 24 ¼” x 22 ½” x 31 ½” Finish: Solid walnut or cherry wood with mid-tone walnut or cherry stain legs and arms. Upholstery: Grade 2 and 3 fabric. Provide pricing and colour samples available for each grade. Fabric to be selected by client. Others: -Fully upholstered seat, back and arm inserts with contour in wood -Simple, straight or angled wood legs -Tailored look</p>			
<p>B. Desk Visitor’s Chair (Senator’s Office) Approx. Size (D, W, H): 21 ¼” x 19 ¼” x 35 ½” Seat Height 18 ½” Finish: Solid walnut or cherry wood with mid-tone walnut or cherry stain legs and arms. Upholstery: Grade 2 and 3 fabric. Provide pricing and colour samples available for each grade. Fabric to be selected by client. Others: -Fully upholstered seat and back, no arms</p>			

LOT NO. 6 GENERAL SEATING			
Description and Specifications *Substrate with mid-tone walnut or cherry wood (all items must match the executive desk)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
-Simple, straight or angled wood legs -Tailored look			
<p>C. Visitor’s Chair (Senator’s Office and Administration)</p> <p>Approx. Size (D, W, H): 23”-24” x 20”-21” x 32”-33”</p> <p>Finish: Solid walnut or cherry wood with mid-tone walnut or cherry stain legs and arms.</p> <p>Upholstery: Grade 2 and 3 fabric. Provide pricing and colour samples available for each grade. Fabric to be selected by client.</p> <p>Others:</p> <ul style="list-style-type: none"> -3/4 closed upholstered seat and back -Straight or angled wood legs -Straight open wood arms -Tailored look 			
<p>D. Sofa (Senator’s Office)</p> <p>Approx. Size (D, W, H): 34”-36” x 70”-72” x 32”-35”</p> <p>Finish: Solid walnut or cherry wood with mid-tone walnut stain legs.</p> <p>Upholstery: Grade 2 and 3 fabric. Provide pricing and colour samples available for</p>			

LOT NO. 6 GENERAL SEATING			
Description and Specifications *Substrate with mid-tone walnut or cherry wood (all items must match the executive desk)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
each grade. Fabric to be selected by client. Other: -Fully upholstered 3-seater sofa (condo size) -Tailored arms -Rectangular wood legs			
Options			
A. Sofa Chair (Senator's Office) Approx. Size (D, W, H): 29"-34" x 29"-34" x 32"-34" Finish: Solid walnut or cherry wood with mid-tone walnut stain legs. Upholstery: Grade 2 and 3 fabric. Provide pricing and colour samples available for each grade. Fabric to be selected by client. Other: -Fully upholstered sofa chair -Tailored arms -Rectangular wood legs			
B. Lounge Chair (Senator's Office) Approx. Size (D, W, H): 29" x 28" x 29" (overall height) Finish: Solid walnut or cherry wood with mid-tone walnut stain legs. Upholstery: Grade 2 and 3 fabric. Provide pricing and colour samples available for			

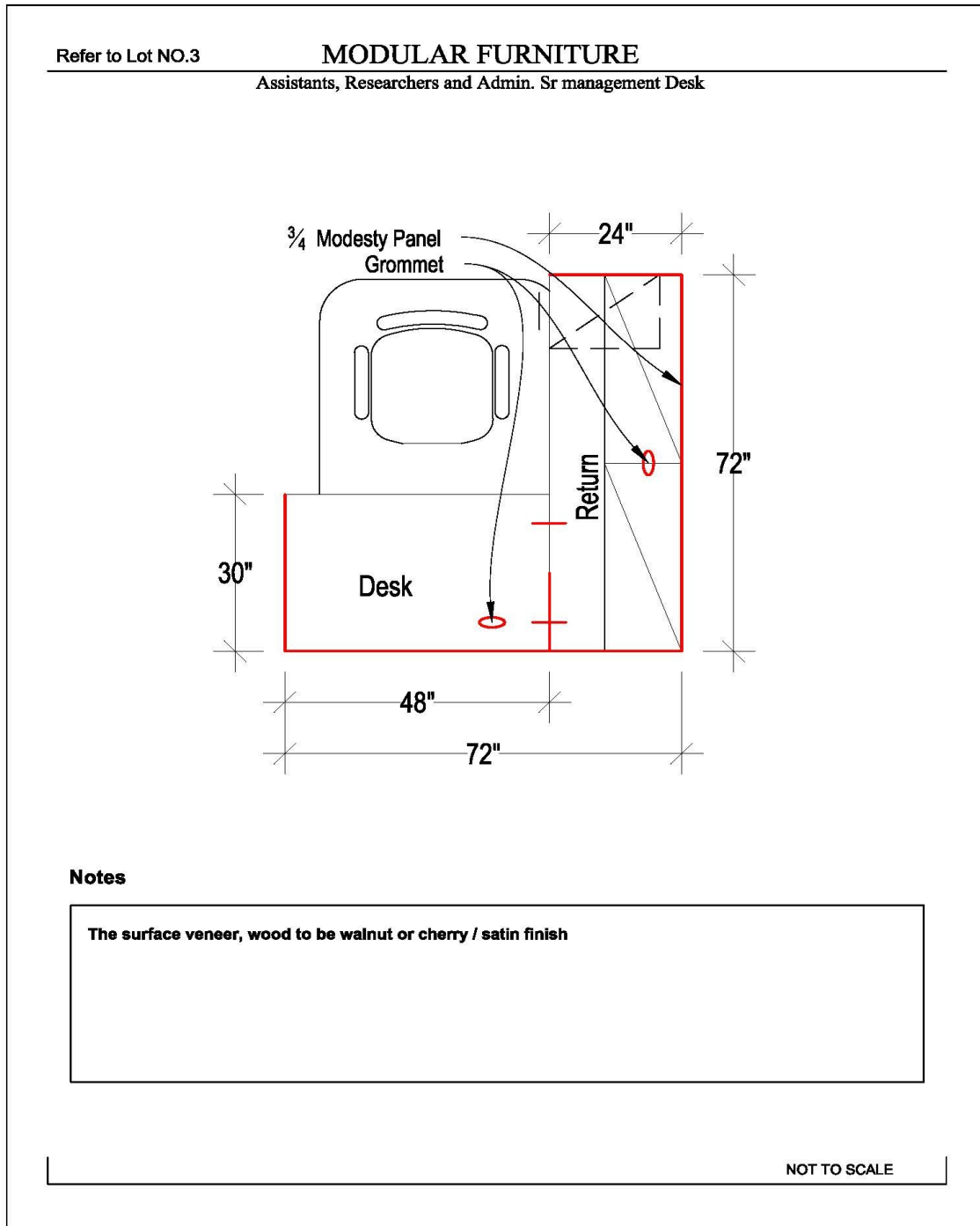
LOT NO. 6 GENERAL SEATING			
Description and Specifications *Substrate with mid-tone walnut or cherry wood (all items must match the executive desk)	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
each grade. Fabric to be selected by client. Other: -Fully upholstered lounge chair with wood legs -Visually interesting from 360 degrees Note: ** This chair should harmonize with the sofa style			
Total cost per items for LOT NO. 6 GENERAL SEATING			

LOT NO. 7 OTHERS			
Description and Specifications	Cross reference in proposal	Proposed make, model, stock number and manufacture location	Proposed unit cost and lead time
<p>Ergonomic Keyboard Tray Approx. Size (D, W): 11 1/4" x 27 3/4" Others: -Leader standard arm -Straight platform for keyboard and mouse -Leather-like foam palm pad - + 10° to - 20° dial tilt range</p>			
Total cost per items for LOT NO. 7 OTHERS			

Total Cost

Lot no. 1 – Woodcase Goods, Senators’ Offices	
Lot no. 2 - Tables	
Lot no. 3 – Modular Furniture, Assistans Researchers and Admin. Sr Management Officers	
Lot no. 4 – Modular Furniture, General Closed Office and Open Concept Office	
Lot no. 5 – Seating with Casters	
Lot no. 6 – General Seating	
Lot no. 7 - Others	
Total Cost	

Appendix A – Workstation Detail 1



APPENDIX B – Work Station Detail 2

