



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS:
 Procurement & Contracting Unit
 Mailstop 1004, 14200 Green Timbers Way
 Surrey, BC V3T 6P3

Attention: Susanjane Horlock

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title – Sujet Furniture		Date April 15, 2019
Solicitation No. – N° de l’invitation M2989 8 6166		
Client Reference No. - No. De Référence du Client M2989 8 0396P		
Solicitation Closes – L’invitation prend fin		
At / à :	14 :00 hrs PDT	PDT(Pacific Daylight Time) HAP (heure avancée de l’Est)
On / le :	May 25, 2019	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services RCMP – Vancouver Forensic Lab 14230 Green Timbers Way, Surrey, BC V3T 6P3		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Susanjane Horlock		
Telephone No. – No. de téléphone 778-290-2775	Facsimile No. – No. de télécopieur	

Delivery Required – Livraison exigée June 30, 2019	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. 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 the requirement.

1.2 Statement of Requirement Bid

The requirement is detailed under Annex "A" of the resulting contract clauses.

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 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>

1.5 Trade Agreements

"The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and the North American Free Trade Agreement (NAFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2018-05-22) 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: 90 days



2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Section I: Technical Bid 1 copy

Section II: Financial Bid 1 copy

Section III: Certifications 1 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 hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 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 - See Annex "C" to PART 4 - BID SOLICITATION - MANDATORY CRITERIA

To be considered responsive, a bid must meet all of the mandatory requirements of the bid solicitation. Bidders must include one (1) copy of descriptive literature, inclusive of photographs of the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements in the specifications and cross reference where this specification is located within the descriptive literature. All mandatory requirements must be met through way of cross-referencing with product literature, and or certifications supplied with the bid. If, in some instances(s) this is not available, the bidder is to note how their product meets the requirement. Bids not meeting all of the mandatory requirements will be given no further consideration.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided.

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26) Evaluation of Price

4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 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 specified will render the bid non-responsive.

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the *Forms for the Integrity Regime* website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the *Employment and Social Development Canada (ESDC) – Labour's* website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

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 Statement of Requirement

The Contractor must provide the items detailed under 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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in



any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.2 Delivery Date

All the deliverables must be received on or before June 30, 2019.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Susanjane Horlock
Title: Regional Procurement Officer, Royal Canadian Mounted Police
Address: Mailstop 909, 14200 Green Timbers Way, Surrey, BC V3T 6P3

Telephone: 778 290 2775
E-mail address: Susanjane.horlock@rcmp-grc.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 (to be inserted at contract award)

The Project Authority for the Contract is:

Name:
Title:
Organization:
Address:
Telephone:
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: _____
Title: _____
Address: _____
Address: _____
Phone: _____
Email: _____

6.7 Payment

6.7.1 Basis of Payment

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

6.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price.

6.7.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.8 Invoicing Instructions

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. One (1) copy must be forwarded to the consignee.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions (2010A, 2018-6-21, General Conditions: Goods (medium complexity));
- (c) Annex A: Statement of Requirement;
- (d) Annex B: Basis of Payment;
- (e) Annex C: Mandatory Criteria Evaluation;
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.13 Insurance

SACC Manual clause G1005C (2016-01-28)



ANNEX "A"

STATEMENT OF REQUIREMENT

Objective

To provide furniture as detailed below to the Royal Canadian Mounted Police (RCMP), Forensic Lab in Surrey, BC

Background

"E" Division RCMP in Surrey, BC has built a new forensic lab on the Green Timbers campus and has a requirement for the lab chairs and stools noted below to complete the project.

Requirements: to be delivered to RCMP "E" Forensic Laboratory, 14230 Green Timbers Way, Surrey, BC V3T 6P3

Lab Task Chairs (Conference stool type) – with arms – M1

Quantity Required	Size	Details
45	Seat Height: 584mm (23") – 813mm (32")	Bench height – 36 to 40" Height adjustable seat and foot ring Standard height backrest with fixed arms – 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters

Lab Task Chairs (Conference stool type) – without arms – M2

Quantity Required	Size	Details
46	Seat Height: 584mm (23") – 813mm (32")	Bench height – 36 to 40" Height adjustable seat and foot ring Standard height backrest – 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters

Lab Task Chairs (Conference chair type) – with arms – M3

Quantity Required	Size	Details
32	Seat Height: 394mm (15.5") - 521mm (20.5")	Desk height – 29" Height adjustable seat Standard height backrest with fixed arms – 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters

Lab Task Chairs (Conference stool type) – without arms – M4

Quantity Required	Size	Details
33	Seat Height: 394mm (15.5") - 521mm (20.5")	Desk height – 29" Height adjustable seat Standard height backrest – 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters



ANNEX "B"

BASIS OF PAYMENT

Prices are Firm in Canadian dollars excluding the applicable Goods and Services Tax, FOB Destination, and Canadian Customs duties and excise tax are included.

Lab Task Chairs (Conference stool type) – with arms

Description	Qty	Unit Price	Extended Price
Seat Height: 584mm (23") – 813mm (32") Bench height – 36 to 40" Height adjustable seat and foot ring Standard height backrest with fixed arms – 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters	45		
	Delivery		
	Sub-total		
	GST		
	TOTAL		

Lab Task Chairs (Conference stool type) – without arms

Description	Qty	Unit Price	Extended Price
Seat Height: 584mm (23") – 813mm (32") Bench height – 36 to 40" Height adjustable seat and foot ring Standard height backrest – 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters	46		
	Delivery		
	Sub-total		
	GST		
	TOTAL		



Lab Task Chairs (Conference stool type) – with arms

Description	Qty	Unit Price	Extended Price
Seat Height: 394mm (15.5") - 521mm (20.5") Desk height – 29" Height adjustable seat Standard height backrest with fixed arms – 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters	32		
	Delivery		
	Sub-total		
	GST		
	TOTAL		

Lab Task Chairs (Conference stool type) – without arms

Description	Qty	Unit Price	Extended Price
Seat Height: 394mm (15.5") - 521mm (20.5") Desk height Height adjustable seat Standard height backrest - 12" High strength polymer solid back and seat, aluminum five-star base Hard flooring lockable casters	33		
	Delivery		
	Sub-total		
	GST		
	TOTAL		



ANNEX "C"

BID SOLICITATION

MANDATORY CRITERIA

Criteria #	Mandatory Specification	Met/Not Met	Reference to Proposal
M1	Bench height – 36 to 40" Seat height – 584mm (23") – 813mm (32")		
Lab stool	Height adjustable seat and foot ring		
	Standard height backrest with fixed arms – 12"		
	High strength polymer solid back and seat and seat, aluminum five-star base		
	Hard flooring lockable casters		

Criteria #	Mandatory Specification	Met/Not Met	Reference to Proposal
M2	Bench height – 36 to 40" Seat height – 584mm (23") – 813mm (32")		
Lab stool	Height adjustable seat and foot ring		
	Standard height backrest (no arms) – 12"		
	High strength polymer solid back and seat and seat, aluminum five-star base		
	Hard flooring lockable casters		

Criteria #	Mandatory Specification	Met/Not Met	Reference to Proposal
M3	Desk height – 29" Seat height – 394mm (15.5") – 521mm (20.5")		
Lab chair	Height adjustable seat – 12"		
	Standard height backrest with fixed arms		
	High strength polymer solid back and seat and seat, aluminum five-star base		
	Hard flooring lockable casters		

Criteria #	Mandatory Specification	Met/Not Met	Reference to Proposal
M4	Desk height – 29" Seat height – 394mm (15.5") – 521mm (20.5")		
Lab chair	Height adjustable seat and foot ring		
	Standard height backrest (no arms) – 12"		
	High strength polymer solid back and seat and seat, aluminum five-star base		
	Hard flooring lockable casters		