



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Office Seating - 401 Burrard	
Solicitation No. - N° de l'invitation EZ899-200175/A	Date 2019-06-04
Client Reference No. - N° de référence du client EZ899-200175	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-216-7748	
File No. - N° de dossier VIC-9-42034 (216)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-06-17	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Thorne, Darlene	Buyer Id - Id de l'acheteur vic216
Telephone No. - N° de téléphone (250) 216-3168 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA See herein	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

Annex A – Requirement and Basis of Payment

- 1. Category Selection
- Table 1 – Product (Chairs)
- Table 2 – Delivery
- Table 3 – Installation
- Table 4 – Associated Aspects
- Table 5 – Bid Evaluation and Contract Total
- Table 6 – Bidder's Authorized Representative

Annex B – Security Requirements

Annex C – Non Supply Arrangement (NSA) Products

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by Public Works and Government Services Canada (PWGSC) with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

Competitive or **Single Conforming Supplier**

For Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein;

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. 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
 4. any other supporting documentation as requested by Canada.

For Single Conforming Suppliers:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein;
- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. 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
 4. any other supporting documentation as requested by Canada.

General Stream

PSAB Stream

For PSAB procurement ONLY:

Canadian Content

Solicitation No. - N° de l'invitation
 EZ899-200175
 Client Ref. No. - N° de réf. du client
 EZ899-200175/A

Amd. No. - N° de la modif.
 File No. - N° du dossier
 VIC-9-42034

Buyer ID - Id de l'acheteur
 vic216
 CCC No./N° CCC - FMS No./N° VME

The Supplier should propose conforming chair(s) denoted as "Canadian Content" in the Supplier's SA. Canada may preference all bids containing chair(s) with this designation.

Bid Evaluation

An evaluation team composed of representatives of Canada will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.

RFB Closing - Submit Bid:	
Bids must be submitted to the Contracting Authority on the date and time, location, and in the format indicated below.	
By no later than date and time:	2019-06-17 2:00 pm Pacific Standard Time (PST)
Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy
To physical location (if applicable) (Hard copy)	Bid Receiving Unit Public Works and Government Services Canada Pacific Region 401-1230 Government Street Victoria, BC V8W 3X4 Fax Number: (250) 363-3344
To e-mail address (if applicable) (Soft copy)	<u>TPSGC.RPRceptiondessomissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca</u>
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority until two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	By no later than Wednesday, June 12, 2019, 2:00 pm Pacific Standard Time (PST)

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-120001/PQ apply to and form part of this Contract.	
2.	Security Requirement	
2.1	The applicable security requirement(s) is(are) set out in the Security Requirement Check List attached as Annex B of this contract, if applicable. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
	a.	<input checked="" type="checkbox"/> Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b.	<input type="checkbox"/> Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	<input type="checkbox"/> There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority / Identified User	
	Name:	Darlene Thorne
	Title:	Supply Officer
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	401 – 1230 Government St. / Victoria, BC / V8W 3X4
	Telephone No.:	(250) 216-3168
	Facsimile No.:	N/A
	E-mail address:	Darlene.Thorne@tpsgc-pwgsc.gc.ca
4.2	<p>Project Authority <i>[To be completed upon contract award]</i> <i>The Project Authority (PA) 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.</i></p> <p><i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i></p>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Payment	

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

	Method of Payment
<input type="checkbox"/>	Single Payment
<input checked="" type="checkbox"/>	Multiple Payment
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.
6. Invoicing	
	Further to the Invoicing terms of Annex E OSTCM, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:
	Name of the organization and contact:
	Address:
7. Defence Contract (This clause applies if the box below is checked.)	
<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <u>Defence Production Act</u> , R.S.C. 1985, c. D-1.

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

ANNEX A REQUIREMENT and BASIS OF PAYMENT

Bidder to complete: Section B of Tables 1,3,5; Section B of Tables 2,4,6 if applicable; Tables 8 and 9.

In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

1. Category Selection

The requirement includes the following category (ies) of work:

- Category 1 - Rotary Office**
- Category 2 - Rotary Conference**
- Category 3 - Side Chair**

GoGUID Rule:

RULE: The IU must identify the GoGUID by using separate line items within the table 1. Each product GoGUID code will be evaluated separately and multiple contracts may be awarded from one solicitation.

Added Features Rule: Allows Identified Users (IUs) the opportunity to enhance a chair's features. Added features are applicable to pre-qualified product only, which provide a non-structural enhancement. Any added feature must have generic specifications.

It is the responsibility of the IU to justify any added feature in a RFB. Justification should be on file in order to defend any complaints during the procurement process. Each added feature must be added by the IU in the bid solicitation (RFB or RFP). Examples include, but are not limited to, finishes, casters (i.e. chrome casters), and upholstery upgrades.

Non-Supply Arrangement (NSA) Rule – Allows Identified Users (IUs) the opportunity to purchase up to 30% NSA chairs of the total combined quantity of chairs. NSA chairs are chairs that do not form part of Annex B Product and Price catalogue of the Supply Arrangement.

NSA chairs must have generic technical specifications and dimensions, and must include tolerances and ranges. Each NSA chair must be added by the IU in the bid solicitation (RFB or RFP). Examples of NSA chairs include, but are not limited to, rotary task stools or intensive use chairs.

An example of 30% of the total combined quantity could be:

- 100 quantity of the Rotary Office Seating (category)
- 50 quantity of the Rotary Conference (category),
- Therefore: up to 45 NSA chairs could be procured within the same solicitation.

Should IUs require assistance or review of their NSA specifications, IU's can send an email including their specifications to TPSGC.PARCNAmobilier-APNCRFurniture.PWGSC@tpsgc-pwgsc.gc.ca for review by the Office Seating Technical Authority prior to solicitation. All NSA chairs are required to meet the associated ANSI/BIFMA testing for Office Seating. Generic Specifications are also found on the Office Seating Website.

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

Table 1 – Product (Chairs)

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	Conference Chair PSAB	281			
	GoCUID: 7CCHNBMLAAASALMTCUBF				
	No Headrest Standard / Mid Back Lumbar Support: Adjustable Armrests: Height/Width Adjustable "T" Arm Seat Depth: Adjustable Seat & Backrest Locks: Lockable or Stoppable in Multiple Positions Tilt Mechanism: Concurrently Upholstery: Back Breathable Material / Seat Fabric				
				Product Total Conference Chairs:	\$
*Not applicable for side chairs ** Must not exceed ceiling prices in SA					
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the combined firm quantity of the category total of product(s) above in this table. The Supply Arrangement holder signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.					
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
2	Office Seating PSAB Office Chair Backrest Height: Standard / Mid Back (450mm to 610mm) Lumbar support: Adjustable (adjustable by at least 50mm within range of 150mm to 250mm) Armrests: Height/width adjustable "T" arm Seat depth: Adjustable (adjustable by at least 50mm within range of 420mm and 460mm) Seat and backrest locks: Lockable or stoppable in multiple positions Tilt mechanism : Concurrently (preset ration >1:1)	41			

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

Upholstery: back breathable material/seat fabric Footrest Height adjustment range approximately 530-740mm				
				Product Total Non-SA Office Seating: \$

Table 2 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below** Please provide your best Delivery Date: YYYY/MM/DD	Firm Price \$	Extended Total (Qty x Price) \$
1	<i>401 Burrard Street Vancouver, BC V6C 3R2 Canada</i>	<i>281</i>	<i>2019-07-29</i>	<i>[Normal] Business Hours</i>		\$	\$
2	<i>401 Burrard Street Vancouver, BC V6C 3R2 Canada</i>	<i>41</i>	<i>2019-07-29</i>	<i>[Normal] Business Hours</i>		\$	\$
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <i>(Instruction to IUs: Add/remove rows as needed)</i>					Subtotal for Deliveries:		\$

Table 3 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below* Please provide your best Installation Date: YYYY/MM/DD	Firm Price \$	Extended Total (Qty x Price) \$
1	<i>401 Burrard Street Vancouver, BC V6C 3R2 Canada</i>	<i>281</i>	<i>2019-07-29</i>	<i>[Normal] Business Hours</i>			

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

2	<i>401 Burrard Street Vancouver, BC V6C 3R2 Canada</i>	41	2019-07-29	<i>[Normal] Business Hours</i>			
<p>**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. <i>(Instruction to IUs: Add/remove rows as needed)</i></p>				Subtotal for Installations:		\$	

Table 4 – Associated Aspects

1.	Upholstering Colour	
1.1	<p>For each of the chairs listed above, within five business days of the award of Contract, the Contractor must provide to the Contracting Authority or Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within five business days of receipt of all descriptive information, the Contracting Authority or Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs listed in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>	
2.	Canada's Facilities to Accommodate the Delivery	
	Loading Dock/Location	
2.1	A	Location <i>401 Burrard Street / Vancouver, BC</i>
	B	Dock <i>Part 1 dock: (d) 8' X (w) 21' Part 2 dock: (d) 12' X (w) 11'</i>
	C	Lift <i>No Lift</i>
	D	Door <i>Main Entrance Door: (h) 12'6" X (w) 28' Hallway Door: (h) 7' X (w) 5'11"</i>
2.2	Freight Elevator <i>(h) 7' X (w) 4'</i>	
2.3	Other (specify, if any)	
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Office Seating, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
3.4	Product Conformance	
3.5	<i>Price Certification (In accordance with the SA, Annex E OSTCM)</i>	

Table 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total - SA (Table 1)	\$
2	Product Total – Non-SA(Table 1)	\$

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

3	Delivery Total (Table 2)	\$
4	Installation Total (Table 3)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$
6	Applicable Tax(es):	\$
7	Estimated Total Contract Amount (5+6):	\$

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 6 – Bidder's Authorized Representative

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Facsimile:
		E-Mail:
		Other:

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

**ANNEX B
SECURITY REQUIREMENTS**

--THIS ANNEX DOES NOT APPLY TO THIS RFB / CONTRACT--

Solicitation No. - N° de l'invitation
EZ899-200175
Client Ref. No. - N° de réf. du client
EZ899-200175/A

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42034

Buyer ID - Id de l'acheteur
vic216
CCC No./N° CCC - FMS No./N° VME

ANNEX C NON SUPPLY ARRANGEMENT (NSA) PRODUCTS

This Annex includes the additional Specifications, Certifications associated with NSA products forming part of the requirement.

1. Specifications

Products not available under the Supply Arrangement (SA) must have generic specifications and the dimensions must include the necessary tolerances and ranges. Identified Users should not use a manufacturer's brochure or specifications in their solicitation documents.

2. Certification

NSA Product Conformance

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and E of the RFB, and meets the testing and performance requirements found at ANNEX A-1.1 and A-1.2 of the Supply Arrangement, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification (*applies after contract award*)

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, 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.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA 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 and E. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.