



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

See Section 2.2  
Voir Section 2.2

**STANDARD REQUEST FOR BID**

**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

**This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-120001/G.**

**Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.**

**Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-120001/G.**

Solicitation No. - N° de la demande	Amendment No. - N° de modification
100018745	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
<b>November 5, 2021 @ 2pm EST</b>	
<b>5 novembre 2021 14h00</b>	
See Section 2.3 Voir Section 2.3	

No of  
Page/ 0 / 26  
N° de page

Date of Solicitation – Date de la demande
<b>October 21, 2021 / octobre 21 2021</b>
Address inquiries to – Adresser toute demande de renseignement à :
<b>See Section 6, Article 6.5.1. Voir Section 6, Article 6.5.1</b>
Destination
<b>See Annex B Voir Annexe B</b>

**Instructions:**

**Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

**Instructions:**

**Les taxes municipales ne s'appliquent pas.**

**Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.**

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____





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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security associated with this requirement.

Contractor may be escorted; possession of a security clearance not required.

### **1.2 Requirement**

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

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

### **1.3 General or Procurement Strategy for Aboriginal Business (PSAB)**

This requirement is a:

General Stream Procurement

The requirement is subject to all applicable trade agreements as identified in the Notice of Proposed Procurement (NPP).

PSAB Stream Procurement

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

### **1.4 Canadian Content**

The requirement is subject to a preference for Canadian goods.

### **1.5 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

### 2.2 Submission of Bids

Bids must be submitted only to the Employment and Social Development Canada Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

[NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca](mailto:NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca)

Due to the nature of the bid solicitation, bids transmitted by facsimile to ESDC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 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 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:



- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications and Additional Information

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 hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) formatting;
- (b) use a numbering system that corresponds to the bid solicitation.

#### **Section I: Technical Bid**

In their Technical Bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their Financial Bid in accordance with the Basis of Payment.

##### **3.1.1 Exchange Rate Fluctuation**

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

#### **Section III: Certifications and Additional Information**

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



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## **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.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

#### **4.1.1 Financial Evaluation**

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

### **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 AND ADDITIONAL INFORMATION**

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Additional Information**

Integrity checks were performed on each Supplier at time of issuance of their respective Supply Arrangement (SA). By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

#### **5.1.2 Product Conformance**

By submitting a bid, the Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A and to the Specifications of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

#### **5.1.3 Continuance of Certifications**

The Bidder certifies that by submitting a bid in response to this solicitation, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications submitted with its arrangement to become qualified as part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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.

## **5.2.2 Additional Certifications Precedent to Contract Award**

### **5.2.2.1 Price Certification**

This certification applies to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.



## 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.

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.

### 6.2 Requirement

6.2.1 The Contractor must provide office seating in accordance with the Requirement at Annex A.

This contract is issued against the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this contract.

6.2.2 This requirement is a:

General Stream

PSAB Stream

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

**2010A** (2020-05-28) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."

Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when



rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

## Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the completion and acceptance of the Work.

#### 6.4.2 Delivery Date

All deliverables must be received no later than December 20, 2021 or;

Standard Lead time is between 6-10 weeks for furniture delivery and installation.

#### 6.4.3 Shipping Instructions

If delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

#### 6.4.4 Delivery and Installation Points Location(s)

Delivery and Installation of the requirement will be made at the point(s) specified at Annex B of the Contract.

The Project Authority (PA) will provide the Supplier the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery and installation time provided by the Supplier. Canada will not be responsible if the Supplier chooses to proceed without the PA authorization.

### 6.5 Authorities

#### 6.5.1 Contracting Authority *(to be completed at contract award)*

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_

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.

### 6.5.2 Project Authority

The Project Authority for the Contract is: *(to be completed at contract award)*

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 including the provision to approve the authority to proceed for delivery and installation 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.

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).

### 6.5.3 Contractor's Representative

The Contractors Representative for the Contract is: *(to be completed at contract award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

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

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

### 6.6.2 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment



### 6.6.3 SACC Manual Clauses

SACC Manual clause C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

### 6.6.4 Electronic Payment of Invoices – Contract

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment. Refer to Supplier's SA.

### 6.7 Invoicing Instructions *(to be filled in only at contract award)*.

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.  
\_\_\_\_\_ *(Insert the name of the organization)*  
\_\_\_\_\_ *(Insert the address of the organization)*
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 6.8 Certifications and Additional Information

#### 6.8.1 Compliance

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

### 6.9 Applicable Laws

As set out in the article "Applicable Laws" in Part 6A of the SA.

### 6.10 Priority of Documents

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

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2020-05-28) – General Conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Additional Specifications and Certifications for NSA Products;
- (g) the Contractor's bid dated \_\_\_\_\_ *(to be filled in only at contract award)*.

### 6.11 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working



space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

#### **6.12 Canada's Facilities to Accommodate the Delivery**

The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.

During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule

#### **6.13 Standard finishes**

The Identified User (IU) will consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.

Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.

The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.



## ANNEX A – REQUIREMENT

### 1) Medium Meeting Room



<b>CHAIR TYPE</b>	<b>QTY: 50</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

**IMPORTANT:**

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

	Criteria <i>Instructions</i>	Requirement Choices
<b>A</b>	<b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No
<b>B</b>	<b>Backrest Height</b> choose <b>only 1</b>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input checked="" type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)
	<b>Backrest Profile</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____
<b>C</b>	<b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Other = _____
		<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat
<b>D</b>	<b>Armrests</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward
		<input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)
		<input type="checkbox"/> None
<b>E</b>	<b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)
		<input checked="" type="checkbox"/> Fixed <input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)





<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2 in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
		<b>Rotary Stool with backrest</b>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)	
<b>H</b>	<b>Tilt Mechanism</b> <i>choose only 1</i>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference		
<b>I</b>	<b>Seat and Backrest Locks</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)		
<b>J</b>	<b>Casters</b>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface		
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only		
	<b>Finishes</b> (Upholstery / Non-Upholstery) <i>choose ALL that are acceptable</i>	<b>Backrest</b>	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
		<b>Seat</b>	<input checked="" type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>• Must be a different model from the other chair builders</li> <li>• Must be able to provide chairs in 5 different finishes, 10 chairs for each finish</li> <li>• Chair bases must be metal, frame must be metal, base and frame must be white in finish</li> </ul>		



**2) Work Room**



<b>CHAIR TYPE</b>	<b>QTY: 40</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

**IMPORTANT:**

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

Criteria <i>Instructions</i>	Requirement Choices				
<b>A</b> <b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) <i>Recommended with Standard Back Height</i> <input checked="" type="checkbox"/> No				
<b>B</b> <b>Backrest Height</b> <i>choose only 1</i>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input checked="" type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)				
<b>B</b> <b>Backrest Profile</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____				
<b>C</b> <b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat				
<b>D</b> <b>Armrests</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None				
<b>E</b> <b>Seat Depth</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input checked="" type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)	
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)					
<input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)					
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)					
<b>F</b> <b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)				
<b>G</b> <b>Seat Height</b> <i>choose ALL that are acceptable</i>	<table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td><b>Rotary Chair</b></td> <td> <input checked="" type="checkbox"/> Adjustable  <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.)  <input type="checkbox"/> Other = _____  <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)               </td> </tr> <tr> <td><b>Rotary Chair</b></td> <td> <input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more  <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.)  <input type="checkbox"/> Other = _____  <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)               </td> </tr> </table>	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)
<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)				
<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)				



		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)
<b>H</b>	<i>Tilt Mechanism</i> choose <b>only 1</b>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
<b>I</b>	<i>Seat and Backrest Locks</i> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)	
<b>J</b>	<i>Casters</i>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
<b>L</b>	<i>Foot Ring</i>	Standard with stool models only	
	<i>Finishes (Upholstery / Non-Upholstery)</i> choose <b>ALL</b> that are acceptable	Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>• Must be a different model from the other chair builders</li> <li>• Must be able to provide chairs in 8 different finishes, 5 chairs for each finish</li> <li>• Chair bases must be metal, frame must be metal, base and frame must be white in finish</li> </ul>	



**#3) Large Meeting Room**



<b>CHAIR TYPE</b>	<b>QTY: 40</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

**IMPORTANT:**

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

	Criteria <i>Instructions</i>	Requirement Choices
<b>A</b>	<b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No
<b>B</b>	<b>Backrest Height</b> choose <b>only 1</b>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input checked="" type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)
	<b>Backrest Profile</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____
<b>C</b>	<b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Other = _____
		<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat
<b>D</b>	<b>Armrests</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward
		<input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)
		<input type="checkbox"/> None
<b>E</b>	<b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)
		<input checked="" type="checkbox"/> Fixed <input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)
<b>G</b>	<b>Seat Height</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> <b>Rotary Chair</b> <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
		<input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)



		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)						
<b>H</b>	<i>Tilt Mechanism</i> choose <b>only 1</b>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference							
<b>I</b>	<i>Seat and Backrest Locks</i> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)							
<b>J</b>	<i>Casters</i>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface							
<b>L</b>	<i>Foot Ring</i>	Standard with stool models only							
	<i>Finishes</i> (Upholstery / Non-Upholstery)  choose <b>ALL</b> that are acceptable	<table border="1"> <tr> <td>Backrest</td> <td> <input type="checkbox"/> Upholstery  <input checked="" type="checkbox"/> Breathable material (Mesh)                 </td> <td> <input type="checkbox"/> Other = _____                 </td> </tr> <tr> <td>Seat</td> <td> <input checked="" type="checkbox"/> Upholstery  <input checked="" type="checkbox"/> Breathable material (Mesh)                 </td> <td> <input type="checkbox"/> Other = _____                 </td> </tr> </table>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	Seat	<input checked="" type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	
Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
Seat	<input checked="" type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>• Must be a different model from the other chair builders</li> <li>• Must be able to provide chairs in 2 different finishes, 20 chairs for each finish</li> <li>• Chair bases must be metal, frame must be metal, base and frame must be white in finish</li> </ul>							



**4) Project Room**



<b>CHAIR TYPE</b>	<b>QTY: 30</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

**IMPORTANT:**

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	Criteria <i>Instructions</i>	Requirement Choices	
<b>A</b>	<b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No	
<b>B</b>	<b>Backrest Height</b> <i>choose only 1</i>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input checked="" type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)	
	<b>Backrest Profile</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____	
<b>C</b>	<b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Other = _____	
		<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat	
<b>D</b>	<b>Armrests</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward	
		<input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)	
		<input type="checkbox"/> None	
<b>E</b>	<b>Seat Depth</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)	
		<input checked="" type="checkbox"/> Fixed <table border="0" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)			
<input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)			
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)			
<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)	
<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b> <input checked="" type="checkbox"/> Adjustable	
		<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____	



		<input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)				
	<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)				
<b>H</b>	<i>Tilt Mechanism</i> choose <b>only 1</b>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference				
<b>I</b>	<i>Seat and Backrest Locks</i> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)				
<b>J</b>	<i>Casters</i>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface				
<b>L</b>	<i>Foot Ring</i>	Standard with stool models only				
	<i>Finishes</i> (Upholstery / Non-Upholstery)  choose <b>ALL</b> that are acceptable	<table border="1"> <tr> <td>Backrest</td> <td> <input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____  <input checked="" type="checkbox"/> Breathable material (Mesh) </td> </tr> <tr> <td>Seat</td> <td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____  <input checked="" type="checkbox"/> Breathable material (Mesh) </td> </tr> </table>	Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)					
Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)					
	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>• Must be a different model from the other chair builders</li> <li>• Must be able to provide chairs in 5 different finishes, 6 chairs for each finish</li> <li>• Chair bases must be metal, frame must be metal, base and frame must be polished chrome in finish</li> </ul>				



**5) Focus Meeting Room**



<b>CHAIR TYPE</b>	<b>QTY: 16</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

**IMPORTANT:**

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

Criteria <i>Instructions</i>		Requirement Choices	
<b>A</b>	<b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No	
<b>B</b>	<b>Backrest Height</b> <i>choose only 1</i>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input checked="" type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)	
	<b>Backrest Profile</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____	
<b>C</b>	<b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u>	
		<input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Other = _____  <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat	
<b>D</b>	<b>Armrests</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u>	
		<input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward	
		<input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)  <input type="checkbox"/> None	
<b>E</b>	<b>Seat Depth</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)	
		<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)	
<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>  <input checked="" type="checkbox"/> Adjustable	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____





		<input type="checkbox"/> Fixed = <i>between 417 mm (16.4 in.) to 512 mm (20.2 in.)</i>						
	<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = <i>includes range from 580 mm (23 in.) to 840 mm (33 in.)</i> <input type="checkbox"/> Fixed = <i>equal or greater than 670 mm (27.5 in)</i>						
<b>H</b>	<i>Tilt Mechanism</i> <i>choose only 1</i>	<input type="checkbox"/> Tilt Mechanism <i>seat and backrest adjust together in a ratio that falls within <math>\geq 1:1</math> (includes both Synchro-Tilt and Unison Tilt)</i> <input checked="" type="checkbox"/> Tilt Independently <i>seat and backrest adjust independently of each other</i> <input type="checkbox"/> No preference						
<b>I</b>	<i>Seat and Backrest Locks</i> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Setup Position = <i>chair locks or stops at one position with seat flat and backrest straight</i> <input checked="" type="checkbox"/> Multiple Positions = <i>chair locks or stops at multiple positions (including setup position)</i>						
<b>J</b>	<i>Casters</i>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface						
<b>L</b>	<i>Foot Ring</i>	<i>Standard with stool models only</i>						
	<i>Finishes (Upholstery / Non-Upholstery)</i> <i>choose ALL that are acceptable</i>	<table border="1"> <tr> <td>Backrest</td> <td> <input type="checkbox"/> Upholstery  <input checked="" type="checkbox"/> Breathable material (Mesh)         </td> <td> <input type="checkbox"/> Other = _____         </td> </tr> <tr> <td>Seat</td> <td> <input checked="" type="checkbox"/> Upholstery  <input checked="" type="checkbox"/> Breathable material (Mesh)         </td> <td> <input type="checkbox"/> Other = _____         </td> </tr> </table>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	Seat	<input checked="" type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____						
Seat	<input checked="" type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____						
	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>• <i>Must be a different model from the other chair builders</i></li> <li>• <i>Must be able to provide chairs in 4 different finishes, 4 chairs for each finish</i></li> <li>• <i>Chair bases must be metal, frame must be metal, base and frame must be white in finish</i></li> </ul>						



**ANNEX B - BASIS OF PAYMENT**

**1. Procurement Strategy**

Subcategory Procurement

All-inclusive Procurement

**2. Product and Pricing**

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 5, 8 and 9. **Bidders must provide a complete product offering for each Subcategory or All-inclusive Procurement.** In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**BIDDER TO COMPLETE SECTION B – SUPPLIER’S BID IN ITS ENTIRETY.**

**ALL-INCLUSIVE PROCUREMENT**

**Table 1: Summary of Chairs for All-inclusive procurement.**

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
1	Rotary Chair (up to 275 lbs) – Medium Meeting Room	50		\$	\$
2	Rotary Chair (up to 275 lbs) – Work Room	40			
3	Rotary Chair (up to 275 lbs) – Large Meeting Room	40			
4	Rotary Chair (up to 275 lbs) – Project Room	30			
5	Rotary Chair (up to 275 lbs) – Focus Meeting Room	16			
				<b>Subtotal:</b>	\$
NSA products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an AIP). 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					



**Table 2 – Delivery** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1-5	10025 Jasper Ave, Edmonton, AB T5J 0N6	2021/12/20	Normal Business Hours	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours are 8:00 – 17:00            **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>			Subtotal for Deliveries:		\$

**Table 3 - Canada's Facilities to Accommodate the Delivery**

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	10025 Jasper Ave, Edmonton, AB T5J 0N6
Dock	Dock has a height restriction of 12ft, and will accommodate 3ton and 5ton trucks
Lift	Has electronic dock levelers
Door	84"W x 42"H
Freight Elevator	78"L x 54"W x 112"H, max load capacity of 3000lbs
Other (specify, if any)	<ul style="list-style-type: none"> <li>•• Delivery of loads 1500lbs or greater must notify ESDC so that property management group can be notified as well</li> <li>• Entry/exit to the loading dock is on Macdonald Drive</li> <li>• Loading dock hours are 7:30am to 4pm daily, access by using intercom button at the loading dock entrance</li> <li>• Loading dock and freight elevator are booked through the Triovest office (provided at contract award)</li> <li>• ATB North tower freight elevator cannot be reserved during the following times on weekdays               <ul style="list-style-type: none"> <li>• 7:30am – 9am</li> <li>• 11:45am – 1:15pm</li> <li>• 4pm – 5pm</li> </ul> </li> </ul> <p>After hour deliveries and large deliveries must be scheduled through the Triovest office (provided at contract award)</p>



**Table 4 - Bid Evaluation and Contract Total for \_\_\_\_\_**  
*(Canada may complete if not completed by the Bidder)*

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Total Evaluated (Bid) Price* (1 + 2) <i>[to be removed at contract award]</i></b>	\$
4	<b>Contract Price(1+2+3): <i>[applicable at contract award only]</i></b>	\$
5	<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
6	<b>Total Estimated Cost (8+9): <i>[applicable at contract award only]</i></b>	\$

\*Applicable taxes extra.

**Table 5 – Bidder’s Authorized Representative**

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Email:
		SA number:
		PBN: