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**\*\*\*\*\*Given that many people are currently working from home and in an effort to reduce the spread of the coronavirus disease (COVID-19) within communities, offerors must transmit their offer electronically using the CPC Connect service or fax (819-997-9776).**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

#### **The Annexes include:**

- Annex A – Statement of Requirement
- Annex B – Basis of Payment
- Annex C – Standing Offer Usage Report Template.

### **1.2 Summary**

#### **1.2.1 Requirement**

Public Works Government Services Canada (PWGSC), on behalf of its client, Correctional Service Canada (CSC) – CORCAN has a requirement to establish one (1) National Individual Standing Offer (NISO) in accordance with the Statement of Requirement at Annex A. This requirement is for the supply and delivery of the following products, on an as-and-when requested basis. These products must comply with all the requirements identified at Annex A, Statement of Requirement.

1. WOOD FRAME CHAIRS – WITHOUT ARMS
2. WOOD FRAME CHAIRS – WITH ARMS
3. WOOD FRAME BARSTOOLS
4. WOOD FRAME BENCHES
5. TRANSPORT DOLLY

Delivery of the defined items, if and when required, may be ordered as individual or as a combination of items at various CORCAN facilities across Canada.

Only one (1) NISO may be issued as a result of this RFSO.

### **1.2.2 Period of the Standing Offer**

The period of the resulting Standing Offer will be for an initial period of one (1) year from the issuance of the Standing Offer, with Canada retaining an irrevocable option to extend the Standing Offer by up to two (2) additional consecutive one (1) year option periods under the same terms and conditions.

### **1.2.3 Canadian Content**

The requirement is subject to a preference for Canadian goods.

### **1.2.4 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to prison labour.

### **1.2.5 CPC Connect Service**

This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

## **1.3 Security Requirements**

There are no security requirements associated with the requirement of the Standing Offer.

## **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

**Subsection 06 (2018-05-22) Late offers** of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements is deleted and replaced with the following:

PWGSC will return or delete offers delivered after the stipulated RFSO closing date and time, unless they qualify as a delayed offer as described in section 07.

For late offers submitted using means other than the Canada Post Corporation's Connect service, the physical offer will be returned.

For offers submitted electronically, the late offers will be deleted. As an example, offers submitted using Canada Post Corporation's CPC Connect service, conversations initiated by the Bid Receiving Unit via the CPC Connect service pertaining to a late offer will be deleted. Records will be kept documenting the transaction history of all late offers submitted using CPC Connect service.

**Subsection 07 (2018-05-22) Delayed offers** of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements is deleted and replaced with the following:

1. An offer delivered to the specified Bid Receiving Unit after the RFSO closing date and time but before the standing offer issuance date may be considered, provided the offeror can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed offers.
  - a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:
    - i. a CPC cancellation date stamp;
    - ii. a CPC Priority Courier bill of lading;
    - iii. a CPC Xpresspost label;  
that clearly indicates that the offer was sent no later than the day before the RFSO closing date.

- b. The only piece of evidence relating to a delay in the CPC Connect service provided by CPC system that is acceptable to PWGSC is a CPC Connect service date and time record indicated in the CPC Connect conversation history that clearly indicates that the offer was sent before the RFSO closing date and time.
2. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of offers are not acceptable reasons for the offer to be accepted by PWGSC.
  3. Postage meter imprints, whether imprinted by the Offeror, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

**Subsection 08 (2019-03-04) Transmission by facsimile or by CPC Connect of 2006**, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements is deleted and replaced with the following:

1. Facsimile

- a. Unless specified otherwise in the RFSO, offers may be submitted by facsimile.
  - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to RFSOs issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the RFSO.
  - ii. PWGSC regional offices: The facsimile number for responses to RFSOs issued by PWGSC regional offices is identified in the RFSO.
- b. For offers transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed offer including, but not limited to, the following:
  - i. receipt of garbled, corrupted or incomplete offer;
  - ii. availability or condition of the receiving facsimile equipment;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the offer;
  - v. failure of the Offeror to properly identify the offer;
  - vi. illegibility of the offer; or
  - vii. security of offer data.
- c. An offer transmitted by facsimile will constitute the formal offer of the Offeror and must be submitted in accordance with section 05.

2. Canada Post Corporation's (CPC) Connect service

- a. Unless specified otherwise in the RFSO, offers may be submitted by using the Connect service provided by Canada Post Corporation.
  - i. PWGSC, National Capital Region: The only acceptable email address to use with CPC Connect for responses to RFSOs issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca), or

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if applicable, the email address identified in the RFSO.

ii. PWGSC regional offices: The only acceptable email address to use with CPC Connect for responses to RFSOs issued by PWGSC regional offices is identified in the RFSO.

b. To submit an offer using CPC Connect service, the Offeror must either:

i. send directly its offer only to specified PWGSC Bid Receiving Unit using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or

ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an CPC Connect conversation. Requests to open an CPC Connect conversation received after that time may not be answered.

c. If the Offeror sends an email requesting CPC Connect service to the specified Bid Receiving Unit in the RFSO, an officer of the Bid Receiving Unit will then initiate an CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.

d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the CPC Connect conversation open until at least 30 business days after the RFSO closing date and time.

e. The RFSO number should be identified in the CPC Connect message field of all electronic transfers.

f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should an Offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the CPC Connect service.

g. For offers transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:

i. receipt of garbled, corrupted or incomplete offer;

ii. availability or condition of the CPC Connect service;

iii. incompatibility between the sending and receiving equipment;

iv. delay in transmission or receipt of the offer;

v. failure of the Offeror to properly identify the offer;

vi. illegibility of the offer;

vii. security of offer data; or

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viii. inability to create an electronic conversation through the CPC Connect service.

- h. The Bid Receiving Unit will send an acknowledgement of the receipt of the offer document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Offerors must ensure that that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. An offer transmitted by CPC Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.

### 2.1.1 **SACC Manual Clauses**

[M1004T](#) (2016-01-28), Condition of Material – Offer

### 2.2 **Submission of Offers**

Offers must be submitted electronically only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time indicated in the RFSO using CPC Connect service or fax (819-997-9776).

Note: For offerors choosing to submit using CPC Connect service for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.pareceptiondессoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondессoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

### 2.3 **Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

**Given that many people are currently working from home and in an effort to reduce the spread of the coronavirus disease (COVID-19) within communities, offerors must transmit their offer electronically using the CPC Connect service or fax (819-997-9776).**

Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The offer, submitted by CPC Connect or by fax, should be gathered per section and separated as follows:

Section I: Technical Offer

Section II: Financial Offer

Section III: Certifications

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of the facsimile copy and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the facsimile copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in Canadian Funds in accordance with the Annex B - Basis of Payment and Part 4 – Evaluation Procedures and Basis of Selection, Section 4.1.2 Financial Evaluation. The total amount of applicable taxes must be shown separately.

The Annex B - Basis of Payment can be found as an excel attachment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

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### **3.1.2 Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

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

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## ATTACHMENT 1 TO PART 3 – ELECTRONIC PAYMENT INSTRUMENTS

### ELECTRONIC PAYMENT INSTRUMENTS

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

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine if there are two or more offers with a valid Canadian Content certification with the offers coming from two or more Offerors that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those offers with a valid certification will be eligible to be issued a standing offer; otherwise, all offers will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that offers are non-responsive or withdrawal of offers by Offerors, that there are no longer two (2) or more responsive offers with a valid certification, then all responsive offers will be eligible to be issued a standing offer. 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 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must address each criterion separately and provide the necessary documentation to support compliance with each criterion.

Any offer that fails to meet the mandatory technical criteria will be declared non responsive.

No.	Mandatory Technical Criteria (MTC)	Offeror's cross reference to offer	Met/Not Met
<b>MTC 1</b>	<p><b>MTC 1.1</b> The Offeror must be a manufacturer of wooden chair frames.</p> <p><b>MTC 1.2</b> The Offeror must provide the name and address of their manufacturing plant(s).</p> <p><b>MTC 1.3</b> To demonstrate compliance with MTC 1.1 and MTC 1.2, the Offeror must provide a letter on company letterhead detailing, as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>• Name of each of its manufacturing plant(s);</li> <li>• Address of each of its manufacturing plant(s).</li> </ul>		

## 4.1.2 Financial Evaluation

### 4.1.2.1 Mandatory Financial Criteria

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, all applicable Customs Duties and Excise taxes included, and in accordance with the following:
  - For all locations identified at Annex B – Basis of Payment:  
DDP (destination specified at Annex B – Basis of Payment) Incoterms 2000, transportation costs included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
  - For all other locations not identified at Annex B – Basis of Payment:  
FCA Free Carrier (destination identified in call-up) Incoterms 2000, transportation costs not included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must complete Annex B – Basis of Payment for **all items**, **all destinations** and for **all years** (Initial Period and Option Periods).

### 4.1.2.2 Evaluation of Price

- a) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.
- b) The price used in the evaluation will be the Total Evaluated Price in Annex B - Basis of Payment.
- c) For evaluation purposes, weighting factors are applied by a percentage estimation as identified at Annex B – Basis of Payment.

These percentage estimates do not reflect any firm quantity of products that may be required and these percentages are the best estimates available at this time.

## 4.2 Basis of Selection

An offer must comply with all requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest Total Evaluated Price will be recommended for issuance of a standing offer.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Offer**

##### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

##### **5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition**

## **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.3.1 Product Conformance**

The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Standing Offer, to all specifications including the testing requirements specified in Annex A - Statement of Requirement.

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Offeror's Signature

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Date

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Requirement at Annex A.

#### **6.2 Security Requirements**

There are no security requirements associated with the requirement of the Standing Offer.

#### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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**

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

first quarter: April 1 to June 30  
second quarter: July 1 to September 30  
third quarter: October 1 to December 31  
fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is one (1) year from the date of Issuance of the Standing Offer.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to two (2) additional consecutive one (1) year option periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

### **6.4.4 Delivery Points**

Delivery of the requirement will be made to delivery points specified at Annex A of the Standing Offer.

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: King Quan  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Furniture Division, Services and Innovations Acquisitions Sector (SIAS)  
Address: 140 rue O'Connor St, Ottawa Ontario K1A 0R5

Telephone: (873) 355-3851  
E-mail address: [King.Quan@tpsgc-pwgsc.gc.ca](mailto:King.Quan@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

Solicitation No. - N° de l'invitation  
21C11-224225/A  
Client Ref. No. - N° de réf. du client  
3784225

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq501.21c11-224225

Buyer ID - Id de l'acheteur  
pq501  
CCC No./N° CCC - FMS No./N° VME

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### 6.5.2 Project Authority

The Project Authority for the Standing Offer is *[To be provided upon issuance of the Standing Offer]*:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes *[To be completed by the offeror]*:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: Correctional Service Canada and its Special Operating Agency, CORCAN.

### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPSGC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 CAD (*Applicable Taxes included*).

All call-ups against the Standing Offer exceeding \$50,000.00 CAD (*Applicable Taxes included*) will be forwarded to PWGSC for authorization.

## 6.9 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010A](#); (2021-12-02), General Conditions - Goods (Medium Complexity);
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 6.10 Certifications and Additional Information

### 6.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 6.10.2 Product Conformance Certification

The Offeror warrants that the Product Conformance Certification submitted by the Offeror is accurate and complete, and that the products provided under this Contract are in accordance with Annex A, Statement of Requirement. The Offeror must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A, if applicable. The Offeror must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later.

All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

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

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

#### **6.11 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

#### **6.12 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **6.1 Statement of Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2010A (2021-12-02), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

**Section 09 entitled Warranty** of general conditions 2010A is amended as follows:

**DELETE:** The warranty period will be twelve (12) months.

**INSERT:** The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

**Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:**

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**, of general conditions 2010A will not apply to payments made by credit cards

#### **6.2.2 SACC Manual Clauses**

##### **G1005C (2016-01-28) Insurance – No Specific Requirement**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **B7500C (2006-06-16) Excess Goods**

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

### **A9068C (2010-01-11) Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

#### **6.3 Term of Contract**

##### **6.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up(s) against the Standing Offer.

##### **6.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up(s) against the Standing Offer.

#### **6.4 Payment**

##### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B - Basis of Payment. Custom 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 Standing Offer Authority before their incorporation into the Work.

##### **6.4.2 Method of 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.

##### **6.4.3 SACC Manual Clauses**

**H1001C** (2008-05-12), Multiple Payments

#### **6.4.4 Electronic Payment of Invoices – Call-up**

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

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

#### **6.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled “Invoice Submission” of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the call-up for certification and payment.

#### **6.6 Shipping Instructions**

1. For all call-ups shipped to locations identified at Annex B – Basis of Payment, the goods must be consigned to the destination and delivered:
  - a. Delivered Duty Paid (DDP) Incoterms 2000 for shipments from a commercial contractor.
  - b. DDP (destination specified at Annex B – Basis of Payment) Incoterms 2000, transportation costs included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
2. For all call-ups shipped to locations not identified at Annex B – Basis of Payment, the goods must be consigned to the destination and delivered:
  - a. FCA Free Carrier Incoterms 2000 for shipments from a commercial contractor.
  - b. FCA Free Carrier (destination identified in call-up) Incoterms 2000, transportation costs not included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
  - c. For FCA Free Carrier, delivery will be provided by the Standing Offer holder or arranged by CORCAN, using their own trucks. CORCAN reserves the right to choose the most economical means of shipping.

## 6.7 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 6.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## ANNEX A

### STATEMENT OF REQUIREMENT

#### 1.0 BACKGROUND

CORCAN is a program of the Correctional Service of Canada (CSC), dating back to the mid-1800s, when the first federal prisons were built. The objective of CORCAN is to promote offender rehabilitation by developing or improving employability. CORCAN became a Special Operating Agency in 1992, financed through a revolving fund and is subject to the same federal legislative and regulatory authority as CSC.

CORCAN operates in 34 sites across Canada with four business lines: textiles, manufacturing, construction and maintenance and services (such as printing and laundry). A principal goal of CORCAN is to provide Offender Workers with positive job-related work habits and the opportunity to acquire real-world marketable skills. CORCAN shops operate in as businesslike a manner as possible, given their institutional setting and training imperatives. Most shops are ISO-certified.

CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community. Further information can be found within the CSC website at: <https://www.csc-scc.gc.ca/corcan/index-eng.shtml>

#### 2.0 SCOPE

To supply and deliver the following products, on an as-and-when requested basis, at various CORCAN facilities across Canada. These products must comply with the requirements identified in Annex A - Statement of Requirement.

1. **WOOD FRAME CHAIRS – WITHOUT ARMS**
2. **WOOD FRAME CHAIRS – WITH ARMS**
3. **WOOD FRAME BARSTOOLS**
4. **WOOD FRAME BENCHES**
5. **TRANSPORT DOLLY**

All products are for use in living units, reception &/or dining areas for different government departments, agencies and/or colleges. Products offered should be elegantly designed and demonstrate a mix of warmth, modern and traditional design in order to be utilized in numerous settings.

### 3.0 GENERAL REQUIREMENTS

All products (with the exception of the Transport Dolly) must be supplied Un-upholstered. CORCAN will supply and install the upholstery at its own manufacturing sites, when applicable.

The Contractor must be capable of offering different models for each product (with the exception of the Transport Dolly), as identified at section 4.0 Detailed Product Requirements below.

The following descriptions apply:

#### **SEAT: Solid Wood**

- The wooden seat must be sculpted.

#### **SEAT: Ready for Upholstery**

- The Contractor must provide the foam kit(s) that makes the seat with the supplied frame. CORCAN will supply and install the upholstery at its manufacturing sites.

#### **BACK: Solid Wood**

- The wooden backrest must be sculpted or with slats.

#### **BACK: Ready for Upholstery**

- The Contractor must provide the foam kit(s) that makes the back with the supplied frame. CORCAN will supply and install the upholstery at its manufacturing sites.

#### **Ready to be fully Upholstered, Exposed Solid Wooden Legs only**

- The Contractor must provide the foam kit(s) for everything above the legs with the supplied frame. CORCAN will supply and install the upholstery at its manufacturing sites.

### **MODELS**

For the purposes of this requirement, the different models are to represent chairs that have different styles, designs or profiles from one another.

As an example, but not limited to, a chair that is requested with solid wooden back, different models could be one (1) chair with "wooden vertical slats", one (1) with a "ladder back", one (1) with "decorative" type back and/or even a "curved" backs with cutout pieces in it. For legs and arms, this could mean that the thickness of the wood, the curves (ie. arches), the angles, etc. would visually be different from one another.

## **4.0 DETAILED PRODUCT REQUIREMENTS**

### **4.1 WOOD FRAME CHAIRS – WITHOUT ARMS**

#### **4.1.1 Product specifications**

The Contractor must offer different models of 4-Post Legs Wooden Frame Chairs Without Arms as follows:

- Two (2) different models with;
  - Seat: Solid Wood; Back: Solid Wood
- Six (6) different models with;
  - Seat: Ready for Upholstery; Back: Solid Wood
- Six (6) different models with;
  - Seat: Ready for Upholstery; Back: Ready for upholstery
- One (1) model;
  - Ready to be fully Upholstered, Exposed Solid Wooden Legs only

All these different models must meet the following specifications:

- All frames must be supplied fully assembled.
- All frames must have a back.
- All frames must be constructed from solid wood.
- All woodworking joints must be solidly constructed in a way where the chair frame, under normal use, can support a minimum weight rating of 275 lbs.

#### **4.1.2 Product dimensions**

All dimensions identified below are listed **in INCHES (“)**.

#### **OVERALL SIZES:**

Must be within the following sizes:

- Width 18” – 20”
- Height 34” – 40”
- Depth 19” – 24”

#### **SEATING HEIGHT:**

- Must be at 18” (+/- 1”) from fixed floor (not including the foam kits).

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## **4.2 WOOD FRAME CHAIRS – WITH ARMS**

### **4.2.1 Product specifications**

The Contractor must offer different models of 4-Post Legs Wooden Frame Chairs With Arms as follows:

- One (1) model with;hant
  - Seat: Solid Wood; Back: Solid Wood
- One (1) model with;
  - Seat: Ready for Upholstery; Back: Solid Wood
- Six (6) different models with;
  - Seat: Ready for Upholstery; Back: Ready for upholstery
- One (1) model;
  - Ready to be fully Upholstered, Exposed Solid Wooden Legs only

All these different models must meet the following requirements:

All dimensions identified below are listed **in INCHES (“)**, unless otherwise specified.

- All frames must be supplied fully assembled.
- All frames must have a back.
- All frames must be constructed from solid wood.
- All woodworking joints must be solidly constructed in a way where the chair frame, under normal use, can support a minimum weight rating of 275 lbs.
- There must be at least 18” inside between the arms for all frames.
- The arms must be solid wood.

### **4.2.2 Product dimensions**

All dimensions identified below are listed **in INCHES (“)**.

#### **OVERALL SIZE**

Must be within the following sizes:

- Width 20” – 30”
- Height 34” – 40”
- Depth 19” – 24”

#### **SEATING HEIGHT:**

- Must be at 18” (+/- 1”) from fixed floor (not including the foam kits).

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## **4.3 WOOD FRAME BARSTOOLS**

### **4.3.1 Product specifications**

The Contractor must offer different models of 4-Post Legs Wooden Frame Barstools as follows:

- Two (2) different models with;
  - Seat: Solid Wood; Back: Solid Wood
- Three (3) different models with;
  - Seat: Ready for Upholstery; Back: Solid Wood
- Three (3) different models with;
  - Seat: Ready for Upholstery; Back: Ready for upholstery

All these different models can be offered with or without arms.

All these different models must meet the following requirements:

- All frames must be supplied fully assembled.
- All frames must have a back.
- All frames must be constructed from solid wood.
- A kick plate must be provided (acceptable finishes are brass and chrome).
- All woodworking joints must be solidly constructed in a way where the chair frame, under normal use, can support a minimum weight rating of 275 lbs.

For all models offered with arms, the models must meet the following requirements:

All dimensions identified below are listed **in INCHES ("**).

- There must be at least 18" inside between the arms.
- The arms must be solid wood.

### **4.3.2 Product dimensions**

All dimensions identified below are listed **in INCHES ("**).

#### **OVERALL SIZES:**

Must be within the following sizes:

- Width 18" – 30"
- Height 40" – 50"
- Depth 19" – 24"

#### **SEATING HEIGHT:**

- Must be at 30" (+/- 2") from fixed floor (not including the foam kits).

## **4.4 WOOD FRAME BENCHES**

### **4.4.1 Product Specifications**

The Contractor must offer two (2) different models of Wooden Frame Benches, as follows:

- One (1) model with;
  - Seat: Ready for Upholstery; Back: Solid Wood
- One (1) model with;
  - Seat: Ready for Upholstery; Back: Ready for upholstery

These 2 different models can be offered with or without arms.

All the different models must meet the following requirements:

- All frames must be supplied fully assembled.
- All frames must have a back.
- All frames must be constructed from solid wood.
- All woodworking joints must be solidly constructed in a way where the chair frame, under normal use, can support a minimum weight rating of 275 lbs.

For all models offered with arms, the models must meet the following requirements:

All dimensions identified below are listed **in INCHES ("**).

- There must be at least 18" inside between the arms.
- The arms must be solid wood.

### **4.4.2 Product dimensions**

All dimensions identified below are listed **in INCHES ("**).

#### **OVERALL SIZES:**

Must be within the following sizes:

- Width 40" – 74"
- Height 34" – 40"
- Depth 19" – 24"

#### **SEATING HEIGHT:**

Must be at 18" (+/- 1") from fixed floor (not including the foam kits).

## **4.5 TRANSPORT DOLLY**

### **4.5.1 Product specifications**

The Contractor must offer a transport dolly capable of transporting a minimum of four (4) chairs.

- The transport dolly must be supplied fully assembled.
- The transport dolly must be made in metal and painted in a powder coat finish.
- The transport dolly must have swivel casters or semi-pneumatic wheels.

## **5.0 FINISHES**

For all products (with the exception of the Transport Dolly), the Contractor must be capable of offering the products **stained/lacquered (finished)** and **unstained/unlacquered (unfinished)**.

### **5.1 Stain**

The Contractor must be capable of offering at least eight (8) different stain finishes to the wooden products when requested as "stained & lacquered".

### **5.2 Lacquer**

- When products are requested as stained, they must also be finished with a lacquer.
- The finish can be of any sheen level from matte to gloss.
- After application, the finished surface must be smooth.

### **5.3 Cushioning Material (Foam)**

When foam is required in the seats and/or backrests, they must be expanded flexible urethane foam of either flat slab, sculpted slab or molded construction.

When required in the seats and/or backrests, the selected foam must be high resilience & high density as follows:

- **SEAT:** Density Rating ranging between 2.5 & 3.0 lbs/ft<sup>3</sup> with a minimum ILD (Indentation Load Deflection) of 35lbs.
- **BACK:** Density Rating ranging between 1.6 & 2.4 lbs/ft<sup>3</sup> with a minimum ILD (Indentation Load Deflection) of 35lbs.
- Under normal daily use, the selected foam must be capable of offering a minimum lifespan of seven (7) years.

## **6.0 TESTING AND CERTIFICATION REQUIREMENTS**

- All items must be Indoor Air Quality certified Greenguard or alternatively must meet the emissions requirements given in **ANSI/BIFMA X7.1 - Standard for formaldehyde & TVOC Emissions of Low-Emitting Office Furniture and Seating**, as tested per **ANSI/BIFMA M7.1 - Standard Test Method for Determining VOC Emissions** or

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comparable test methods (A comparable test method may include UL 2818-2013 *Gold Standard for Chemical Emissions for Building Materials, Finishes*)

- The cushioning materials (ie. foams) must comply with the requirements of **ASTM D3574-11 - Test Methods for Flexible Cellular Materials — Slab, Bonded, and Molded Urethane Foams.**
- Flammability Resistance: All applicable products must comply with the requirements of the most recent version of **California Technical Bulletin 117.**

## 7.0 ENVIRONMENTAL ATTRIBUTES

- All products must be designed and the material must be selected to minimize waste and environmental impact both during the production process and in the post-consumer stages.
- The solid wood used in the construction of the products offered must be sustainably sourced from Forest Stewardship Council (FSC) certified forests.

## 8.0 DELIVERY AND PACKAGING

### 8.1 Delivery Time Turnaround

Products are for delivery to CORCAN's in-house manufacturing centres located within various Correctional Service Canada's Institutions, on an as-and when requested basis.

- CORCAN requires delivery of the products within thirty (30) business days from the receipt of a call-up document unless an alternate time frame has been approved by the Identified User.
- The Contractor will acknowledge receipt of each order and notify the ordering office of shortages within three (3) days of receipt of an order.
- The Contractor will provide the Identified User with a minimum of twenty-four (24) hours notification prior to delivery.
- For FCA Free Carrier, delivery will be provided by the Standing Offer holder or arranged by CORCAN, using their own trucks. CORCAN reserves the right to choose the most economical means of shipping.

### 8.2 Delivery Locations

#### ATLANTIC REGION :

- a) Correctional Service of Canada - CORCAN  
Dorchester Penitentiary  
4902 Main Street  
Dorchester, New Brunswick, E4K 2Y9

- b) Correctional Service of Canada - CORCAN  
Community Industries  
310 Baig Blvd.  
Moncton, New Brunswick, E1C 1C8
  
- c) Correctional Service of Canada - CORCAN  
Springhill Institution  
330 McGee Street  
Springhill, Nova Scotia, B0M 1X0

**QUEBEC REGION:**

- a) Correctional Service of Canada - CORCAN  
Archambault Institution  
242, Gibson Boulevard  
Sainte-Anne-des-Plaines, Quebec, J0N 1H0
  
- b) Correctional Service of Canada - CORCAN  
Drummond Institution  
2025 Jean-de-Brébeuf Boulevard  
Drummondville, Quebec, J2B 7Z6

**ONTARIO REGION:**

- a) Correctional Service of Canada - CORCAN  
Bath Institution  
5775 Bath Rd.  
Bath, Ontario, K0H 1G0
  
- b) Correctional Service of Canada – CORCAN  
CORCAN National Warehouse & Distribution Center  
1484 Centennial Drive  
Kingston, Ontario, K7P 0K4
  
- c) Correctional Service of Canada - CORCAN  
Joyceville Institution  
Highway 15, PO Box 880  
Kingston, Ontario, K7L 4X9

**PRAIRIES REGION:**

- a) Correctional Service of Canada - CORCAN  
Bowden Institution  
Highway #2, PO Box 6000  
Innisfail, Alberta, T4G 1V1

## **PACIFIC REGION:**

- a) Correctional Service of Canada – CORCAN  
Mountain Institution  
4732 Cemetery Road, PO Box 1600  
Agassiz, British Columbia, V0M 1A0
  
- b) Correctional Service of Canada - CORCAN  
Mission Institution  
8751 Stave Lake Road, PO BOX 60  
Mission, British Columbia, V2V 4L8

### **Plus other CORCAN locations across Canada “as required”.**

*For a list of possible locations, please refer to:*

<https://www.csc-scc.gc.ca/institutions/001002-1000-en.shtml>

## **8.3 Packaging and Labelling**

### **8.3.1 Packaging**

- All delivered products must be packaged in a manner in which would eliminate dust and dirt from reaching the product.
- Multiple pieces should be packaged together in order to reduce the amount of plastic or shipping material used.
- All shipped products must be packaged & skidded in order to protect against any damage while in transit.

### **8.3.2 Labelling**

- Pallets must be individually identified (ie. labelled). Such labelling must include the following information as a minimum:
  - Quantity of pallets (ie. 1 of 3)
  - Call up/PO number
  - number of pieces/items

Solicitation No. - N° de l'invitation  
21C11-224225/A  
Client Ref. No. - N° de réf. du client  
3784225

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq501.21c11-224225

Buyer ID - Id de l'acheteur  
pq501  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX B**

### **BASIS OF PAYMENT**

See attached excel document  
(Provided as an electronic attachment)

