

**RETURN BIDS TO:****Library and Archives Canada**

Contracting and Material Management Division

550, de la Cité Blvd.

Gatineau, Quebec K1A 0N4

Canada Email : receptiondesoumission-bidreceiving@bac-lac.gc.ca**RETOURNER LES SOUMISSIONS À :****Bibliothèque et Archives Canada**Division des contrats, gestion du matériel

550, de la Cité Blvd.

Gatineau, Quebec K1A 0N4

Canada Email: receptiondesoumission-bidreceiving@bac-lac.gc.ca**REQUEST FOR PROPOSAL****DEMANDE DE PROPOSITION**

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/PQ

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-140003/PQ.

Solicitation No. - N° de la demande**Amendment No. - N° de modification****Supplier SA No. - N° de l'AMA de fournisseur :
E60PQ-120001/PQ****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.

Title – Sujet

Rotary Chairs

Solicitation No. – N° de l'invitation

5Z011-23-0139 AMD1

Date

September 13th, 2022

Client Reference No. – N° référence du client

5Z011-23-0139 AMD1

GETS Reference No. – N° de référence de SEAG

Not Applicable

Solicitation Closes

L'invitation prend fin

Time Zone

Fuseau horaire

at – à

2PM

Eastern Daylight time (EDT)

on – le

September 20th, 2022

Heure Avancée de l'Est (HAE)

F.O.B. - F.A.B.Plant-Usine: ☐Destination: ☒Other-Autre: ☐**Address inquiries to – Adresser toute demande de renseignements à :**receptiondesoumission-bidreceiving@bac-lac.gc.caArea code and Telephone
No. Code régional et N° de
téléphone

e-mail / courriel

613-617-6136

receptiondesoumission-bidreceiving@bac-lac.gc.ca**Instructions:** See Herein**Instructions:** Voir aux présentes

Delivery required -Livraison exigée

Delivery offered -Livraison proposée

See Herein – Voir aux présentes

December 16th, 2022**Jurisdiction of Contract:** Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)**Compétence du contrat :** Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)**Vendor/firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

Telephone No. - N° de téléphone

e-mail - courriel

Name and title of person authorized to sign on behalf of Vendor/firm (type or print)**Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

Signature

Date



Amendment 1 is raised to add optional item and delivery. Bidders should note the change to Appendix A and B.

Annex A and B have been deleted in its entirety and replaced with:

**ANNEX A
REQUIREMENT**

Table A1: Rotary Chair



CHAIR TYPE	QTY: 350 + 150 Optional Product
<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).

	Criteria <i>Instructions</i>	Requirement Choices
A	Headrest choose only 1	<input checked="" type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input type="checkbox"/> No
B	Backrest Height choose only 1	<input checked="" 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 type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)
	Backrest Profile choose only 1	<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 = _____
C	Lumbar Support choose ALL that are acceptable	<u>Adjustable</u> <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat
D	Armrests choose only the minimum mandatory adjustments that are required.	<u>Adjustable:</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" 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 type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None
E	Seat Depth choose ALL that are acceptable	<input checked="" 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 type="checkbox"/> Fixed <input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input 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.)
F	Seat Width	<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.)



G	Seat Height <i>choose ALL that are acceptable</i>	Rotary Chair	<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 = _____
		Rotary Stool with backrest	<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)	
H	Tilt Mechanism <i>choose only 1</i>	<input checked="" 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 type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference		
I	Seat and Backrest Locks <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)		
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface		
L	Foot Ring	Standard with stool models only		
	Finishes (Upholstery / Non-Upholstery) <i>choose ALL that are acceptable</i>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
		Seat	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
Additional Criteria:		<p>The chairs will be used in non-assigned workspaces and therefore must meet the specifications below as they are used by many different people. The Bidder must proposed a chair model that will have basic ergonomic adjustments and no components that require steam cleaning. The seat and backrest must be free of padding and fabric to facilitate regular cleaning.</p> <p>To demonstrate compliance with MTC 1, the Bidder must submit a picture of the proposed chair.</p>		



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	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
A1	Rotary Chair	350		\$	\$
	Product Sub-total:				\$

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	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
A1	550 De la Cite Blvd Gatineau, Qc J8T 0A7	2022-12-16	Normal Business Hours	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **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.				Delivery Total:	\$

Table 3 – Optional Product

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
A1	Rotary Chair	150		\$	\$
	Product Sub-total:				\$

Table 4 – Optional Delivery*(Standard Lead time is between 6-10 weeks for furniture delivery and installation)*

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
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Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
A4	550 De la Cite Blvd Gatineau, Qc J8T 0A7	2023-03-31	Normal Business Hours	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **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.				Delivery Total:	\$



Table 5 – Installation ☒ Not Applicable

Table 6 – Optional Installation ☒ Not Applicable

Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	IU is to 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.	
2.	Canada's Facilities to Accommodate the Delivery <i>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.</i> <i>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.</i>	
2.1	Loading Dock/Location	
A	Location	550 De la cite Blvd Gatineau, Quebec J8T 0A7
B	Dock	Standard
C	Lift	YES
D	Door	Standard
E	Freight Elevator	YES
F	Other (specify, if any)	We would like the pallets to be unpacked and disposed of, leaving the product in boxes. Delivery personnel will need to store the boxes on a floor (TBD) and may need to use an elevator. The vendor will need to schedule delivery personnel and equipment accordingly.
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	



Table 8 - Bid Evaluation and Contract Total

(Canada may complete if not completed by the Bidder)

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

* Applicable taxes extra.

Table 9 – Bidder's Authorized Representative

1.	Bidder's Authorized Representative for the Bid and the Contract		
	Name:	Telephone:	
		E-Mail:	
		PBN:	
		Ariba #:	

END OF AMENDMENT 1

ALL THE TERMS AND CONDITION REMAIN UNCHANGED