



REQUEST FOR STANDING OFFER AGREEMENT (RFSO)

Subject:
Supply and deliver Office Furniture

For further details, please refer to the Statement of Requirements attached as **Annex "A"** of this document.

Issue Date: September 27, 2022	Closing Date and Time: October 20, 2022 at 11:00 AM EDT	RFSO No: SEN-032 22/23
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SENATE INFORMATION

For all enquiries, contact the Standing Offer Authority:

Contact: Remy Duerto
Title: Senior Procurement Advisor
Address: 40 Elgin Street,
Ottawa, ON K1A 0A4, Canada
Telephone no: 613-995-8888 x 4
E-mail: Proc-appr@sen.parl.gc.ca

Bids must be delivered by **email only** to the address of the Standing Offer Authority below:

Email: Proc-Appr@sen.parl.gc.ca

PLEASE MARK ALL CORRESPONDENCE WITH THE RFP NUMBER INDICATED ABOVE.

Bids submitted physically or by fax will not be accepted.

BIDDER SIGNATURE BLOCK

The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out, therefore.

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Standing Offer Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting an offer as a joint venture.

Name of Firm:			
Name of Representative:			
Authorized Signature:		Date:	
Position Title:			
Email Address:			
Telephone Number:		Fax Number:	



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PART 1 – GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six (6) parts, four (4) annexes and one (1) appendix, as follows:

- Part 1 General Information: provides a general description of the requirement
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection
- Part 5 Standing Offer and Resulting Call up Clauses: includes the clauses and conditions that will apply to any resulting call ups
- Part 6 Terms of Work and Payment
- Annex "A" Statement of Requirement
- Appendix "A" Various Streams
- Annex "B" Basis of Payment
- Annex "C" Language Proficiency
- Annex "D" Supplier Creation and Direct Deposit Enrollment Form

2. Summary

The Senate of Canada (Senate) is seeking bids to establish one standing offer agreement per stream for the supply and delivery of various pieces of furniture as outlined in Annex "A" – Statement of Requirement and Appendix "A" – Various Streams. The period of the resulting standing offer agreements will be for **two (2) years from the date of standing offer award, with three (3) one year option periods.**

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Standing Offer Authority within **five (5) working days** of receipt of the results of the RFSO process. The debriefing may be in writing, by telephone or in person.

4. Language of Bid Submission

The Bidder may submit their bid in either English or French.



5. Site Visit

A site visit will be held on **October 3, 2022 at 11:00 EDT** for all bidders who wish to view our furniture. The meeting place for the site visit will be at the Chambers Building, 40 Elgin Street, Elgin Street Entrance, 40 Elgin Street, in the lobby. Please contact Nathalie Borduas at Nathalie.Borduas@sen.parl.gc.ca in order to confirm your attendance.

6. Alternatives

The Senate of Canada will accept alternatives for the items listed below. All alternative information must be received by e-mail at: proc-appr@sen.parl.gc.ca to the attention of the Standing Offer Authority no later than **October 11, 2022 at 11:00 EDT**. When requesting an alternative approval, you must clearly identify the Stream and item you are providing an alternative for and provide the following information: Make, model, product reference number and description (style, size and finishes) including 2D or 3D drawings. All approved alternatives will be identified to all bidders via an addendum posted on buyandsell. Only items that have been approved will be accepted as alternatives to the item described in the streams outlined below. You must clearly identify in your bid what you are bidding on.

- Stream 6, administrative height adjustable table, Linak DPF controls
- Stream 6, administrative height adjustable table, Linak DP-001 controls
- Stream 10, credenza lamp
- Stream 10, desk lamp
- Stream 10, end table lamp
- Stream 10, floor lamp
- Stream 11, administrative height adjustable table, Teknion
- Stream 11, keyboard tray, leader 6
- Stream 11, keyboard tray, leader 8



PART 2 - BIDDER INSTRUCTIONS

1. Prelude

- I. The Senate invites “Bidders” to respond to this Request for Standing Offer Agreement (RFSO) for the provision of the goods as described in Annex “A” - Statement of Requirements (SOR) and Appendix “A” – Various Streams.

2. Signature Requirement

- I. Page 1 of this RFSO must be completed, signed, dated and returned with your mandatory requirements bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.
- II. The Chief Executive Officer or a designate that has been authorized to commit the Bidder to contracts must sign the RFSO.
- III. Failure to sign the cover page may result in the disqualification of the bid.

3. Irrevocable Bids

- I. Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the bid solicitation.
- II. The Senate reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

4. Cost Related to the Preparation of Bid

- I. No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a bid in response to this RFSO. All copies of documents submitted in response to this RFSO shall become the property of the Senate and will not be returned.

5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
 - d. the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Standing Offer Authority.



- III. The bid and any resulting SO must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting SO. If an SO is awarded to a joint venture, all members of the joint venture will be jointly liable for the performance of any resulting call-up.

6. Inquiries and Communications

- I. The contracting officer for all inquiries and other communications in regard to this RFSO is stated on the cover page of this document. All communication or inquiries must be directed **ONLY** to this person. Non-compliance with this condition for that reason alone may result in the disqualification of Bidder's bid.
- II. Enquiries regarding this RFSO must be received by e-mail at: proc-appr@sen.parl.gc.ca by the Standing Offer Authority, no later than **October 14, 2022, by 11am EDT**. Enquiries received after that date and 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 the Senate to provide an accurate answer. 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 the Senate determines that the enquiry is not of a proprietary nature. The Senate may edit the question(s) or may request that the Bidder do so, in order 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 the Senate.
- III. To ensure the equality of information among Bidder, answers to enquiries which are relevant to the RFSO will be provided to all Bidders by simultaneously posting responses to Buy and Sell without revealing the sources of the inquiry.

7. Provision of False or Incorrect Information

- I. The Senate will reject any bids found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

8. Price Justification

- I. In the event that there is a sole responsive bid received, the Bidder must provide, on the Senate's request, one or more of the following price justification(s):
 - a. a current published price list indicating the percentage discount available to the Senate; or
 - b. a copy of paid invoices for similar goods and services provided to other clients; or
 - c. a price breakdown showing the cost of direct labor and profit; or
 - d. price or rate certifications; or
 - e. any other supporting documentation as requested by the Senate.



9. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate may reject a bid in the following circumstances:
 - a. if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the RFSO or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees had access to information related to the RFSO that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the Bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the RFSO (or similar services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- III. Where the Senate intends to reject a bid under this section, the Standing Offer Authority will inform the Bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Standing Offer Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

10. Ownership of RFSO documents

- I. This RFSO and all supporting documentation have been prepared by the Senate and remain the sole property of the Senate, Ottawa, Canada. The information is provided to the Bidder solely for its use in connection with the preparation of a response to this RFSO and shall be considered to be the proprietary and confidential information of the Senate. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Bidder's response, and the Bidder further agrees not to use them for any purpose other than that for which they are specifically furnished.

11. Funding Approvals

- I. Bidders should note that all call-ups awards are subject to the Senate's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed call-up. Despite the fact that a Bidder may have been recommended for SO award, a call-up will only be awarded if internal approval is granted according to the Senate's internal policies. In this case, if approval is not granted, a call-up cannot be awarded.

12. Applicable Laws

- I. Any resulting SO and resulting call-ups must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.



13. Level of Security

- I. Given that the goods will be delivered to SCI at 2303 Stevenage Drive, Ottawa, Ontario K1G 3W1 and the supplier will not be required to access the parliamentary precinct, security clearance is not required.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

The Senate requests that Bidders provide their bid in separate electronic files in a single transmission as follows:

Section I: Mandatory Criteria (one (1) soft copy in PDF format) and page 1 of the RFSO signed.

Section II: Technical Bid (one (1) soft copy in PDF format)

Section III: Annex "B": Financial Bid – Basis of Payment (one (1) soft copy in PDF format)

Section IV: Annex "D" – Supplier Creation and Direct Deposit Enrollment Form (one (1) soft copy in PDF format)

Prices must appear in the financial bid only. **Prices indicated in any other section of the bid will result in the disqualification of the bid.**

The Senate requests that Bidders use a numbering system that corresponds to the offer solicitation in the preparation of their bid.

Section I: Mandatory Criteria

- I. In the Mandatory Criteria Section of their bid, Bidders should clearly indicate how they meet each of the Mandatory Criteria outlined in Part 4 – Evaluation Procedures and Basis of Selection

Section II: Technical Bid

- I. In their Technical Bid, Bidders should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- II. The Technical Bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the RFSO is not sufficient. In order to facilitate the evaluation of the bid, the Senate requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section III: Financial Bid - Annex "B" – Basis of Payment

- I. Pricing must include all requirements as set forth in the RFSO
- II. The Bidder must submit their Financial Bid in Canadian funds in accordance with Annex "B" – Basis of Payment.
- III. The Bidder must provide pricing for each item listed in Annex "B" – Basis of Payment Table for the Stream(s) they are bidding on
Failure to do so will result in the disqualification of your bid.



Section IV: Annex "D" – Supplier Creation and Direct Deposit Enrollment Form

- I. Bidders must complete, sign and return Annex "D" – Supplier Creation and Direct Deposit Enrollment Form with their bid.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- I. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the mandatory criteria, technical criteria and financial bid.
- II. The Senate shall conduct the RFSO process in a fair manner and will treat all Bidder’s equitably. Objective standards and evaluation criteria will be applied uniformly to all Bidders.
- III. An evaluation team composed of representatives of the Senate will evaluate the bids.
- IV. It is the responsibility of the Bidder to ensure that their bid is clear and complete. The Senate reserves the right to contact any Bidder during the evaluation of bids to obtain clarifications. If the Senate seeks clarification or verification from the Bidder about its bid, the Bidder will have **two (2) working days** (or a longer period if specified in writing by the Standing Offer Authority) to provide the necessary information to the Senate. Failure to meet this deadline will result in the bid being evaluated on the information that was provided.

2. Mandatory Criteria

- I. The Bidder must ensure full compliance with the following mandatory requirements. Failure to clearly demonstrate full compliance or provide supporting documentation will result in the disqualification of the bid.
- II. The Bidder must include the Mandatory Criteria table as an Appendix in their bid and ensure that the page and paragraph number in the Bidders’ Bid is indicated in the column entitled “Cross Reference” for all mandatory information included.
- III. The Bidder **MUST meet all the mandatory requirements** of the RFSO. No further consideration will be given to bidders not meeting all the mandatory criteria.

The mandatory criteria are:

Mandatory Criteria			
Mandatory Criterion	Submission Requirements	Met / Not Met	Cross Reference
<p>M1. Streams</p> <p>The bidder must indicate which stream or streams they are bidding on and confirm that they can provide all goods outlined in each stream(s) as described in Appendix “A” – Various Streams.</p> <p>Streams of goods:</p> <p>Stream 1: Krug Seating, Wood Casegoods & Borgo Lounge Seating</p> <p>Stream 2: Metal Storage Furniture</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • a statement indicating the stream or streams they will be bidding on, and that they can provide all goods outlined in each stream(s) bidding on. <p>This information must be provided under Mandatory</p>		

Mandatory Criteria			
Mandatory Criterion	Submission Requirements	Met / Not Met	Cross Reference
<p>Stream 3: HBF Furniture Stream 4: Standing Desk Converters Stream 5: Herman Miller Stream 6: Height Adjustable Tables with Linak Controls Stream 7: Neutral Posture Stream 8: Steelcase Stream 9: Flos Lighting Stream 10: Restoration Hardware Lighting Stream 11: Other Furniture, Accessories and Lighting</p>	<p>Criterion (M1) in the submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		
<p>M2. Bidder's Representative</p> <p>The Bidder must designate a bilingual account manager at the level of Advanced Language Proficiency as per Annex "C" who will act as the principal point of contact for all matters related to these requested goods.</p> <p>The account manager must meet the language proficiency – Level Intermediate outlined in Annex "C" – Language Proficiency.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • Account Manager's full name • Confirmation that the proposed account manager meets the language requirement – level Intermediate <p>All information requested must be provided under Mandatory Criterion (M2) in the submission.</p> <p>Failure to provide the information specified will result in the bid being given no further consideration.</p>		
<p>M3. Corporate Experience</p> <p>The Bidder must have a minimum of three (3) years of experience within the last five (5) years, in the supply and delivery furniture.</p> <p>The Bidder must be an authorized agent for the manufacture for items listed in the stream(s) bidding on.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • A statement indicating that the bidder meets or exceeds the number of years' experience within the last 5 years • A letter/ certificate from the manufacturer indicating that the Bidder is an authorized agent for all items outlined in the streams bidding on. This 		

Mandatory Criteria			
Mandatory Criterion	Submission Requirements	Met / Not Met	Cross Reference
	<p>is applicable to applicable to all streams bidding on.</p> <p>All information requested must be provided under Mandatory Criterion (M3) in the submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		
<p>M4. References</p> <p>The Bidder must provide two (2) client references for which they have provided similar goods as outlined in Annex “A” – Statement of Requirement and Appendix “A” – Various streams within the last three (3) years.</p> <p>NOTE: The Senate may not be used as a reference.</p> <p>The Senate reserves the right to contact any or all of these references.</p> <p>These references shall be evaluated in R1 – Bidder Reference.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • A <u>letter</u> from the reference, on their letterhead outlining the goods provided • The letter must include: <ul style="list-style-type: none"> • Name of company • Contact Name • Valid phone number and/or e-mail address for the contact. • Length of time providing goods to the client. • A brief description of the goods provided • Client satisfaction <p>This information must be provided under Mandatory Criterion (M4) in the submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		
<p>M5. Supported documentation</p> <p>Bidder must provide 2D or 3D drawings for all items included in the stream(s) that they are bidding on as outlined in M1.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p>		

Mandatory Criteria			
Mandatory Criterion	Submission Requirements	Met / Not Met	Cross Reference
<p>Failure to provide the 2D or 3D drawings will disqualify the bid.</p>	<ul style="list-style-type: none"> A 2D or 3D drawing of each item in each item within each stream(s) you are bidding on. <p>This information must be provided under Mandatory Criterion (M5) in the submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		
<p>M6. Samples</p> <p>The Bidder must also confirm that samples of wood, fabric or metal products will be provided to the Senate when requested throughout the terms of any resulting Standing Offer.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> a statement confirming that samples for wood, fabric and metal products will be provided upon request during the term of any resulting Standing Offer <p>This information must be provided under Mandatory Criterion (M6) in the submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		
<p>M7. Warranty</p> <p>The Bidder must provide a copy of the applicable warranties (Bidders and Manufacturers) outlining:</p> <ul style="list-style-type: none"> what is covered (labour and materiel) the duration of warranty 	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> a copy of the applicable warranties per stream on which he is bidding <p>This information must be provided under Mandatory Criterion (M7) in your submission.</p>		



Mandatory Criteria			
Mandatory Criterion	Submission Requirements	Met / Not Met	Cross Reference
	Failure to provide the information specified will result in your bid being given no further consideration.		
<p>M8. Acceptance of standing offer and resulting call-up clauses</p> <p>The Bidder must confirm that, should they be the successful Bidder, they acknowledge acceptance of the resulting standing offer clauses outlined in Part 5 – Standing Offer and Resulting Call-up Clauses</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide</p> <ul style="list-style-type: none"> a statement indicating compliancy with the mandatory requirement. <p>This information must be provided under Mandatory Criterion (M8) in the submission.</p> <p>Failure to provide the information specified will result in the bid being given no further consideration.</p>		

3. Rated Evaluation Criteria

- I. Bids that do not meet all the mandatory criteria set forth in this RFSO and do not obtain the minimum points for the requirements which are subject to the evaluation criteria point rating will receive no further consideration.
- II. Price is only one criterion in the evaluation of bids. The Senate is seeking best overall value and will evaluate bids on a point rating system based on evaluation criteria.
- III. The Bidder must include the Point Rated Technical Criterion table in their bid and ensure that the page and paragraph number in the Bidders' Appendix is indicated in the column entitled "Cross Reference" for all rated information included.
- IV. Bidders must include all information relating to the criteria in the Bidder's Technical Bid. All information contained within the Bidder's Technical Bid must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the bid.

The rated technical evaluation criteria are as follows:



Technical Evaluation Criteria		
TECHNICAL MERIT Point Rated Technical Criterion	Maximum Points Available	Cross Reference
<p>R1. Bidder References</p> <p>The references provided under M4 – References, shall be evaluated on:</p> <ul style="list-style-type: none"> • the similarity of the goods provided • the client satisfaction in each reference letter. <p>The Senate of Canada <u>may</u> contact these references to validate the information provided.</p> <p>NOTE: The Senate may not be used as a reference.</p> <p>References must be available two (2) weeks after the closing of the RFP</p>	<p style="text-align: center;">Maximum 20 points</p> <p><u>Each reference submitted shall be rated on 10 points (for a total of 20 points for 2 references)</u></p> <p>1-4 points: The Reference provided validates a minimal similarity to the requirements requested in the Annex “A” – Statement of Requirements and client satisfaction.</p> <p>5-7 points: The Reference provided demonstrates a similarity to the requirements requested in Annex “A” – Statement of Requirements but not in all aspects and client satisfaction.</p> <p>8-10 points: The Reference provided validates a full similarity to the requirements requested in the Annex “A” – Statement of Requirements and client satisfaction.</p>	
<p>R2. Details of Goods – all streams</p> <p>The information submitted under M5 - Supported documentation shall be evaluated in regard to the following:</p> <ul style="list-style-type: none"> • the similarity of the furniture outlined in the 2D or 3D drawings provided • specifications asked for in the SOW are shown on the drawings. 	<p style="text-align: center;">Maximum 20 points</p> <p>1-6 points: The 2D or 3D drawing with information provided validates a minimal similarity to the requirements requested in the Annex “A” – Statement of Requirements</p> <p>7-11 points: The 2D or 3D drawings with information provided demonstrates a similarity to the requirements requested in Annex “A” – Statement of Requirements but not in all aspects.</p> <p>12-20 points: The 2D or 3D drawings and information provided validates a full</p>	



Technical Evaluation Criteria		
TECHNICAL MERIT Point Rated Technical Criterion	Maximum Points Available	Cross Reference
	similarity to the requirements requested in the Annex "A" – Statement of Requirements.	
R3. Green Business Practices The Bidder shall demonstrate environmental practices used by their company.	Maximum 5 points 0 point: The Bidder does not demonstrate environmental practices used by their company. 5 points: The Bidder demonstrate environmental practices used by their company.	
R4. Accessibility The Bidder shall outline their company's accessibility practices "Accessibility refers to the design of products, devices, services, or environments as to be usable by people with disabilities."	Maximum 5 points 0 point: The Bidder does not demonstrate accessibility practices. 5 points: The Bidder demonstrate accessibility practices.	
Total of all the Point Rated technical criteria	50 Points Maximum	
Minimum pass mark	30 points required to pass	

4. Financial Evaluation

- I. The prices submitted for will be evaluated separately and must be in Canadian dollars, Applicable Taxes excluded.
- II. The Bidder must bid on all items listed in each stream selected as outlined in Annex "B" - Basis of Payment.

5. Basis of Selection

Lowest total price for each stream that is deemed responsive in Phases 1 and 2.

The evaluation and selection process will be conducted in the following phases:

Phase 1 – Mandatory Criteria

Phase 2 – Technical Merit - Rated Evaluation



Phase 3 – Determination of Winning Bidder per stream

Phase 1 – Mandatory Criteria

In Phase 1, all bids submitted will be evaluated for their compliance with the mandatory criteria. Any bid that fails to meet any of the mandatory criteria will be deemed non-responsive and will not be given further consideration.

Phase 2 – Technical Merit - Rated Evaluation

In Phase 2, the bids that are deemed responsive in Phase 1 will be evaluated against the rated technical criteria. If any Phase 2 bid does not obtain the required minimum overall points for the technical evaluation criteria, such bid will not be given further consideration.

Phase 3 – Determination of Winning Bidder per stream

In Phase 3, the bids that are deemed responsive in Phase 1 and Phase 2 will be deemed compliant and considered for award of an SO based on the lowest total bid per stream.

In the case of a tie bid, when all factors including pricing are considered equal, a coin toss shall be used to determine which of the tied Bidders receive the award.



PART 5 - STANDING OFFER AND RESULTING CALL UP CLAUSES

The following clauses and conditions shall apply to and form part of any resulting Standing Offer Agreement (SO) and subsequent call-ups resulting from this RFSO.

1. Applicable Law

- I. The SO and any call-up resulting from the SO must be interpreted and governed and the relations between the parties determined, by the laws in force in **Ontario**.

2. Call-up Instrument

- I. The requirement will be authorized using a Senate Purchase Order (call-up).

3. Offer

- I. The supplier is to provide and deliver to the Senate the goods described in this SO, in accordance with the pricing set out in the SO, if and when the Senate may request such goods, in accordance with the conditions listed at subsection II below.
- II. The supplier understands and agrees that:
 - a. a call-up (purchase order) against the SO will form a contract only for the goods which have been called-up, provided that such call-up is made in accordance with the provisions of the SO;
 - b. the Senate's liability is limited to that which arises from call-ups against the SO made within the period specified in the SO;
 - c. the SO cannot be assigned or transferred in whole or in part; and
 - d. the SO may be set aside by the Senate at any time.

4. General

- I. The supplier acknowledges that a SO is not a contract and that the issuance of a SO and call-up does not oblige or commit the Senate to procure or contract for any goods listed in the Standing Offer. The supplier understands and agrees that the Senate has the right to procure the goods specified in the SO by means of any other contract, SO or contracting method.

5. Replenishment of Standing Offer Agreement (SO) list

- I. The Senate reserves the right to "replenish" the SO list by offering an SO to another firm. The basis for deciding which firm will be offered a "replenishment" SO shall be "the next ranked firm as per rankings established" per stream.
- II. Should the Senate exercise its right under item 5.I above, the next ranked Bidder shall provide, within 2 days of written notification, their acceptance or rejection of this offer. Pricing shall remain as quoted in their RFP submission.

6. Notice

- I. Any notice or other communication may be given in any manner, and if required to be in writing, shall be addressed to the party to whom it is intended at the address in the SO or at the last address of which the sender has received written notice.



- II. Any notice or other communication given in writing in accordance with paragraph 6.I shall be deemed to have been received by either party:
 - a. If delivered personally, on the day that it was delivered
 - b. If forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed
 - c. If forwarded by email, on the day it was transmitted.
- III. A notice given under 11 - Termination of Agreement shall be given in writing and, if delivered personally, shall be delivered to the Supplier, if the Supplier is a sole proprietor.

7. Withdrawal

- I. In the event that the supplier wishes to withdraw the SO after authority to call-up against the SO has been given, the supplier must provide no less than thirty (30) days' written notice to the Standing Offer Authority, unless specified otherwise in the SO. The thirty (30) days' period will start upon receipt of the notification by the Standing Offer Authority and the withdrawal will be effective at the expiry of that period. The supplier must fulfill any and all call-ups which are made before the expiry of that period.

8. Compliance with Applicable Laws

- I. The Supplier must comply with all laws applicable to the performance of any call-up. The Supplier must provide evidence of compliance with such laws to the Senate at such times as the Senate may reasonably request.
- II. The Supplier must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Standing Offer Authority, the Supplier must provide a copy of any required permit, license, regulatory approvals or certificate to the Senate.

9. Ownership of Intellectual and Other Property Including Copyrights

- I. Any documents produced by the supplier in the performance of this contract, as well as the copyright in those documents, is the property of the Senate. The supplier permanently waives its moral rights in any such documents and, if requested, must provide the Senate with a written permanent waiver of moral rights from every author who contributed to those documents.

10. Integrity Provisions – Standing Offer Agreement

- I. In its operation, the Supplier and its employees will comply and abide by all lawful rules and regulations of the Senate which may be established from time to time, provided that no such rules or regulations shall inhibit the Supplier from exercising its rights and duties hereunder.
- II. The Supplier further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under the SO. If the Supplier made a false declaration in its offer, makes a false declaration under the SO, fails to diligently maintain up to date the information herein requested, or if the Supplier or any of the Supplier's affiliates fail to remain free and clear of any acts or convictions specified herein during the period of the SO, such false declaration or failure to comply may result in a termination for default under the SO. The Supplier understands that a termination for default will not restrict



the Senate's right to exercise any other remedies that may be available against the Supplier and agrees to immediately return any advance payments.

11. Termination of Agreement

- I. The Senate may immediately terminate this SO and subsequent call-ups if the Supplier is for any reason unable to provide the goods required under this agreement. Such termination notice shall be made in writing.
- II. The agreement may be immediately terminated by the Senate if it is determined that the goods provided by the Supplier are not satisfactory. Such termination notice shall be made in writing.
- III. The agreement may be terminated by the Senate upon ten (10) days written notice if it is determined that the goods provided by the Supplier, either in whole or in part, are no longer required.
- IV. Either party may terminate this agreement upon ten (10) days written notice.
- V. The Senate reserves the right to terminate the SO of any supplier that shows repeated failure to satisfactorily manage the quality, quantity, timelines and/or respect the prices (this list is non-inclusive) identified in the SO. A repeated failure means where the company receives written notification from the Senate, at maximum 3 times, concerning issues listed above and no improvements have been done to rectify the issue to the satisfaction of the Senate.

12. Security

- I. Given that the goods will be delivered to SCI at 2303 Stevenage Drive, Ottawa, Ontario K1G 3W1 and the supplier will not be required to access the parliamentary precinct, security clearance is not required.

13. Status of the Supplier

- I. The Supplier is an independent entity engaged by the Senate to supply goods. Nothing in the SO is intended to create a partnership, a joint venture or an agency between the Senate and the other Party. The Supplier must not represent itself as an agent or representative of the Senate to anyone. Neither the Supplier nor any of its personnel is engaged as an employee or agent of the Senate. The Supplier is responsible for all deductions and remittances required by law in relation to its employees.

14. Performance of Work

The Supplier warrants that:

- I. it is competent to perform the Work required under this SO and the Supplier has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. it shall provide under this SO a quality of service at least equal to that which Suppliers generally would expect of a competent Supplier in similar situation;
- III. it has complete authority to enter into this SO; and
- IV. all work commenced under this SO and subsequent call-ups will be completed in full.



15. Warranty

- I. Despite inspection and acceptance of the Work by or on behalf of the Senate and without restricting any provisions of the Standing Offer or any condition, warranty or provision imposed by law, the Supplier, if requested by the Senate to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Standing Offer, where applicable. The warranty period will be 12 months after delivery and acceptance of the Work or the length of the Supplier's or manufacturer's standard warranty period, whichever is longer.
- II. The Supplier must pay the transportation cost associated with returning the Work or any part of the Work to the Supplier's plant for replacement, repair or making good, and the Supplier must 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 Standing Offer or to another location as directed by the Senate. If, in the opinion of the Senate, it is not expedient to remove the Work from its location, the Supplier must carry out any necessary repair or making good of the Work at that location and will be reimbursed its reasonable travel and living expenses.
- III. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work replaced, repaired or corrected pursuant to subsection 1, for the greater of:
 - the warranty period remaining, including the extension, or
 - 90 days or such other period as may be specified for that purpose by agreement between the Parties.

16. Subcontracts

- I. In any subcontract, the Supplier must, unless the Standing Offer Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Standing Offer Authority, not less favourable to the Senate than the conditions of the SO
- II. Even if the Senate consents to a subcontract, the Supplier is responsible for performing the call-up and the Senate is not responsible to any subcontractor. The Supplier is responsible for any matters or things done or provided by any subcontractor under the call-up and for paying any subcontractors for any part of the Work they perform.

17. No Implied Obligations

- I. It is the intention of the parties that this SO is for the provision of services. The Supplier is engaged as an independent Supplier providing services in accordance with this SO, to the Senate. The Supplier's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate.

18. Time of the Essence

- I. Time is of the essence for any resulting call-up.
- II. Any delay by the Supplier in performing the Supplier's obligations under a call-up which is caused by events beyond the Supplier's control must be reported in writing to the Senate. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Supplier shall deliver, in a form satisfactory to the Senate,



a “work around plan” including alternative sources and any other means that the Supplier will utilize to overcome the delay.

- III. Unless the Supplier complies with the notice requirements set forth in the SO, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Supplier has complied with the notice requirements, the Senate may exercise any right of termination contained in the SO.

19. Performance

- I. The Supplier shall report the performance under this SO and any resulting call-up to the Senate in whatever format and frequency that the Senate may require.

20. Indemnity Against Claims

- I. Except as otherwise provided in the call-up, the Supplier shall indemnify and shall indemnify the Senate against any and all liability, claims, damages, interest, losses, costs or expenses which they may at any time incur or suffer as a result or arising out of:
 - a. any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof; and
 - b. any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments have been made by the Senate.

21. Inspection and Acceptance

- I. All reports, deliverables, items, documents, goods and all services rendered under the SO and resulting call-ups are subject to inspection by the Project Authority or his/her representative. Should any report, document, good or services not be in accordance with the requirement of the Statement of Work and to the satisfaction of the Project Authority or his/her representative, as submitted, the Project Authority will have the right to reject it or require the correction at the sole expense of the Supplier before recommending payment. The Senate reserves the right of access to any records resulting from this SO and any resulting call-up.

22. Records to be Kept by the Supplier

- I. The Supplier shall keep proper accounts and records of the costs of goods and all expenditures or commitments made by the Supplier including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate, who may make copies and take extracts therefrom.
- II. The Supplier shall not dispose of the documents referred to herein without the written consent of the Senate but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the SO or subsequent call-up or, in the absence of such specification, for a period of two (2) years following the completion of the work or delivery of goods.

23. Amendment



- I. To be effective, any amendment to the SO must be done in writing by the Standing Offer Authority, or designated authority, and the authorized representative of the Supplier.

24. Assignment

- I. The Supplier must not assign the SO without first obtaining the written consent of the Standing Offer Authority. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.
- II. Assignment of the SO does not relieve the Supplier from any obligation under the SO and it does not impose any liability upon the Senate.

25. Safeguarding of Senate Information

- I. It is a MANDATORY REQUIREMENT of this SO that the Supplier insure or guarantee that all information provided under this contract be kept in Canada. If at anytime throughout the term of any resulting call-up, the storage location of all information is no longer kept in Canada, the Supplier shall notify the Senate Standing Offer Authority immediately in accordance with Section 6 - Notice of this SO.

26. Conflict of Interest

- I. The Supplier declares that they have no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the Work. Should such an interest be acquired during the life of the contract, the Supplier shall declare it immediately to the Senate.
- II. It is a term of this SO or any resulting call-up that no former public office holder who is not in compliance with the Conflict-of-Interest Act shall derive a direct benefit from this SO or any resulting call-up.

27. Health and Safety

- I. The Supplier, while working in the Senate workplace, must comply with the Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment. Particularly this entails:
 - a. Refraining or minimizing the use of scented products while in the Senate workplace;
 - b. Taking all reasonable measures to protect the health and safety of every employee and other person granted access to the workplace for work purpose; and
 - c. No smoking in any buildings or within the vicinity (or within nine (9) meters) of entrances, exits, windows or air intakes of Senate occupied buildings in the Parliamentary Precinct.
- II. If suppliers breach those duties and responsibilities, corrective action will be taken which could include measures up to contract termination. The Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment will be available upon request.

28. Discrimination and Harassment in the Workplace

- I. The Supplier declares that its employees have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.



- II. If such judgments are made against the Supplier employees during the life of this SO, the Senate reserves the right to immediately terminate the SO and any resulting call-ups. In such cases, the Senate shall only be liable for payment for goods delivered. No other costs or fees shall be due or payable by the Senate.

29. Confidentiality

- I. Any information of a character confidential to the affairs of the Senate, its members or any of its staff, employees or suppliers to which the Supplier or any of its employees, staff or sub-suppliers become privy as a result of goods to be acquired under this contract shall be treated as confidential during and after the acquisition of the goods or the provision of the services.

30. Miscellaneous Restrictions

- I. Under no circumstances shall the Supplier use any stationery with Senate letterhead to conduct business under this SO.
- II. It is the intention of the parties that the SO and subsequent call-ups are for the provision of goods and that the Supplier is engaged as an independent Supplier providing services to the Senate and that the Supplier's Directors, Officers, Employees are not engaged as Senate employees, and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Supplier or their staff can render goods or benefit from payments under a SO with the Senate if they are a family member (as defined in the Senate Administrative Rules) of the end user or of someone in a similar position who has influence over the statement of requirements.

31. Advertisement

- I. The Supplier shall not without prior written consent from the Senate, advertise or publicize any Work performed to the Senate. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Supplier from Senate source files.

32. Rules and Regulations

- I. In its operation, the Supplier and its employees will comply and abide by all lawful rules and regulations of the Senate which may be established from time to time, provided that no such rules or regulations shall inhibit the Supplier from exercising its rights and duties hereunder.
- II. The Supplier further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under the SO. If the Supplier made a false declaration in its offer, makes a false declaration under the SO, fails to diligently maintain up to date the information herein requested, or if the Supplier or any of the Supplier's affiliates fail to remain free and clear of any acts or convictions specified herein during the period of the SO, such false declaration or failure to comply may result in a termination for default under the SO. The Supplier understands that a termination for default will not restrict the Senate's right to exercise any other remedies that may be available against the Supplier and agrees to immediately return any advance payments.



33. Default by the Supplier

- I. If the Supplier is in default in carrying out any of its obligations under the SO, the Standing Offer Authority may, by giving written notice to the Supplier, terminate for default the SO, any resulting call-up or part of the SO or any resulting call-up. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Supplier has not cured the default to the satisfaction of the SO within that cure period.
- II. If the Supplier becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Supplier, or an order is made or a resolution passed for the winding-up of the Supplier, the Standing Offer Authority may, by giving written notice to the Supplier, immediately terminate for default the SO any resulting call-up or part of the SO or any resulting all-up.
- III. If the Senate gives notice under subsection I or II, the Supplier will have no claim for further payment except as provided in this section. The Supplier will be liable to the Senate for all losses and damages suffered by the Senate because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by the Senate in procuring the Work from another source. The Supplier agrees to repay immediately to the Senate the portion of any advance payment that is unliquidated at the date of the termination.

34. Entire Standing Offer Agreement

- I. This SO constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the SO.

35. Authorities

I. Contracting Authority

The Contracting Authority for this SO is:

Remy Duerto
Senior Procurement Advisor
Finance and Procurement Directorate
The Senate of Canada
40 Elgin Street, 11th Floor
Ottawa, ON K1A 0A4

Telephone: 613-995-8888 x 4
E-mail: Proc-appr@sen.parl.gc.ca

The Contracting Authority is responsible for the management of the SO and any changes to the SO must be authorized in writing by the Contracting Authority. The Supplier must not perform work in excess of or outside the scope of the SO based on verbal or written requests or instructions from anybody other than the Contracting Authority.

II. Project Authority

(To be identified upon standing offer issuance)



III. Supplier's Representative

(To be identified upon standing offer issuance)

36. Replacement of Specific Individuals

- I. If specific individuals are identified in the Call-up to perform the Work, the Supplier must provide the services of those individuals unless the Supplier is unable to do so for reasons beyond its control.
- II. If the Supplier is unable to provide the services of any specific individual identified in the call-up, it must provide a replacement with better than or equivalent qualifications and experience. The replacement must meet the criteria used in the selection of the Supplier and be acceptable to the Senate. The Supplier must, as soon as possible, give notice to the Standing Offer Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
- III. The Supplier must not, in any event, allow performance of the Work by unauthorized replacement persons. The Standing Offer Authority may order that a replacement stop performing the Work. In such a case, the Supplier must immediately comply with the order and secure a further replacement in accordance with subsection II. The fact that the Standing Offer Authority does not order that a replacement stop performing the Work does not relieve the Supplier from its responsibility to meet the requirements of the SO and any call-up.

37. Priority of Documents

- I. If there is a discrepancy between the wordings 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 a SO (purchase order), and any annexes;
 - b. the articles of the Call-up;
 - c. the articles of the SO; and
 - d. the annexes of the SO.

38. Proactive Disclosure

- I. All contracts awarded by the Senate must reflect fairness in the spending of public funds. The Senate is obligated to report every quarter on its website, all contract awarded that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.



PART 6 – TERMS OF WORK AND PAYMENT

1. Period of the Standing Offer Agreement

- I. The period for making call-ups against the SO and supplying and delivering goods is **two (2) years** from the date of award of the SO.

2. Extension of Standing Offer Agreement

- I. The Supplier grants to the Senate the irrevocable option to extend the term of the SO by up to **three (3) additional one-year periods** under the same conditions. The Contractor agrees that, during the extended period of the SOA it will be paid in accordance with the applicable provisions as set out in Section 5 – Price Escalation and Cost.
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Supplier at least one (1) month before the expiry date of the SO. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through an amendment.

3. Financial Limitations

- I. The total cost to the Senate against all the resulting SO must not exceed the sum of *(To be completed upon standing offer issuance)* (applicable taxes excluded) for the initial period of the SO unless otherwise authorized in writing by the Standing Offer Authority. The Supplier must not supply any articles which would cause the total cost to the Senate to exceed the said sum, unless an increase is so authorized.
- II. The Supplier must notify the Project Authority as to the adequacy of this sum when 75 percent of this amount has been committed before the expiry date of the SO, whichever comes first. However, if at any time, the Supplier considers that the said sum may be exceeded, the Supplier must promptly notify the Standing Offer Authority.
- III. The Senate of Canada reserves the right to increase or reduce the total financial limitation of each stream depending on its requirements.

4. Basis of Payment

- I. In consideration of the Supplier satisfactorily completing all of its obligations under the Contract, the Supplier will be paid in accordance with the cost specified in Annex “B” - Basis of Payment.
- II. The Senate will not entertain any charges which are not specified in Annex “B” - Basis of Payment unless approved by the SO Authority.

5. Price Escalation and Cost

- I. Upon SOA award, all prices quoted in the Contractor’s offer Annex “C” – Basis of Payment, will remain firm for a period of two (2) years. Thereafter, on an annual basis, the Contractor may review the price list and may propose increases. Such increases must not be greater than the consumer inflation factor as specified in the Canadian Consumers Price Index for the previous year. The Contractor must provide the Senate with a thirty (30) day written notice for any increase in cost of goods proposed. Once this notification is received and accepted by the Senate, prices will remain firm until the next option period is exercised.



6. Invoicing

- I. For each purchase order issued against any resulting SO, the Supplier shall submit one detailed invoice which must include, at a minimum:
 - a. Unique invoice number;
 - b. the date the good was delivered;
 - c. invoice date;
 - d. the product description, product reference number, quantity/units ordered, price per unit, total price per product invoiced;
 - e. the Purchase Order reference number.
 - f. Business Registration Number (BN) when sales taxes are included

- II. The Supplier's certified invoice shall be forwarded to:

by e-mail at: finpro@sen.parl.gc.ca

or

**The Senate of Canada
Finance and Procurement Directorate
40 Elgin Street, 11th floor
Ottawa, Ontario
K1A 0A4 Canada**

- III. The invoice must be reviewed and signed by the Technical Authority/ Inspection Authority or their delegated authority before payment is issued.

- IV. Payment by the Senate to the Supplier for work shall be made:

- a. If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Supplier.

7. Method of Payment

- I. Direct Deposit: the Senate can deposit directly all payments into the individuals/corporation's account.
- II. Payments will be addressed and mailed to the name and address indicated on the first page of the SO).

8. Sales Tax

- I. The Senate is exempt from Provincial Sales Taxes.
- II. PST Exemption No.: Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The Applicable Taxes are not included in the contract amount.
- IV. The Applicable Taxes must be listed as a separate line item on all invoices.
- V. The Applicable Taxes and Business Registration Number must be listed as a separate line item on all invoices.



9. Interest on Overdue Accounts

For the purpose of this section:

- I. An amount is “due and payable” when it is due and payable by the Senate to the Supplier according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. “Date of payment” means thirty (30) days from the date of receipt of the invoice at the Senate.
- IV. The “Bank Rate” shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- V. The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however, interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Supplier. In the event that the Senate is not responsible for the delay in paying the Supplier, no interest shall be paid.
- VI. The Senate shall not be liable to pay the Supplier any interest on unpaid interest.



ANNEX "A" – STATEMENT OF REQUIREMENT

1. Requirement

The Senate Property and Services Directorate requires the services of a qualified supplier to supply and deliver various office furniture as outlined in the streams below on an as and when requested basis:

Stream 1: Krug Seating, Wood Casegoods & Borgo Lounge Seating

Stream 2: Metal Storage Furniture

Stream 3: HBF Furniture

Stream 4: Standing Desk Converters

Stream 5: Herman Miller

Stream 6: Height Adjustable Tables with Linak Controls

Stream 7: Neutral Posture

Stream 8: Steelcase

Stream 9: Flos Lighting

Stream 10: Restoration Hardware Lighting

Stream 11: Other Furniture, Accessories and Lighting

2. Objective

One (1) standing offer agreement will be awarded for each stream indicated above for a period of two (2) years with three (3) one-year option periods.

3. Substitutions

During the term of any resulting SO, substitutions will not be accepted for any item without the prior approval of the Senate Project Manager.

4. Delivery Lead Time

The Senate requires that all products are delivered no later than **6-8 weeks** after the order is placed and a PO is received by the Supplier. Depending on the requirement, the Senate may negotiate a new delivery period.

5. Delivery Location

The delivery location for all items ordered under the SO shall be the Senate's scanning facility at **2303 Stevenage Drive, Ottawa, ON K1G 3W1**.

The operating hours are from 7:00am to 3:00pm local time, Monday through Friday.

6. Return items

Any items returned will be at no cost to the Senate. There shall be **no cost** for the delivery of the replacement item. The Senate will not be responsible for any re-stocking charges due to damaged Products received.

7. Delivery Conditions

Products will not be accepted upon delivery if:

- The products or packaging of products are damaged;
- The products are not delivered as agreed; or
- The products were substituted without prior approval of the Senate's Project Manager.



8. Packaging and Distribution:

Whenever possible, the Supplier should use recyclable, bio-degradable or reusable products in their packaging.

9. Reporting

The supplier will provide quarterly reports to the Senate's Project Authority on the first Monday of every new quarter, which includes the following information:

- Product delivery date and invoice number
- Product reference number
- Product description
- Product price per unit
- Units ordered
- Total price per product per order
- Subtotal of orders per quarter
- Total of expenditures against standing offer agreement since SO award

Any ad hoc reports upon Senate request.

10. Back Order

Back orders should be confirmed at the time of the order confirmation with an estimated delivery date. The Senate will have an option to cancel or keep the back orders.

11. Discontinued Products

The supplier shall notify the Senate of Canada Project Authority and Contracting Authority in writing as soon as they become aware of one of the products being discontinued and provide information/samples on a recommended replacement,

12. Product Warranty

The Supplier shall warrant all its products from the date of receipt by the Senate against, but not limited to the following conditions:

- Faulty material; and
- Manufacturing defects.

The Supplier shall be responsible to arrange for product exchange on behalf of the manufacturer where the manufacturer's warranty applies. All shipping costs related to approved warranty exchanges shall be at no cost to the Senate.

13. Environmental Considerations

The Supplier shall keep the Senate informed of any environment-friendly products, new technologies and/or green initiatives. The Supplier shall advise the Senate of any environment-friendly products, new technologies and/or green initiatives available.

14. Optional Additional Products and Services



The Senate of Canada reserves the right to add or delete items throughout the term of the resulting SO.

15. Inspection and Quality Assurance

The Senate will inspect the delivered items upon delivery as part of its quality assurance process to ensure the product received is in conformity with the specified requirements.

The supplier will be promptly notified when any items are not accepted, and such items will be returned at the supplier's expense.

16. Supplier Responsibilities

- Must have the ability and willingness to customize finishes to match existing furniture on-site.
- The supplier is responsible for supplying all necessary hardware, trim, connectors, supports, components (including electrical components) and wall mounts etc. to allow the furniture to be installed.
- A bilingual account manager who can come on-site when requested must be assigned to the Senate to support their needs by providing day-to-day and ongoing administrative support;
- Must provide a back-up to the account manager when needed.
- Reply to inquiries in a timely manner by providing next business day response to all requested information and documentation and issue resolution;
- Easy access to the supplier (i.e. by toll free telephone number, email, voicemail, and fax);
- Establishing an ongoing communications program with the Senate (e.g. new Products and initiatives, substitution Products, discontinued Products);
- Providing written notice to Senate on any scheduled shut down that would impact services.
- Provide samples as requested by the Project Manager in a timely manner

17. Senate Responsibilities

- Will perform security clearance on individuals requiring access to Senate property.
- Will advise the supplier when samples are required.
- Will evaluate samples and respond to supplier in a timely manner
- Will respond to supplier questions in a timely manner.
- Will identify the reference number with the description on all call-ups issued.



Appendix "A" – Various Streams

STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGO LOUNGE SEATING			
Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
1.	<p>BOOKCASE</p> <p>APPROXIMATE SIZE (D, W, H): 15" x 36" x 68"</p> <p><u>STYLE:</u> -Krug Millennium with inverted Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Five high bookcase -One fixed straight edged wood shelf -Three adjustable straight edged wood shelves</p>		
2.	<p>CLOSED STORAGE UNIT FOR TV (2High Bookcase with doors)</p> <p>APPROXIMATE SIZE (D, W, H): 20" x 36" x 29"</p> <p><u>STYLE:</u> -Krug Millennium with Williamsburg edge profile -Exposed hardware Krug Millennium Williamsburg knob in gold polished</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -2 closed lockable doors with adjustable shelves -Doors must be European style hinge with a minimum 100 degree opening and self-closing -Wire management -Opening at back of unit for wire management with grommet at back of top surface</p>		
3.	<p>COMBINATION STORAGE UNIT</p> <p>APPROXIMATE SIZE (D, W, H): 20" x 36" x 68"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile -Exposed hardware Krug Millennium Eclipse pull in brushed brass for the drawers and doors</p>		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	<p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -2 door unit with 3 straight edged adjustable shelves -2 drawer lateral filing unit with counterweights</p>		
4.	<p>COMPUTER TABLE, 36"</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 36" x 28"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Full side gables -Full and ¾ modesty panel as required</p>		
5.	<p>COMPUTER TABLE, 42"</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 42" x 28"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Full side gables -Full and ¾ modesty panel as required</p>		
6.	<p>COMPUTER TABLE, 48"</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 48" x 28"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Full side gables -Full and ¾ modesty panel as required</p>		
7.	<p>CONFERENCE CHAIR</p> <p>APPROXIMATE SIZE (D, W, H):</p>		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGIO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	<p>22"-25" x 24"-25" x 41"-43"</p> <p><u>STYLE:</u> -Krug Dorso T-Line High back</p> <p><u>FINISHES:</u> -Maharam Technic 466226 005</p> <p><u>DESCRIPTION:</u> -Fixed cantilever arms -Tilted back -Height adjustable -Fully upholstered (no mesh)</p>		
<p>8.</p>	<p>CREDENZA</p> <p>APPROXIMATE SIZE (D, W, H): 20" x 72" x 29"</p> <p><u>STYLE:</u> -Krug Millennium with Williamsburg edge profile -Exposed hardware Krug Millennium Williamsburg pull in gold polished for sets of drawers and Krug Millennium Williamsburg knob for doors in gold polished</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Full face credenza with centered doors, left and right pedestal BBF -2 BBF (box/box/file) sets of drawers and fixed shelves for book storage (c/w hinged doors – each set located on either side of the unit -Doors must be European style hinge with a minimum 100 degree opening and self-closing -2 fixed shelves located at center of unit -Telescoping full extension slides with soft close mechanism</p>		
<p>9.</p>	<p>DESK SHELL</p> <p>APPROXIMATE SIZE (D, W, H): 30" x 84" x 29"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -2 full gables -Full modesty panel</p>		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	-1 left grommet and 1 right grommet, black		
10.	<p>END TABLE</p> <p>APPROXIMATE SIZE (D, W, H): 22" x 22" x 22"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Square end table with wood surface and legs</p>		
11.	<p>EXECUTIVE BOOKCASE</p> <p>APPROXIMATE SIZE (D, W, H): 15" x 36" x 68"</p> <p><u>STYLE:</u> -Krug Millennium with inverted Williamsburg edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Five high bookcase -One fixed straight edged wood shelf -Three adjustable straight edged wood shelves</p>		
12.	<p>EXECUTIVE COFFEE TABLE</p> <p>APPROXIMATE SIZE (D, W, H): 22" x 48" x 16"</p> <p><u>STYLE:</u> -Krug Millennium with Williamsburg edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Oval shaped with wood surface and legs</p>		
13.	<p>EXECUTIVE COMPUTER TABLE SHELL</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 36" x 29"</p> <p><u>STYLE:</u> -Krug Millennium with Williamsburg edge profile</p>		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	<p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Full side gables -Full and ¾ modesty panel as required</p>		
14.	<p>EXECUTIVE DESK</p> <p>APPROXIMATE SIZE (D, W, H): 42" x 72" x 29"</p> <p><u>STYLE:</u> - Krug Millennium with Williamsburg edge profile -Exposed hardware Krug Millennium Williamsburg pull in gold polished</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Double pedestal BBF lockable (box/box/file) desk with bow top and break front modesty panel -Full height gables -Full modesty panel -Telescoping full extension drawer slides</p>		
15.	<p>EXECUTIVE END TABLE</p> <p>APPROXIMATE SIZE (D, W, H): 22" x 22" x 22"</p> <p><u>STYLE:</u> -Krug Millennium with Williamsburg edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Square end table with wood surface and legs</p>		
16.	<p>EXECUTIVE 2H FILING CABINET</p> <p>APPROXIMATE SIZE (D, W, H): 20" x 36" x 29"</p> <p><u>STYLE:</u> - Krug Millennium with Williamsburg edge profile -Exposed hardware to Krug Millennium Williamsburg pull in gold polished</p> <p><u>FINISHES</u></p>		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGIO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	-Solid wood substrate with custom Senate stain finish GCC3-1 * <u>DESCRIPTION:</u> -Lateral file -Lockable -Full-extension, 3-stage, ball-bearing drawer suspensions ensures easy drawer opening -Counterweight included		
17.	GUEST CHAIR APPROXIMATE SIZE (D, W, H): 24" x 22" x 33" <u>STYLE:</u> -Krug, Spence <u>FINISHES:</u> -Solid wood with custom Senate stain finish GCC3-1 * -Fabric Momentum Textiles, Kinney, Glacier <u>DESCRIPTION:</u> -3/4 closed upholstered seat and back -Simple wood legs -Straight open wood arms		
18.	HUTCH WITH LIGHT AND TACKBOARD APPROXIMATE SIZE (D, W, H): 15" x 84" x 5 high <u>STYLE:</u> -Krug Millennium with Seville edge <u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 * -Tackboard fabric Momentum Textiles Expo Latte <u>DESCRIPTION:</u> -Hinged doors -LED hutch light -Tack-board -Grommet on hutch for cable management		
19.	KITCHENETTE APPROXIMATE SIZE (D, W, H): 24" x 42" x 65" <u>STYLE:</u> -Storage unit modified to be a kitchenette cabinet -Krug Millennium <u>FINISHES:</u> -Solid wood substrate with custom		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	Senate stain finish GCC3-1 * -Exposed hardware Krug Millennium Eclipse pulls in brushed brass <u>DESCRIPTION:</u> - 2 full front doors - 3 cut out/grommets on the back panel		
20.	PEDESTAL, MOBILE APPROXIMATE SIZE (D, W, H): 23" x 15" x 27" <u>STYLE:</u> -Krug Millennium -Exposed hardware Krug Millennium Eclipse pull in brushed brass <u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 * <u>DESCRIPTION:</u> -Mobile pedestal with Seville edge profile -BBF (box/box/file) -Lockable		
21.	PEDESTAL, MODULAR APPROXIMATE SIZE (D, W, H): 23" x 15" x 27" <u>STYLE:</u> -Krug Millennium -Exposed hardware Krug Millennium Eclipse pull in brushed brass <u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 * <u>DESCRIPTION:</u> -Modular pedestal, flat edge -BBF (box/box/file) -Lockable		
22.	RECTANGULAR MEETING TABLE APPROXIMATE SIZE (D, W, H): 36" x 72" x 30" <u>STYLE:</u> -Krug Millennium with Williamsburg edge profile <u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 * <u>DESCRIPTION</u> -Rectangular surface top		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	-Square legs 4"		
23.	<p>RETURN SHELL, LEFT OR RIGHT (to be specified by client)</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 54" x 29"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -1 full gable -Partial modesty -1 76PDVM grommet, centered</p>		
24.	<p>ROUND MEETING TABLE</p> <p>APPROXIMATE SIZE (D, W, H): N/A x 42" dia. x 30"</p> <p><u>STYLE:</u> -Krug Millennium with Williamsburg edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Round surface top -Round drum base with Williamsburg edge profile -Counterweight</p>		
25.	<p>SOFA</p> <p>APPROXIMATE SIZE (D, W, H): 36" x 70" x 33"</p> <p><u>STYLE:</u> -Borgo, Ascot #5113</p> <p><u>FINISHES:</u> -Solid wood legs with custom Senate stain finish GCC3-1 *</p> <p>-Fabric Borgo, Marled Cloth in Luum</p> <p><u>DESCRIPTION:</u> -Fully upholstered small-scale sofa -Tailored arms -Rectangular wood legs</p>		
26.	<p>SOFA CHAIR</p> <p>APPROXIMATE SIZE (D, W, H):</p>		



STREAM 1 – KRUG SEATING, WOOD CASEGOODS & BORGIO LOUNGE SEATING

Item No.	Description and Specifications *Substrate with mid-tone walnut or cherry wood where applicable	Cross reference in proposal	Make, model and product reference number
	<p>36" X 30" X 33"</p> <p><u>STYLE:</u> -Borgio, Ascot #5111</p> <p><u>FINISHES:</u> -Solid wood legs with custom Senate stain finish GCC3-1 * -Fabric Borgio, Marled Cloth in Luum</p> <p><u>DESCRIPTION:</u> -Fully upholstered sofa chair -Tailored arms -Rectangular wood legs</p>		
27.	<p>TELEPHONE TABLE</p> <p>APPROXIMATE SIZE (D, W, H): 16" x 16" x 29"</p> <p><u>STYLE:</u> -Krug Millennium with Seville edge profile</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 *</p> <p><u>DESCRIPTION:</u> -Square table with wood surface and square legs -3 fixed open shelves</p>		
28.	<p>WARDROBE</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 36" x 68"</p> <p><u>STYLE:</u> -Krug Millennium</p> <p><u>FINISHES:</u> -Solid wood substrate with custom Senate stain finish GCC3-1 * -exposed hardware Krug Millennium Williamsburg knobs in polished gold.</p> <p><u>DESCRIPTION:</u> -Full width wardrobe -One fixed shelf above metal rod</p>		

STREAM 2 – METAL STORAGE FURNITURE

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>2H FILING CABINET</p> <p>APPROXIMATE SIZE (D, W, H): 18" x 36" x 30"</p>		



STREAM 2 – METAL STORAGE FURNITURE

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p><u>STYLE:</u> -Flexfab, 4400 Series with Full Pull handle</p> <p><u>FINISHES:</u> -Charcoal gray powder-coated finish</p> <p><u>DESCRIPTION:</u> -Universal lateral file cabinet with integral pulls -Lockable -Drawers to have full height back and sides -Steel construction -Side-to-side hanging file bars and central core removable cam lock -Interlock system prevents tipping by allowing only one drawer to open at a time -Full-extension, 3-stage, ball-bearing drawer suspensions ensures easy drawer opening -Counterweights included</p>		
2.	<p>3H FILING CABINET</p> <p>APPROXIMATE SIZE (D, W, H): 18" x 36" x 40"</p> <p><u>STYLE:</u> -Flexfab, 4400 Series with Full Pull handle</p> <p><u>FINISHES:</u> -Charcoal gray powder-coated finish</p> <p><u>DESCRIPTION:</u> -Universal lateral file cabinet with integral pulls -Lockable -Drawers to have full height back and sides -Steel construction -Side-to-side hanging file bars and central core removable cam lock -Interlock system prevents tipping by allowing only one drawer to open at a time -Full-extension, 3-stage, ball-bearing drawer suspensions ensures easy drawer opening -Counterweights included</p>		

STREAM 3 – HBF FURNITURE

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>CAFETERIA/LOUNGE COFFEE TABLE</p> <p>APPROXIMATE SIZE (D, W, H): 26" x 42" x 17"</p>		



STREAM 3 – HBF FURNITURE

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p><u>STYLE:</u> -HBF Furniture Catalina Round Coffee Table</p> <p><u>FINISHES:</u> -Custom Senate stain finish GCC3-1 on Walnut</p> <p><u>DESCRIPTION:</u> -Oval wood surface legs and shelf -Top and shelf 1 3/8" thick, Apron 6" thick</p>		
2.	<p>CAFETERIA/LOUNGE SIDE CHAIR</p> <p>APPROXIMATE SIZE (D, W, H): 22" x 20" x 31"</p> <p><u>STYLE:</u> -HBF Furniture Guest Seating Carlyle HGT115-201</p> <p><u>FINISHES:</u> - Custom Senate stain finish GCC3-1 on Walnut. COM fabric JF Fabrics, Phantom 99S5541</p> <p><u>DESCRIPTION:</u> -Fully Upholstered Seat and Back</p>		
3.	<p>CAFETERIA/LOUNGE SOFA CHAIR</p> <p>APPROXIMATE SIZE (D, W, H): 31" x 30" x 31"</p> <p><u>STYLE:</u> -HBF Furniture Lounge Seating Trestle HLR312-011</p> <p><u>FINISHES:</u> -HBF Special Finish Oak 2 Sheen Bernhardt Textiles, Dani, Limestone 3459-000</p> <p><u>DESCRIPTION:</u> -Wood frame -Fully upholstered</p>		

STREAM 4 – STANDING DESK CONVERTERS

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>STANDING DESK CONVERTER, DUAL MONITOR</p> <p>APPROXIMATE SIZE (D, W, H): N/A</p> <p><u>STYLE:</u></p>		



STREAM 4 – STANDING DESK CONVERTERS

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	-Ergotron WorkFit-S, LCD HD with worksurface 33-349-200 <u>FINISHES:</u> -Black <u>DESCRIPTION:</u> -Height-adjustment column -Desk clamp -Two LCD pivots -Work surface keyboard tray with left/right mouse tray -For typical LCD size up to 24" -Desk clamp attaches to surface edge .47-2.4" thick		
2.	STANDING DESK CONVERTER, SINGLE MONITOR APPROXIMATE SIZE (D, W, H): N/A <u>STYLE:</u> -Ergotron WorkFit-S, LCD HD with worksurface 33-350-200 <u>FINISHES:</u> -Black <u>DESCRIPTION:</u> -Height-adjustment column -Desk clamp -LCD pivot -Work surface keyboard tray with left/right mouse tray -For typical LCD size up to 27" -Desk clamp attaches to surface edge .47-2.4" thick		

STREAM 5 – HERMAN MILLER

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	COMMITTEE CHAIR APPROXIMATE SIZE (D, W, H): 17" x 25" x 38" <u>STYLE:</u> -Herman Miller Setu Chair <u>FINISHES:</u> -Herman Miller Textiles in Slate Grey 4W26 – Lyris 2 -Grey frame and arms finish		



STREAM 5 – HERMAN MILLER			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	-Silver metal base <u>DESCRIPTION:</u> -Ergonomic multipurpose Chair		

STREAM 6 – HEIGHT ADJUSTABLE TABLES WITH LINAK CONTROLS			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>ADMINISTRATIVE HEIGHT ADJUSTABLE TABLE, LINAK DPF CONTROLS (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): 30" x 40" x N/A or 23" x 40" x N/A as required</p> <p><u>STYLE:</u> -Linak DPF Controls</p> <p><u>FINISHES:</u> -Laminate light wood-grain top -Silver base</p> <p><u>DESCRIPTION:</u> -Optional modesty panel as required -Optional cable management trays as required</p>		Clearly identify what you are bidding on (what is listed or an alternative)
2.	<p>ADMINISTRATIVE HEIGHT ADJUSTABLE TABLE, LINAK DP-001 CONTROLS (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 48" x N/A</p> <p><u>STYLE:</u> -Linak DP-001 Controls</p> <p><u>FINISHES:</u> -Laminate light wood top -Silver base</p> <p><u>DESCRIPTION:</u> -Grommet on the right -Optional modesty panel as required -Optional cable management trays as required</p>		Clearly identify what you are bidding on (what is listed or an alternative)



STREAM 7 – NEUTRAL POSTURE

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>HEALTH AND SAFETY TASK CHAIR, NEUTRAL POSTURE 8000</p> <p>APPROXIMATE SIZE (D, W, H): Seat: 21" x 23" x N/A Back: 23" x 19" x N/A</p> <p><u>STYLE:</u> -Neutral Posture 8000 NPS Series Seat 5 or Seat 8</p> <p><u>FINISHES:</u> -Fabric Black Spacer 200648</p> <p><u>DESCRIPTION:</u> -Executive low back -With seat 5 or seat 8 -360 NPS arms</p>		



STREAM 8 – STEELCASE


Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>HEALTH & SAFETY TASK CHAIR, STEELCASE LEAP PLUS</p> <p>APPROXIMATE SIZE (D, W, H): 22"-25" x 32" x 38"-43"</p> <p><u>STYLE:</u> -Steelcase Leap Plus</p> <p><u>FINISHES:</u> -Fully upholstered back and seat cushion in Black 5A27 (no mesh) -Black arms and black dual-wheel casters</p> <p><u>DESCRIPTION:</u> -Ergonomic high back chair - Metal frame structure with a 5-point welded steel base & carpet castors -Accommodate persons up to 500 lbs -Arms (height/width adjustable), tilt-lock, seat depth and height adjustable</p>		
2.	<p>HEIGHT ADJUSTABLE TABLE</p> <p>APPROXIMATE SIZE (D, W, H): 29" x 58" x up to 46.4"</p> <p><u>STYLE:</u> Steelcase Ology</p> <p><u>FINISHES:</u> -Black surface -Silver base</p> <p><u>DESCRIPTION:</u> -Mechanical height-adjustable worksurface system</p>		




STREAM 8 – STEELCASE			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<ul style="list-style-type: none"> -Up to 150 lbs. load capacity -Optional modesty panel as required -Optional cable management trays as required -Optional extended height cylinder as required 		
3.	<p>TASK CHAIR, STEELCASE GESTURE</p> <p>APPROXIMATE SIZE (D, W, H): 21"-24" x 22"-35" x 39"-44"</p> <p><u>STYLE:</u> Steelcase Gesture Shell back Chair</p> <p><u>FINISHES:</u></p> <ul style="list-style-type: none"> -Metal frame structure black finish -Fully upholstered back and seat cushion (no mesh) -Black arms and black dual-wheel casters -Fabric to be selected when ordered <p><u>DESCRIPTION:</u></p> <ul style="list-style-type: none"> -Metal frame structure with a 5-point welded steel base & carpet castors -Chair to include pneumatic seat height adjustment, manual adjustment lumbar support, a back stop/recline angle adjustment -Height, depth, width and pivot adjustable armrests -Mid-back height 		

STREAM 9 – FLOS LIGHTING			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>CAFETERIA/LOUNGE END TABLE LAMP</p> <p>APPROXIMATE SIZE (D, W, H): N/A x 10" dia. X 8"</p> <p><u>STYLE:</u> -Flos Lighting Glo-Ball T2</p> <p><u>FINISHES:</u> -White Acid etched blown glass and matt gray coated steel</p> <p><u>DESCRIPTION:</u> -Oval blown glass diffuser Glass shade size: 13"W x 10.5"H High-thickness steel base and stem and die-cast aluminum diffuser support</p>		

STREAM 10 – RESTORATION HARDWARE LIGHTING			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>CREDENZA LAMP (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): N/A x 5” dia. column x 20”</p>  <p><u>STYLE:</u> -Restoration Hardware French Glass Lamp</p> <p><u>FINISHES:</u> - Column - Restoration Hardware Crystal Clear glass - Restoration Hardware Antiqued Brass finish - Restoration Hardware White Linen shade</p> <p><u>DESCRIPTION:</u> -Glass column -Aluminum base and fittings -Pairs with drum linen shade, size 13” dia. x 8” H -Inline on/off switch on cloth cord</p>		Clearly identify what you are bidding on (what is listed or an alternative)
2.	<p>DESK LAMP (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): N/A x 20” x 26”</p> 		Clearly identify what you are bidding on (what is listed or an alternative)

STREAM 10 – RESTORATION HARDWARE LIGHTING			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p><u>STYLE:</u> -Restoration Hardware Métier Task Table Lamp</p> <p><u>FINISHES:</u> -Restoration Hardware Vintage Brass</p> <p><u>DESCRIPTION:</u> -Steel construction -Smooth-gliding swing arm swivels and extends on precision points -Sheltering metal shade focuses the light -Dimmer switch on black fabric cord</p>		
3.	<p>END TABLE LAMP (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): N/A x 7 dia. column x 31"</p>  <p><u>STYLE:</u> - Restoration Hardware French Column Table Lamp</p> <p><u>FINISHES:</u> - Column - Restoration Hardware Crystal Clear glass - Restoration Hardware Antiqued Brass finish - Restoration Hardware White Linen shade</p> <p><u>DESCRIPTION:</u> -Glass column -Aluminum base and fittings -Pairs with drum linen shade, size 15" dia. x 11" H -On/off socket switch</p>		<p>Clearly identify what you are bidding on (what is listed or an alternative)</p>
4.	<p>FLOOR LAMP (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H):</p>		<p>Clearly identify what you are bidding on (what is listed or an alternative)</p>

STREAM 10 – RESTORATION HARDWARE LIGHTING			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p>N/A x 8 dia. column x 74"</p>  <p><u>STYLE:</u> - Restoration Hardware French Column Glass Floor Lamp</p> <p><u>FINISHES:</u> - Column – Restoration Hardware Crystal Clear glass - Restoration Hardware Antiqued Brass finish - Restoration Hardware White Linen shade</p> <p><u>DESCRIPTION:</u> -Glass column -Aluminum base and fittings -Pairs with drum linen shade, size 24" dia. x 12" H -On/off socket switch</p>		

STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
1.	<p>ADMINISTRATIVE GUEST CHAIR, ROUILLARD ELY LY44</p> <p>APPROXIMATE SIZE: -Backrest width 18" -Total width 26" -Seat width 18" -Backrest height 15 ½" -Seat height from floor: 18 ¾" -Functional seat depth 16 ½" -Overall depth 18"</p> <p><u>STYLE:</u> -Rouillard, ELY LY44</p> <p><u>FINISHES:</u> -Natural base -Upholstered in Epic Kiwi</p>		



STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p><u>DESCRIPTION:</u> -Wood base -Single color upholstery</p>		
2.	<p>ADMINISTRATIVE GUEST CHAIR, ROUILLARD LINK KP20</p> <p>APPROXIMATE SIZE (D, W, H): 21.5" x 16" x 34"</p> <p><u>STYLE:</u> -Rouillard, LINK KP20</p> <p><u>FINISHES:</u> -Platinum base -White plastic -Fabric to be selected when ordered</p> <p><u>DESCRIPTION:</u> -Low-back guest chair -Plastic backrest and seat</p>		
3.	<p>ADMINISTRATIVE GUEST CHAIR, TEKNION VARIABLE</p> <p>APPROXIMATE SIZE (D, W, H): 21" x 22" x 32"</p> <p><u>STYLE:</u> -Teknion, Variable with arms</p> <p><u>FINISHES:</u> -To be selected when ordered</p> <p><u>DESCRIPTION:</u> -All-plastic (nylon) shell, no upholstery -Stackable -Lightweight tubular steel construction featuring wall-saver legs -Glide options</p>		
4.	<p>ADMINISTRATIVE GUEST CHAIR, TEKNION ZONES</p> <p>APPROXIMATE SIZE (D, W, H): N/A</p> <p><u>STYLE:</u> -Teknion, Zones Armchair</p> <p><u>FINISHES:</u> -To be selected when ordered</p> <p><u>DESCRIPTION:</u> -4 wood legs -Plastic curved back sculpted -Weight capacity up to 300 lbs.</p>		
5.	<p>ADMINISTRATIVE HEIGHT ADJUSTABLE TABLE, FLUID CONCEPTS I-LEV</p>		

STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p>APPROXIMATE SIZE (D, W, H): 24" x 46" x N/A</p> <p><u>STYLE:</u> -Fluid Concept, i-lev</p> <p><u>FINISHES:</u> -White laminate surface top -Silver base</p> <p><u>DESCRIPTION:</u> -Optional cable management trays as required</p>		
6.	<p>ADMINISTRATIVE HEIGHT ADJUSTABLE TABLE, TEKNION (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): 23" x 46" x N/A</p> <p><u>STYLE:</u> -Teknion</p> <p><u>FINISHES:</u> -White laminate surface -Silver base</p> <p><u>DESCRIPTION:</u> -Above-surface outlet/USB, top right -Optional modesty panel as required -Optional cable management trays as required</p>		<p>Clearly identify what you are bidding on (what is listed or an alternative)</p>
7.	<p>ADMINISTRATIVE HEIGHT ADJUSTABLE TABLE, TEKNION HISPACE</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 48" x 22.6" - 48.7"</p> <p><u>STYLE:</u> -Teknion, HiSpace</p> <p><u>FINISHES:</u> -White surface -Silver base</p> <p><u>DESCRIPTION:</u> -Gyroscope-based collision detection system -Optional modesty panel as required -Optional cable management trays as required</p>		
8.	<p>ADMINISTRATIVE TASK CHAIR, GLOBAL</p> <p>APPROXIMATE SIZE (D, W, H): 25" x 25.5" x 42"</p> <p><u>STYLE:</u></p>		



STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p>-Global, Loover</p> <p><u>FINISHES:</u></p> <p>-Black base</p> <p>-Mesh back color to be selected when ordered</p> <p>-Seat textile to be selected when ordered</p> <p>-Back height to be selected when ordered</p> <p>-Tilter to be selected when ordered</p> <p><u>DESCRIPTION:</u></p> <p>-Mesh back</p> <p>-Fully upholstered seat</p> <p>-Height adjustable arms</p> <p>-Sliding armcaps</p> <p>-Width adjustable arms</p>		
<p>9.</p>	<p>ADMINISTRATIVE TASK CHAIR, NIGHTINGALE MXO</p> <p>APPROXIMATE SIZE (D, W, H): 24" x 25" x 35.5" – 38.5"</p> <p><u>STYLE:</u></p> <p>-Nightingale, MXO Conference Chair</p> <p>-Arms to be selected when ordered</p> <p>-Casters to be selected when ordered</p> <p><u>FINISHES:</u></p> <p>-Black base</p> <p>-Seat textile to be selected when ordered</p> <p><u>DESCRIPTION</u></p> <p>-Memory height and position has lift</p> <p>-Swivel-tilt mechanism</p> <p>-Waterfall seat design</p>		
<p>10.</p>	<p>ADMINISTRATIVE TASK CHAIR, TEKNION AROUND</p> <p>APPROXIMATE SIZE (D, W, H): 26" x 26" x 40.5" – 44.5"</p> <p><u>STYLE:</u></p> <p>-Teknion, Around</p> <p><u>FINISHES:</u></p> <p>-Ebony frame</p> <p>-Black fabric</p> <p><u>DESCRIPTION:</u></p> <p>-Cushioned mesh textile for breathability and lumbar support</p> <p>-Adjustable armrests</p> <p>-Weight-balancing synchro-tilt mechanism automatically adjusts to suit each individual</p> <p>-300-lb. weight capacity</p> <p>-Height adjustment range of 4"</p>		

STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
11.	<p>ADMINISTRATIVE TASK CHAIR, TEKNION NUOVA CONTESSA</p> <p>APPROXIMATE SIZE (D, W, H): 27" x 27" x 38.5" – 42.5"</p> <p><u>STYLE:</u> -Teknion, Nuova Contessa Synchro-Tilt Upholstered Seat Task Chair</p> <p><u>FINISHES:</u> -To be selected when ordered</p> <p><u>DESCRIPTION:</u> -Synchro-tilt mechanism -Four settings provide minimum to maximum tilt tension -Upholstered seat -Weight capacity up to 300 lbs.</p>		
12.	<p>ADMINISTRATIVE TASK CHAIR, TEKNION PROJEK</p> <p>APPROXIMATE SIZE (D, W, H): 29.25" x 29.25" x 38"- 43"</p> <p><u>STYLE:</u> -Teknion, Projek</p> <p><u>FINISHES:</u> -To be selected when ordered</p> <p><u>DESCRIPTION:</u> -Weight-balancing with a travel limiter synchro-tilt mechanism -Arm width adjustment -Tilt limiter/back lock -Weight capacity up to 300 lbs.</p>		
13.	<p>ADMINISTRATIVE TASK CHAIR, TEKNION SABRINA</p> <p>APPROXIMATE SIZE (D, W, H): 26" x 26" x 40.5"- 44.5"</p> <p><u>STYLE:</u> -Teknion, Sabrina Synchro-Tilt Task Chair</p> <p><u>FINISHES:</u> -To be selected when ordered</p> <p><u>DESCRIPTION:</u> -Mesh-back task chair -Synchro-tilt mechanism -Adjustable tilt resistance -Weight capacity up to 300 lbs.</p>		
14.	<p>ADMINISTRATIVE TASK LAMP, HUMANSCALE ELEMENT DISC</p>		

STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING			
Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<p>APPROXIMATE SIZE (D, W, H): N/A x 28" x 18"</p> <p><u>STYLE:</u> -Humanscale Element Disc Light</p> <p><u>FINISHES:</u> -Silver semi-matte</p> <p><u>DESCRIPTION:</u> -North American plug on the base -Seven levels of brightness -PIR occupancy sensor</p>		
15.	<p>ADMINISTRATIVE TASK LAMP, TEKNION SANNA</p> <p>APPROXIMATE SIZE (D, W, H): 12" – 23" x 15.5"</p> <p><u>STYLE:</u> -Teknion, Sanna</p> <p><u>FINISHES:</u> -Platinum</p> <p><u>DESCRIPTION:</u> -360-degree adjustment -Full-range dim control -Swing-arm mechanism</p>		
16.	<p>ADMINISTRATIVE TASK LAMP, TEKNION TANGENT</p> <p>APPROXIMATE SIZE (D, W, H): N/A</p> <p><u>STYLE:</u> -Teknion, Tangent</p> <p><u>FINISHES:</u> -White</p> <p><u>DESCRIPTION:</u> -Freestanding task light -Swivel stem -Step dimming -USB charging</p>		
17.	<p>ADMINISTRATIVE TASK LAMP, WORKRITE FUNDAMENTALS 2</p> <p>APPROXIMATE SIZE (D, W, H): 17" x 7.5" x 15"</p> <p><u>STYLE:</u> - Workrite, Fundamentals 2 Task Light</p> <p><u>FINISHES:</u> -Silver</p> <p><u>DESCRIPTION:</u></p>		



STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<ul style="list-style-type: none"> -Simple single button touch on/off and dimming controls -Swivel head for directional worksurface illumination 		
<p>18.</p>	<p>CAFETERIA/LOUNGE TABLE</p> <p>APPROXIMATE SIZE (D, W, H): 42" x 42" x 29"</p> <p><u>STYLE:</u> -Bernhardt Design Conference height Quiet table</p> <p><u>FINISHES:</u> -Metal base -Wood veneer top with the ability to match custom Senate stain finish GCC31</p> <p><u>DESCRIPTION:</u> -Round surface top -Round base 3" column, 24" dia base</p>		
<p>19.</p>	<p>EXECUTIVE GUEST CHAIR</p> <p>APPROXIMATE SIZE (D, W, H): 25" x 24" x 33"</p> <p><u>STYLE:</u> -Bernhardt Design, Claris</p> <p><u>FINISHES:</u> -Solid wood with custom Senate stain finish GCC3-1 -Fabric Bernhardt Splice in color Cinder</p> <p><u>DESCRIPTION:</u> -Fully upholstered seat, back and arms -Simple wood legs</p>		
<p>20.</p>	<p>HEALTH & SAFETY TASK CHAIR, ERGOCENTRIC AIRCENTRIC</p> <p>APPROXIMATE SIZE (D, W, H): Seat: 19" x 20" x N/A Back: 24" x 19" x N/A</p> <p><u>STYLE:</u> -ErgoCentric, airCentric AIR-HB-MT-AL-TSWVLT 125 mm</p> <p><u>FINISHES:</u> -Fabric Air Knit Black 9009</p> <p><u>DESCRIPTION:</u> -Air lumbar -Multi-tilt -SWVLT arms</p>		

STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
21.	<p>HEALTH & SAFETY TASK CHAIR, ERGOCENTRIC GEOCENTRIC</p> <p>APPROXIMATE SIZE (D, W, H): Seat: 17" x 18.5" x N/A Back: 25" x 19" x N/A</p> <p><u>STYLE:</u> -ErgoCentric, GeoCentric Geo-XTB-MT-SS-TDF-TS-AL-AHR-TSWVLT 125 mm</p> <p><u>FINISHES:</u> -Fabric Open House 2016 Onyx</p> <p><u>DESCRIPTION:</u> -Air lumbar -Multi-tilt -SWVLT arms</p>		
22.	<p>KEYBOARD TRAY, LEADER 6 (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): 11 ¼" x 27 ¾"</p> <p><u>STYLE:</u> - Leader 6</p> <p><u>FINISHES:</u> -Black</p> <p><u>DESCRIPTION:</u> -Dial-A-Posture adjustment with ergonomic soft touch knob automatically adjusts tilt of platform tray from +10° to -15° -Lever free spring assisted height adjustment -8.5" height range (2.5" above work surface) -22" SuperGlide -¼" Phenolic platform with built-in mouse guard -Continuous 27" palm support for left or right-handed mousing</p>		<p>Clearly identify what you are bidding on (what is listed or an alternative)</p>
23.	<p>KEYBOARD TRAY, LEADER 8 (an alternative can be offered, see page 6 of 76 of Part 1 – General Instructions)</p> <p>APPROXIMATE SIZE (D, W, H): 11 ¼" x 27 ¾"</p> <p><u>STYLE:</u> - Leader 8</p> <p><u>FINISHES:</u> -Black</p> <p><u>DESCRIPTION:</u></p>		<p>Clearly identify what you are bidding on (what is listed or an alternative)</p>

STREAM 11 – OTHER FURNITURE, ACCESSORIES & LIGHTING

Item No.	Description and Specifications	Cross reference in proposal	Make, model and product reference number
	<ul style="list-style-type: none"> -Dial-A-Posture adjustment with ergonomic soft touch knob automatically adjusts tilt of platform tray from +10° to -15° -Lever free spring assisted height adjustment -8.5" height range (2.5" above work surface) -22" SuperGlide track -27" wide keyboarding platform -1/4" thin Phenolic platform -Removable palm support Designed for diagonal corner work surfaces. 		
<p>24.</p>	<p>TASK CHAIR, HUMANSCALE FREEDOM</p> <p>APPROXIMATE SIZE (D, W, H): 20" x 27" x 41"</p> <p><u>STYLE:</u> -Humanscale Freedom, high back</p> <p><u>FINISHES:</u> -Frame and trim Humanscale Graphite -Fabric Humanscale Wave</p> <p><u>DESCRIPTION:</u> -Metal frame structure with a 5-point welded steel base & hard and soft castors -Fully upholstered back and seat cushions (no mesh) -Chair to include pneumatic seat height adjustment, manual adjustment lumbar support, a back stop-recline angle adjustment, seat depth adjustments -Height, depth, width, and pivot adjustable armrests</p>		



ANNEX “B” – BASIS OF PAYMENT

The prices given below for the products listed shall remain in force for the initial two (2) year period of the SO.

Pricing must include all requirements as set forth in the RFSO. All packaging, delivery etc. must be included in your cost.

Award shall be based on the low total cost per stream. All Applicable taxes are extra to these prices

STREAM 1 – KRUG seating, wood casegoods & BORGIO lounge seating as described in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price – 1st year	Unit Price – 2nd year
1	Bookcase	\$	\$
2	Closed storage unit for TV (2High Bookcase with doors)	\$	\$
3	Combination storage unit	\$	\$
4	Computer Table 36”	\$	\$
5	Computer Table 42”	\$	\$
6	Computer Table 48”	\$	\$
7	Conference chair	\$	\$
8	Credenza	\$	\$
9	Desk shell	\$	\$
10	End table	\$	\$
11	Executive bookcase	\$	\$
12	Executive coffee table	\$	\$
13	Executive computer table shell	\$	\$
14	Executive desk	\$	\$
15	Executive end table	\$	\$
16	Executive 2H filing cabinet	\$	\$
17	Guest chair	\$	\$
18	Hutch with light and tackboard	\$	\$
19	Kitchenette	\$	\$
20	Pedestal, mobile	\$	\$
21	Pedestal, modular	\$	\$
22	Rectangular meeting table	\$	\$
23	Return shell, left or right	\$	\$
24	Round meeting table	\$	\$
25	Sofa	\$	\$
26	Sofa chair	\$	\$



STREAM 1 – KRUG seating, wood casegoods & BORGO lounge seating as described in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price – 1st year	Unit Price – 2nd year
27	Telephone table	\$	\$
28	Wardrobe	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 1 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 2 – Metal Storage Furniture as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price – 1st year	Unit Price – 2nd year
1	2H Filing Cabinet	\$	\$
2	3H Filing Cabinet	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 2 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 3 – HBF Furniture as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price – 1st year	Unit Price – 2nd year
1	Cafeteria / Lounge Coffee Table	\$	\$
2	Cafeteria / Lounge Side Chair	\$	\$
3	Cafeteria / Lounge Sofa Chair	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 3 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 4 – Standing Desk Converters as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price 1st year	Unit Price 2nd year
1	Standing Desk Converter, Dual Monitor	\$	\$
2	Standing Desk Converter, Single Monitor	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 4 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 5 – Herman Miller as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price 1st year	Unit Price 2nd year
1	Committee Chair	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 5 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 6 – Height Adjustable Tables with Linak Controls as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
	Description	Unit Price 1st year	Unit price 2nd year
1	Administrative Height Adjustable Table, Linak DPF Controls	\$	\$
2	Administrative Height Adjustable Table, Linak DP-001Controls	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 6 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 7 – Neutral Posture as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price 1st year	Unit Price 2nd year
1	Health & Safety Task Chair, Neutral Posture 8000	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 7 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 8 –Steelcase as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price 1st year	Unit Price 2nd year
1	Health & Safety Task Chair, Steelcase Leap Plus	\$	\$
2	Height Adjustable Table	\$	\$
3	Task Chair, Steelcase Gesture	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 8 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 9 – Flos Lighting as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price 1st year	Unit Price 2nd year
1	Cafeteria / Lounge End Table Lamp	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 9 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 10 – Restoration Hardware Lighting as outlined in Appendix “A” – Various Streams			
		Initial period of contract	
Item	Description	Unit Price 1st year	Unit Price 2nd year
1	Credenza Lamp	\$	\$
2	Desk Lamp	\$	\$
3	End Table Lamp	\$	\$
4	Floor Lamp	\$	\$
	Total per year	\$	\$
	Grand Total of Stream 10 (For evaluation purposes)	\$	

Company Name	
Name of Representative	
Signature and Date	



STREAM 11 – Other Furniture, Accessories & Lighting as outlined in Appendix “A” – Various Streams			
Item	Description	Initial period of contract	
		Unit Price 1st year	Unit Price 2nd year
1	Administrative Guest Chair, Rouillard ELY LY44	\$	\$
2	Administrative Guest Chair, Rouillard LINK KP20	\$	\$
3	Administrative Guest Chair, Teknion Variable	\$	\$
4	Administrative Guest Chair, Teknion Zones	\$	\$
5	Administrative Hight Adjustable Table, Fluid Concepts-I-LEV	\$	\$
6	Administrative Hight Adjustable Table, Teknion	\$	\$
7	Administrative Hight Adjustable Table, Teknion Hispace	\$	\$
8	Administrative Task Chair, Global	\$	\$
9	Administrative Task Chair, Nightingale MXO	\$	\$
10	Administrative Task Chair, Teknion Around	\$	\$
11	Administrative Task Chair, Teknion Nuova Contessa	\$	\$
12	Administrative Task Chair, Teknion Projek	\$	\$
13	Administrative Task Chair, Teknion Sabrina	\$	\$
14	Administrative Task Lamp, Humanscale Element Disc	\$	\$
15	Administrative Task Lamp, Teknion Sanna	\$	\$
16	Administrative Task Lamp, Teknion Tangent	\$	\$
17	Administrative Task Lamp, Workrite Fundamentals 2	\$	\$
18	Cafeteria / Lounge Table	\$	\$
19	Executive Guest Chair	\$	\$
20	Health & Safety Task Chair, Ergocentric Aircentric	\$	\$
21	Health & Safety Task Chair, Ergocentric Geocentric	\$	\$
22	Keyboard Tray, Leader 6	\$	\$
23	Keyboard Tray, Leader 8	\$	\$
24	Task Chair, Humanscale Freedom	\$	\$
	Total per year	\$	\$



	Grand Total of Stream 11 (For evaluation purposes)	\$
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Company Name	
Name of Representative	
Signature and Date	



ANNEX "C" – LANGUAGE PROFICIENCY

Language Proficiency Grid Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and • give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> • support opinions; and understand and express hypothetical and conditional ideas. 	A person reading at this level can: <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.



ANNEX "D" – SUPPLIER CREATION AND DIRECT DEPOSIT ENROLLMENT FORM



SENATE
SÉNAT
CANADA

FINANCE AND PROCUREMENT DIRECTORATE
DIRECTION DES FINANCES ET DE L'APPROVISIONNEMENT

SUPPLIER CREATION AND DIRECT DEPOSIT ENROLMENT FORM

INSTITUTION – Please select:	SENATE OF CANADA	OFFICE OF THE SENATE ETHICS OFFICER
ACTION REQUIRED – Please select:	SUPPLIER CREATION	SUPPLIER MODIFICATION
REASON FOR ACTION OR COMMENT:		
SECTION 1 – SUPPLIER DETAILS – Please print		
LEGAL NAME _____		TELEPHONE _____
REMITTANCE NAME (if different from the legal name) _____		SUPPLIER URL ADDRESS (if applicable) _____
ADDRESS		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
REMITTANCE ADDRESS (if different from above address)		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
CORPORATION:		TAX-EXEMPT
CANADIAN	U.S.	OTHER FOREIGN COUNTRY
CONTRACTOR/SOLE PROPRIETOR (INDIVIDUAL CHARGING SALES TAXES)		Please indicate your HST/GST number
CONTRACTOR/SOLE PROPRIETOR (INDIVIDUAL IS NOT CHARGING SALES TAXES)		Please indicate your SOCIAL INSURANCE NUMBER
SECTION 2 – SUPPLIER PAYMENT DETAILS		
CANADIAN DOLLARS	OTHER CURRENCY _____ (by cheque only)	
METHOD OF PAYMENT		
CHEQUE	DIRECT DEPOSIT (C\$ only)* *Please attach a blank cheque with "VOID" written on or other related banking documents (recommended)	SENATE CREDIT CARD
DIRECT DEPOSIT EMAIL PAYMENT NOTIFICATION		
EMAIL ADDRESS 1 _____e		EMAIL ADDRESS 2 _____e
SECTION 3 – CONSENT *		
<i>*Note: If a corporation, an authorized signing officer must complete and sign this form.</i>		
<i>I give my consent to the Senate of Canada to pay the invoices for the supplier identified in Section 1 through direct deposit to the financial institution that I have designated using the attached cheque with "VOID" written on it or my other attached related banking documents.</i>		
CONTACT NAME _____		TITLE _____
SIGNATURE _____		DATE _____

For contract or Purchase order please submit this completed and signed form (and supporting documents) to the Procurement Division of the Senate by e-mail to
For invoice please submit this completed and signed form (and supporting documents) by e-mail to