



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

[statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca](mailto:smcsoumissions.statcan@statcan.gc.ca)

**STANDARD REQUEST FOR BID
INVITATION À SOUMISSIONNER - STANDARD**

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

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

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

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

Solicitation No. - N° de la demande	Amendment No. - N° de modification
J074110/A	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à April 3, 2024	
on – le 14:00	
See Section 2.3 Voir Section 2.3	

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Date of Solicitation – Date de la demande March 20, 2024
Address inquiries to – Adresser toute demande de renseignement à : Attn : Susan Hall statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca
Destination See Annex B Voir Annexe B

Instructions:
Municipal taxes are not applicable.
Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

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

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





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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security associated with this requirement.

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

1.2 Requirement

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

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

1.3 General or Procurement Strategy for Indigenous Business (PSIB)

This requirement is a:

PSIB Stream Procurement

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

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.4 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

2.2 Submission of Bids

Bids must be submitted only to the Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

- Section I: Technical Bid (sent by email, pdf)
- Section II: Financial Bid (sent by email, pdf)
- Section III: Certifications and Additional Information (sent by email, pdf)

Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications and Additional Information

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.3 Basis of Selection

SACC *Manual* clause [A0069T](#) (2007-05-25) Basis of Selection



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Additional Information

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

5.1.2 Product Conformance

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

5.1.3 Continuance of Certifications

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

5.2 Certifications Precedent to Contract Award and Additional Information

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



5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada-esdc-labour/s website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Price Certification

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

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

The Bidder certifies that the price proposed

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

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

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



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

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

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

6.2 Requirement

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

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

6.2.2 This requirement is a:

PSIB Stream

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

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

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

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or



making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."
All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

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

Section 32 entitled Anti-forced labour requirements is added to general conditions 2010A:

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the *Customs Tariff – Schedule* (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the *Customs Tariff – Schedule* as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
 - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US *Trade Facilitation and Trade Enforcement Act* (TFTEA) of 2015; or
 - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the *Criminal Code* or the *Immigration and Refugee Protection Act*:
 - i. section 279.01 (Trafficking in persons);
 - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
 - iii. subsection 279.02(1) (Material benefit - trafficking);
 - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
 - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
 - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or
 - vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
 - i. in the case of a conviction, whether the court acted within its jurisdiction;
 - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;



- iii. whether the court's decision was obtained by fraud; or
 - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to January 15, 2024.

6.4.2 Delivery Date

All the deliverables must be received as indicated at Annex B.

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

6.4.3 Shipping Instructions

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

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

6.4.4 Delivery and Installation Points Location(s)

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Susan Hall
Title: Coordinator, Acquisitions and Contracts
Department: Statistics Canada
Address: 170 Tunney's Pasture Driveway Ottawa ON K1A 0T6
Telephone: 613-882-2470
E-mail address: susan.hall@statcan.gc.ca

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



6.5.2 Project Authority

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

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).

6.5.3 Contractor's Representative

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

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Method of Payment

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



6.6.3 SACC Manual Clauses

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

6.6.4 Electronic Payment of Invoices – Contract

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

6.7 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

financecounter@statcan.gc.ca

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2022-12-01) – General Conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____



6.11 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.12 Canada's Facilities to Accommodate the Delivery

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

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

6.13 Standard finishes

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

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

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

6.14 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16) Excess Goods

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement



ANNEX A - REQUIREMENT

Description

Background

Statistics Canada has historically provided ergonomic chairs to employees who require them in order to work without injuring themselves as part of an ergonomic workstation setup and following an ergonomic assessment. In the past, a certain amount of ergonomic chairs were purchased in bulk to have on hand.

Justification

When employees receive an ergonomic assessment, we are usually required to purchase an ergonomic chair that will adjust better to the employee's particular needs. When purchasing ergonomic chairs ad/hoc, the wait time can be up to eight months before an employee receives their chair. Having the chairs already on site would help reduce this wait time. There is also a savings in cost. Experience has shown that purchasing the chairs in bulk can save about one third of the cost per chair versus buying them one at a time as needed. We also have a list of employees with accommodations needs waiting to receive an ergonomic chair and we do not currently have enough left in stock to fulfill all these requests.

Impact

By providing quality ergonomic chairs to Statistics Canada employees as part of their ergonomic assessments, we are ensuring that our employees don't develop any work-related injuries from improper seating. By having chairs available on site, we are also ensuring that employees can be provided with a new chair with minimum delay and we can allow them to test the chairs out beforehand so we can be certain that the chairs meet their needs and that the employees know how to adjust them properly. Following a discussion with the third-party ergonomists and the ratio of employees they have seen about one third of employees require a smaller seat than the regular size. We have also noticed an uptick in the number of cases requiring a headrest.

Specifications

The chairs are to be delivered to the Statistics Canada complex in Tunney's Pasture

The chairs can be purchased from multiple vendors if need be and need to meet the following criteria:

COLOUR: Chairs should be offered in black.

HEAD REST: When applicable, they need to be adjustable

BACK REST HEIGHT: Needs to be able to move up and down from a range of 24" or less to 28" or more.

LUMBAR SUPPORT: Needs to be adjustable for height as well as pressure (ideally with a pump)

ARM RESTS: Height adjustable, they need to glide laterally as well as swivel or pivot a



minimum of 20 degrees inward and 10 degrees outward.

SEAT PAN: We need options for 16" depth and width for small seats and 20" depth and width for regular seating. The seat pan also needs the option to be able to move forward and backward to offer a greater range of options depending on employee leg length. For the bariatric chairs, the seats should be around 24" wide.

SEAT HEIGHT: We require that the seat height be adjustable from about 16" or less to 20" or more

TILT MECHANISM: Seat and backrest angle must adjust independently of each

SEAT AND BACKREST LOCKS: The seat angle and back rest angle must be able to offer multiple positions and lock in place as well as have an option to "free float" where the chair angles depend on how a person is sitting.

CASTERS: need to be able to go on carpet and hard surface to cover all possibilities.

ADDITIONAL CRITERIA:

1. Headrests (when needed) should include three-way adjustable pivoting ability
2. Backrests must be upholstered with air breathability or mesh option
3. Lumbar support to include independent depth adjustability (such as with a pump)
4. Bariatric chairs should be able to support up to 500 lbs of weight.



Table A1: Rotary Chair



CHAIR TYPE:	Quantity Required: <u> 2 </u>
<input checked="" type="checkbox"/> ROTARY CHAIR <input type="checkbox"/> ROTARY STOOL	
Instructions to Users:	
<ul style="list-style-type: none"> Choose the attributes (<input type="checkbox"/> → <input checked="" type="checkbox"/>) that must be included for your requirement. Use 1 builder per type of chair. Note: if more than 1 “<input checked="" type="checkbox"/>” is chosen then all attributes will be considered acceptable for the requirement. 	

<i>Environmental</i>	<input checked="" type="checkbox"/> All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 <input checked="" type="checkbox"/> All plastic components are recyclable at the end of their life.	
<i>Weight Capacity</i>	<input checked="" type="checkbox"/> Standard (up to 275 lbs) <input type="checkbox"/> Large-occupant (275+ lbs up to 400 lbs)	
<i>Usage</i>	<input checked="" type="checkbox"/> Single shift <input type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week)	
A <i>Headrest</i>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference	
B <i>Backrest Height</i>	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> High <input type="checkbox"/> No preference	
C <i>Lumbar Support</i>	<input type="checkbox"/> Fixed position <input checked="" type="checkbox"/> Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No preference With <i>lumbar support adjustable with a pump</i>	
D <i>Armrests</i>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed →	<input checked="" type="checkbox"/> Height Adjustment <input checked="" type="checkbox"/> Lateral Adjustment <input checked="" type="checkbox"/> Fully Articulating Armrest Style: <i>cushioned</i> <input checked="" type="checkbox"/> T-arm (DD) → <input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Cantilever
	<input type="checkbox"/> Fixed →	<input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference
E <i>Seat Depth</i>	<input checked="" type="checkbox"/> Adjustable 15 inches to 18 inches <input type="checkbox"/> Fixed position <input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep	
F <i>Seat Width</i>	<input checked="" type="checkbox"/> Standard based on weight capacity chosen above (small seat pan)	
G <i>Seat Height</i>	<i>Rotary Chair</i>	<input type="checkbox"/> Adjustable – standard range <input checked="" type="checkbox"/> Adjustable - low range
	<i>Rotary Stool</i>	Adjustable
H <i>Tilt Mechanism</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Multifunction preference <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No
	<i>Rotary Stool</i>	<input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference
I <i>Seat Angle and Backrest-to-seat Angle</i>	Adjustable and lockable (not applicable to weight sensitive tilt mechanisms)	
J <i>Casters</i>	for use on: <input checked="" type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surfaces	
L <i>Footrest (rotary stools only)</i>	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height	
<i>Finishes</i>	Backrest:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input type="checkbox"/> Mesh Material
	Seat:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input type="checkbox"/> Mesh Material
	Base Frame:	<input type="checkbox"/> Metal <input checked="" type="checkbox"/> Plastic
<i>Labelling and Instructions</i>	<input checked="" type="checkbox"/> All chairs must be provided with labelling and instructions	

<i>Accessibility</i>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>Not applicable</i> <input type="checkbox"/> Adjustment levers to be equipped with brail
<i>Additional Criteria</i>	<ul style="list-style-type: none"> ➤ <i>Additional Criteria must be generic, not Supplier specific and cannot contradict the RFSA Technical Specifications @ Annex A.</i> ➤ <i>May also request additional information such as photo representations of products being offered or inclusion of specific colour tones or listing of finish offerings available to be provided prior to contract award.</i> ➤ <i>Cushioned armrests</i>

Table A2: Rotary Chair



CHAIR TYPE:	Quantity Required: <u> 4 </u>
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> ROTARY CHAIR <input type="checkbox"/> ROTARY STOOL 	
Instructions to Users:	
<ul style="list-style-type: none"> • Choose the attributes (<input type="checkbox"/> → <input checked="" type="checkbox"/>) that must be included for your requirement. Use 1 builder per type of chair. • Note: if more than 1 “<input checked="" type="checkbox"/>” is chosen then all attributes will be considered acceptable for the requirement. 	

<i>Environmental</i>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 <input checked="" type="checkbox"/> All plastic components are recyclable at the end of their life. 	
<i>Weight Capacity</i>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Standard (up to 275 lbs) <input type="checkbox"/> Large-occupant (275+ lbs up to 400 lbs) 	
<i>Usage</i>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Single shift <input type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week) 	
A <i>Headrest</i>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference	
B <i>Backrest Height</i>	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> High <input type="checkbox"/> No preference	
C <i>Lumbar Support</i>	<input type="checkbox"/> Fixed position <input checked="" type="checkbox"/> Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No preference With lumbar support adjustable with a pump	
D <i>Armrests</i>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Height Adjustment <input checked="" type="checkbox"/> Lateral Adjustment <input checked="" type="checkbox"/> Fully Articulating
	<input type="checkbox"/> Fixed →	Armrest Style: <i>cushioned</i> <input checked="" type="checkbox"/> T-arm (DD) → <input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Cantilever <input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference
E <i>Seat Depth</i>	<input checked="" type="checkbox"/> Adjustable 15 inches to 18 inches <input type="checkbox"/> Fixed position <input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep	
F <i>Seat Width</i>	<input checked="" type="checkbox"/> Standard based on weight capacity chosen above (small seat pan)	
G <i>Seat Height</i>	<i>Rotary Chair</i>	<input type="checkbox"/> Adjustable – standard range <input checked="" type="checkbox"/> Adjustable - low range
	<i>Rotary Stool</i>	Adjustable
H <i>Tilt Mechanism</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Multifunction preference <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No
	<i>Rotary Stool</i>	<input checked="" type="checkbox"/> Multifunction preference <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference



I	Seat Angle and Backrest-to-seat Angle	Adjustable and lockable <i>(not applicable to weight sensitive tilt mechanisms)</i>
J	Casters	for use on: * carpet * hard surfaces
L	Footrest <i>(rotary stools only)</i>	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height
Finishes	Backrest:	* Upholstery <input type="checkbox"/> Non-upholstery <i>(ie. flexible plastic)</i> <input type="checkbox"/> Mesh Material
	Seat:	* Upholstery <input type="checkbox"/> Non-upholstery <i>(ie. flexible plastic)</i> <input type="checkbox"/> Mesh Material
	Base Frame:	<input type="checkbox"/> Metal * Plastic
Labelling and Instructions	* All chairs must be provided with labelling and instructions	
Accessibility	* Not applicable <input type="checkbox"/> Adjustment levers to be equipped with brail	
Additional Criteria	<ul style="list-style-type: none"> ➢ Additional Criteria must be generic, not Supplier specific and cannot contradict the RFSA Technical Specifications @ Annex A. ➢ May also request additional information such as photo representations of products being offered or inclusion of specific colour tones or listing of finish offerings available to be provided prior to contract award. ➢ Cushioned armrests 	

Table A3: Rotary Chair



CHAIR TYPE:	Quantity Required: <u> 8 </u>
* ROTARY CHAIR <input type="checkbox"/> ROTARY STOOL	
Instructions to Users:	
<ul style="list-style-type: none"> • Choose the attributes (<input type="checkbox"/> → *) that must be included for your requirement. Use 1 builder per type of chair. • Note: if more than 1 "*" is chosen then all attributes will be considered acceptable for the requirement. 	

Environmental	* All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 * All plastic components are recyclable at the end of their life.	
Weight Capacity	* Standard (up to 275 lbs) <input type="checkbox"/> Large-occupant (275+ lbs up to 400 lbs)	
Usage	* Single shift <input type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week)	
A	Headrest	* No <input type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference
B	Backrest Height	<input type="checkbox"/> Standard * High <input type="checkbox"/> No preference
C	Lumbar Support	<input type="checkbox"/> Fixed position * Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No preference With lumbar support adjustable with a pump
D	Armrests	* Adjustable * Height Adjustment Armrest Style: cushioned



			<input checked="" type="checkbox"/> Lateral Adjustment <input checked="" type="checkbox"/> Fully Articulating	<input checked="" type="checkbox"/> T-arm (DD) → <input type="checkbox"/> Cantilever	<input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Adjustable
		<input type="checkbox"/> Fixed →	<input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference		
E	<i>Seat Depth</i>	<input checked="" type="checkbox"/> Adjustable : 18 inches to 20 inches <input type="checkbox"/> Fixed position <input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep			
F	<i>Seat Width</i>	<input checked="" type="checkbox"/> Standard based on weight capacity chosen above			
G	<i>Seat Height</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Adjustable – standard range <input type="checkbox"/> Adjustable - low range		
		<i>Rotary Stool</i>	Adjustable		
H	<i>Tilt Mechanism</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference		
		<i>Rotary Stool</i>	<input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference		
I	<i>Seat Angle and Backrest-to-seat Angle</i>	Adjustable and lockable (not applicable to weight sensitive tilt mechanisms)			
J	<i>Casters</i>	for use on: <input checked="" type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surfaces			
L	<i>Footrest (rotary stools only)</i>	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height			
Finishes	Backrest:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input type="checkbox"/> Mesh Material			
	Seat:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input type="checkbox"/> Mesh Material			
	Base Frame:	<input type="checkbox"/> Metal <input checked="" type="checkbox"/> Plastic			
	<i>Labelling and Instructions</i>	<input checked="" type="checkbox"/> All chairs must be provided with labelling and instructions			
	<i>Accessibility</i>	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Adjustment levers to be equipped with brail			
	<i>Additional Criteria</i>	<ul style="list-style-type: none"> ➤ Additional Criteria must be generic, not Supplier specific and cannot contradict the RFSA Technical Specifications @ Annex A. ➤ May also request additional information such as photo representations of products being offered or inclusion of specific colour tones or listing of finish offerings available to be provided prior to contract award. ➤ Cushioned armrests 			



Table A4: Rotary Chair



CHAIR TYPE:	Quantity Required: <u> 6 </u>
<input checked="" type="checkbox"/> ROTARY CHAIR <input type="checkbox"/> ROTARY STOOL	
Instructions to Users:	
<ul style="list-style-type: none"> Choose the attributes (<input type="checkbox"/> → <input checked="" type="checkbox"/>) that must be included for your requirement. Use 1 builder per type of chair. Note: if more than 1 “<input checked="" type="checkbox"/>” is chosen then all attributes will be considered acceptable for the requirement. 	

<i>Environmental</i>	<input checked="" type="checkbox"/> All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 <input checked="" type="checkbox"/> All plastic components are recyclable at the end of their life.	
<i>Weight Capacity</i>	<input checked="" type="checkbox"/> Standard (up to 275 lbs) <input type="checkbox"/> Large-occupant (275+ lbs up to 400 lbs)	
<i>Usage</i>	<input checked="" type="checkbox"/> Single shift <input type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week)	
A <i>Headrest</i>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference	
B <i>Backrest Height</i>	<input type="checkbox"/> Standard <input checked="" type="checkbox"/> High <input type="checkbox"/> No preference	
C <i>Lumbar Support</i>	<input type="checkbox"/> Fixed position <input checked="" type="checkbox"/> Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No preference With <i>lumbar support adjustable with a pump</i>	
D <i>Armrests</i>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed	<input checked="" type="checkbox"/> Height Adjustment <input checked="" type="checkbox"/> Lateral Adjustment <input checked="" type="checkbox"/> Fully Articulating
	<i>Armrest Style: cushioned</i> <input checked="" type="checkbox"/> T-arm (DD) → <input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Cantilever	
	<input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference	
E <i>Seat Depth</i>	<input checked="" type="checkbox"/> Adjustable: 18 inches to 20 inches	
	<input type="checkbox"/> Fixed position	<input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep
F <i>Seat Width</i>	<input checked="" type="checkbox"/> Standard based on weight capacity chosen above	
G <i>Seat Height</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Adjustable – standard range <input type="checkbox"/> Adjustable - low range
	<i>Rotary Stool</i>	Adjustable
H <i>Tilt Mechanism</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference
	<i>Rotary Stool</i>	<input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference
I <i>Seat Angle and Backrest-to-seat Angle</i>	Adjustable and lockable (not applicable to weight sensitive tilt mechanisms)	
J <i>Casters</i>	for use on: <input checked="" type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surfaces	
L <i>Footrest (rotary stools only)</i>	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height	
<i>Finishes</i>	Backrest:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input type="checkbox"/> Mesh Material
	Seat:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input type="checkbox"/> Mesh Material



	Base Frame:	<input type="checkbox"/> Metal * Plastic
Labelling and Instructions	* All chairs must be provided with labelling and instructions	
Accessibility	* Not applicable <input type="checkbox"/> Adjustment levers to be equipped with brail	
Additional Criteria	<ul style="list-style-type: none"> ➢ Additional Criteria must be generic, not Supplier specific and cannot contradict the RFS Technical Specifications @ Annex A. ➢ May also request additional information such as photo representations of products being offered or inclusion of specific colour tones or listing of finish offerings available to be provided prior to contract award. ➢ Cushioned armrests 	

Table A5: Rotary Chair



CHAIR TYPE:	Quantity Required: <u> 2 </u>
* ROTARY CHAIR <input type="checkbox"/> ROTARY STOOL	
Instructions to Users:	
<ul style="list-style-type: none"> • Choose the attributes (<input type="checkbox"/> → *) that must be included for your requirement. Use 1 builder per type of chair. • Note: if more than 1 "*" is chosen then all attributes will be considered acceptable for the requirement. 	

Environmental	* All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 * All plastic components are recyclable at the end of their life.	
Weight Capacity	<input type="checkbox"/> Standard (up to 275 lbs) * Large-occupant (275+ lbs up to 500 lbs)	
Usage	* Single shift <input type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week)	
A Headrest	* No <input type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference	
B Backrest Height	* Standard <input type="checkbox"/> High <input type="checkbox"/> No preference	
C Lumbar Support	<input type="checkbox"/> Fixed position * Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No preference With lumbar support adjustable with a pump	
D Armrests	* Adjustable	* Height Adjustment * Lateral Adjustment * Fully Articulating
	<input type="checkbox"/> Fixed →	Armrest Style: cushioned * T-arm (DD) → <input type="checkbox"/> Fixed * Adjustable <input type="checkbox"/> Cantilever <input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference
E Seat Depth	* Adjustable 15 inches to 18 inches <input type="checkbox"/> Fixed position <input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep	
F Seat Width	* Standard based on weight capacity chosen above (small seat pan) – Around 24 inches wide	



G	Seat Height	Rotary Chair	<input type="checkbox"/> Adjustable – standard range * Adjustable - low range
		Rotary Stool	Adjustable
H	Tilt Mechanism	Rotary Chair	* Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference
		Rotary Stool	* Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference
I	Seat Angle and Backrest-to-seat Angle	Adjustable and lockable (not applicable to weight sensitive tilt mechanisms)	
J	Casters	for use on: * carpet * hard surfaces	
L	Footrest (rotary stools only)	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height	
Finishes	Backrest:	* Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) * Mesh Material	
	Seat:	* Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) * Mesh Material	
	Base Frame:	* Metal <input type="checkbox"/> Plastic	
	Labelling and Instructions	* All chairs must be provided with labelling and instructions	
	Accessibility	* Not applicable <input type="checkbox"/> Adjustment levers to be equipped with brail	
	Additional Criteria	<ul style="list-style-type: none"> ➤ Additional Criteria must be generic, not Supplier specific and cannot contradict the RFSA Technical Specifications @ Annex A. ➤ May also request additional information such as photo representations of products being offered or inclusion of specific colour tones or listing of finish offerings available to be provided prior to contract award. ➤ Cushioned armrests 	



Table A6: Rotary Chair



CHAIR TYPE:	Quantity Required: <u> 2 </u>
<input checked="" type="checkbox"/> ROTARY CHAIR	
<input type="checkbox"/> ROTARY STOOL	
Instructions to Users:	
<ul style="list-style-type: none"> Choose the attributes (<input type="checkbox"/> → <input checked="" type="checkbox"/>) that must be included for your requirement. Use 1 builder per type of chair. Note: if more than 1 "*" is chosen then all attributes will be considered acceptable for the requirement. 	

<i>Environmental</i>	<input checked="" type="checkbox"/> All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 <input checked="" type="checkbox"/> All plastic components are recyclable at the end of their life.		
<i>Weight Capacity</i>	<input type="checkbox"/> Standard (up to 275 lbs) <input checked="" type="checkbox"/> Large-occupant (275+ lbs up to 500 lbs)		
<i>Usage</i>	<input checked="" type="checkbox"/> Single shift <input type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week)		
A <i>Headrest</i>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference		
B <i>Backrest Height</i>	<input type="checkbox"/> Standard <input checked="" type="checkbox"/> High <input type="checkbox"/> No preference		
C <i>Lumbar Support</i>	<input type="checkbox"/> Fixed position <input checked="" type="checkbox"/> Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No preference With <i>lumbar support adjustable with a pump</i>		
D <i>Armrests</i>	<input checked="" type="checkbox"/> Adjustable	<input checked="" type="checkbox"/> Height Adjustment <input checked="" type="checkbox"/> Lateral Adjustment <input checked="" type="checkbox"/> Fully Articulating	<i>Armrest Style: cushioned</i> <input checked="" type="checkbox"/> T-arm (DD) → <input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Cantilever
	<input type="checkbox"/> Fixed	→	<input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference
E <i>Seat Depth</i>	<input checked="" type="checkbox"/> Adjustable : 18 inches to 20 inches		
	<input type="checkbox"/> Fixed position	<input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep	
F <i>Seat Width</i>	<input checked="" type="checkbox"/> Standard based on weight capacity chosen above – Around 24 inches wide		
G <i>Seat Height</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Adjustable – standard range <input type="checkbox"/> Adjustable - low range	
	<i>Rotary Stool</i>	Adjustable	
H <i>Tilt Mechanism</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference	
	<i>Rotary Stool</i>	<input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference	
I <i>Seat Angle and Backrest-to-seat Angle</i>	Adjustable and lockable (not applicable to weight sensitive tilt mechanisms)		
J <i>Casters</i>	for use on: <input checked="" type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surfaces		
L <i>Footrest (rotary stools only)</i>	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height		
<i>Finishes</i>	Backrest:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input checked="" type="checkbox"/> Mesh Material	
	Seat:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input checked="" type="checkbox"/> Mesh Material	
	Base Frame:	<input checked="" type="checkbox"/> Metal <input type="checkbox"/> Plastic	



<i>Labelling and Instructions</i>	* <i>All chairs must be provided with labelling and instructions</i>	
<i>Accessibility</i>	* <i>Not applicable</i> <input type="checkbox"/> <i>Adjustment levers to be equipped with brail</i>	
<i>Additional Criteria</i>	<ul style="list-style-type: none">➤ <i>Additional Criteria must be generic, not Supplier specific and cannot contradict the RFSA Technical Specifications @ Annex A.</i>➤ <i>May also request additional information such as photo representations of products being offered or inclusion of specific colour tones or listing of finish offerings available to be provided prior to contract award.</i>➤ <i>Cushioned armrests</i>	



ANNEX B - BASIS OF PAYMENT

1. Procurement Strategy

All-inclusive Procurement

2. Product and Pricing

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

ALL-INCLUSIVE PROCUREMENT

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

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty (A)	Manufacturer/Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Chair (to be delivered pre-assembled)	2		\$	\$
A2	Rotary Chair (to be delivered pre-assembled)	4			
A3	Rotary Chair (to be delivered pre-assembled)	8			
A4	Rotary Chair (to be delivered pre-assembled)	6			
A5	Rotary Chair (to be delivered pre-assembled)	2			
A6	Rotary Chair (to be delivered pre-assembled)	2			
				Subtotal:	\$



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

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A1	Statistics Canada 170 Tunney’s Pasture Driveway K1A 0T6 Ottawa ON Canada	By May 7, 2024	During Normal Business Hours	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 7:00 – 15:00 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.			Subtotal for Deliveries:		\$

Table 3 – Installation Not Applicable

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

Table 7 - Canada’s Facilities to Accommodate the Delivery

Canada’s Facilities to Accommodate the Delivery	
Loading Dock/Location	170 Tunney’s Pasture Driveway K1A 0T6 Ottawa ON Canada
Dock	Accommodates all vehicles.
Lift	<i>Scissor lifts to ground 10,000 lbs capacity</i>
Door	53’1” or 3.9 meters clearance
Freight Elevator	Beside loading dock B1W18

Table 8 - Bid Evaluation and Contract Total

(Canada may complete if not completed by the Bidder)

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

*Applicable taxes extra.



Table 9 – Bidder’s Authorized Representative

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