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**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

See Section 2.2 Voir Section 2.2
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**STANDARD REQUEST FOR BID**

**INVITATION À SOUMISSIONNER - STANDARD**

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

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

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

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

<b>Date of Solicitation – Date de la demande</b> October 26, 2021
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>  See Section 6, Article 6.5.1. Voir Section 6, Article 6.5.1
<b>Destination</b>  See Annex B, Table 2 Voir Annexe B, Tableau 2

**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.

<b>Solicitation No. - N° de la demande</b>  100019099	<b>Amendment No. - N° de modification</b>
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<b>Solicitation closes – La demande prend fin :</b>  at – à 2:00 p.m. EDT  on – le November 15, 2021  See Section 2.3 Voir Section 2.3	<b>File No. - N° de dossier</b>
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<b>Supplier Name and Address – Nom et adresse du fournisseur</b>  Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
<b>Name and title of person authorized to sign on behalf of supplier (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)</b>
<b>Signature : _____ Date : _____</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security associated with this requirement.

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

### **1.2 Requirement**

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

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

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

This requirement is a:

General Stream Procurement

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

PSAB Stream Procurement

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

### **1.4 Canadian Content**

The requirement is limited to Canadian goods.

### **1.5 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

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 Employment and Social Development Canada (ESDC) Bid Receiving Unit specified below via email by the date and time indicated on page 1 of the bid solicitation:

NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca

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

### **2.3 Enquiries - Bid Solicitation**

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

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

## 2.4 Bid Challenge and Recourse Mechanisms

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

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

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

Canada requests that Bidders provide their bid in separate files, in soft copy, as follows:

- Section I: Technical Bid (1 soft copy via e-mail);
- Section II: Financial Bid (1 soft copy via e-mail);
- Section III: Certifications and Additional Information (1 soft copy via e-mail).

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

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

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

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

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

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

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

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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

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

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

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

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

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

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

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

#### **5.1.2 Product Conformance**

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

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

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

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

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

#### **5.2.1 Federal Contractors Program for Employment Equity - Bid Certification**

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

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

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

### 6.2 Requirement

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

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

6.2.2 This requirement is a

General Stream

PSAB Stream

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

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

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

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

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

making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs." All other provisions of the warranty section remain in effect.

#### Section 16 - Interest on Overdue Accounts

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract Award to March 21, 2022.

#### **6.4.3 Delivery Date**

All deliverables must be received no later than March 21, 2022 or

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

#### **6.4.4 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.

#### **6.4.5 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: *(to be completed at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ \_ \_\_\_\_ \_  
E-mail address: \_\_\_\_\_

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

### 6.5.2 Project Authority

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

Name: Brittany Sherman  
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(s) 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**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **6.6.3 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 must be forwarded via e-mail to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

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

## **6.9 Applicable Laws**

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

## **6.10 Priority of Documents**

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

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2020-05-28) – General Conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Specifications – Office Seating
- (g) Annex E, Floorplan
- (h) the Contractor's bid dated \_\_\_\_\_ (*to be completed at contract award*)

## **6.11 Access to Facilities and Equipment**

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

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

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

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

## **6.13 Standard finishes**

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

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

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

#### **6.14 SACC Manual Clauses**

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

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




**ANNEX A**  
**REQUIREMENT**

**Table A1: Rotary Chair Large Occupant – ‘A’ Hard Surface CSO Chair**



<b>CHAIR TYPE</b>	<b>QTY: <u>  5  </u></b>
<input type="checkbox"/> Rotary Chair (up to 275 lbs) <input checked="" type="checkbox"/> Rotary Chair large occupant (275 to 400 lbs) <input type="checkbox"/> Rotary Stool	

<b>Continuance of Certifications and additional information:</b>				
Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.				
<b>Criteria</b> <i>Instructions</i>	<b>Requirement Choices</b> <i>(dimensions reflect Specifications for Office Seating (SA) )</i>			
<b>A</b> <b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable <i>(if applicable, indicate type of adjustment in additional criteria below)</i> <b>*Recommended with Standard Back Height</b> <input checked="" type="checkbox"/> No			
<b>B</b> <b>Backrest Height</b> <i>choose only 1</i>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input checked="" type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference			
<b>B</b> <b>Backrest Style Preference(s)</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i> <input type="checkbox"/> 			
<b>C</b> <b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Up/Down & In/Out <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
<b>D</b> <b>Armrests</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = min. 75 mm (3.0 in.) adjustment between 443 mm (17.0 in.) to 493 mm (19.4 in.) <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None			
<b>E</b> <b>Seat Depth</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				

<b>F</b>	<b>Seat Width</b>	<p><i>Refer to chair type above</i></p> <p>Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)</p>	
<b>G</b>	<p><b>Seat Height</b></p> <p>choose ALL that are acceptable</p>	<p><b>Rotary Chair</b></p>	<p><input checked="" type="checkbox"/> Adjustable</p> <p> <input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more  <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.)  <input type="checkbox"/> other = *specify additional criteria below         </p> <p><input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)</p>
		<p><b>Rotary Stool</b> choose 1</p>	<p><input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)</p>
<b>H</b>	<p><b>Tilt Mechanism</b></p> <p>choose ALL that are acceptable</p>	<p><input type="checkbox"/> Synchro-tilt = Preset ratio &gt;1:1  <input type="checkbox"/> Unison-tilt = Preset ratio of 1:1  <input checked="" type="checkbox"/> Independent-tilt = Seat and backrest angle adjust independently of each other</p>	
<b>I</b>	<p><b>Seat and Backrest Locks</b></p> <p>choose ALL that are acceptable</p>	<p><input checked="" type="checkbox"/> Setup Position = chair locks into position with seat flat and backrest straight  <input type="checkbox"/> Multiple Positions = chair locks into setup position plus other angles for seat and backrest</p>	
<b>J</b>	<b>Casters</b>	<p><input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface</p>	
<b>L</b>	<b>Foot Ring</b>	<p>Standard with stool models only</p>	
	<p><b>Finishes</b> (Upholstery / Non-Upholstery)</p>	<p>Backrest</p>	<p><input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other _____*specify additional criteria below  <input checked="" type="checkbox"/> Breathable material (Mesh)</p>
		<p>Seat</p>	<p><input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other _____*specify additional criteria below  <input type="checkbox"/> Breathable material (Mesh)</p>
	<p><b>Additional Criteria:</b> If applicable:</p>	<p>➤ A metal base is requested.</p>	

**Table A2: Rotary Stool – ‘A’ CSO Stool**



<b>CHAIR TYPE</b>	<b>QTY: 20</b>
<input type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (275 to 400 lbs) <input checked="" type="checkbox"/> Rotary Stool	

**Continuance of Certifications and additional information:**

Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

Criteria Instructions	Requirement Choices (dimensions reflect Specifications for Office Seating (SA))			
<b>A</b> <b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) <b>*Recommended with Standard Back Height</b> <input checked="" type="checkbox"/> No			
<b>B</b> <b>Backrest Height</b> choose <b>only 1</b>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input checked="" type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference			
<b>B</b> <b>Backrest Style Preference(s)</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>C</b> <b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Up/Down & In/Out <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
<b>D</b> <b>Armrests</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = min. 75 mm (3.0 in.) adjustment between 443 mm (17.0 in.) to 493 mm (19.4 in.) <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None			
<b>E</b> <b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
<b>F</b> <b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)			

<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>	<input type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2 in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> other = *specify additional criteria below
		<b>Rotary Stool</b> <i>choose 1</i>	<input checked="" type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)	
<b>H</b>	<b>Tilt Mechanism</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Synchro-tilt = Preset ratio >1:1 <input type="checkbox"/> Unison-tilt = Preset ratio of 1:1 <input checked="" type="checkbox"/> Independent-tilt = Seat and backrest angle adjust independently of each other		
<b>I</b>	<b>Seat and Backrest Locks</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Setup Position = chair locks into position with seat flat and backrest straight <input type="checkbox"/> Multiple Positions = chair locks into setup position plus other angles for seat and backrest		
<b>J</b>	<b>Casters</b>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface		
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only		
	<b>Finishes</b> <i>(Upholstery / Non-Upholstery)</i>	Backrest	<input checked="" type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other _____ *specify additional criteria below
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other _____ *specify additional criteria below
	<b>Additional Criteria:</b> <i>If applicable:</i>	➤ A metal base and foot ring are requested.		


**Table A3: Rotary Chair – 'B' Task Chairs for Carpet**



<b>CHAIR TYPE</b>	<b>QTY: 24</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (275 to 400 lbs) <input type="checkbox"/> Rotary Stool	

**Continuance of Certifications and additional information:**

Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

Criteria Instructions	Requirement Choices (dimensions reflect Specifications for Office Seating (SA))			
<b>A</b> <b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) <b>*Recommended with Standard Back Height</b> <input checked="" type="checkbox"/> No			
<b>B</b> <b>Backrest Height</b> choose <b>only 1</b>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input checked="" type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference			
<b>B</b> <b>Backrest Style Preference(s)</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>C</b> <b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Up/Down & In/Out <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
<b>D</b> <b>Armrests</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = min. 75 mm (3.0 in.) adjustment between 443 mm (17.0 in.) to 493 mm (19.4 in.) <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None			
<b>E</b> <b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top; margin-left: 10px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
<b>F</b> <b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)			

<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> <b>Adjustable</b> <input type="checkbox"/> <b>Standard</b> = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> <b>Low</b> = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> <b>other</b> = *specify additional criteria below
			<input type="checkbox"/> <b>Fixed</b> = between 417 mm (16.4 in.) to 512 mm (20.2 in.)
		<b>Rotary Stool</b> <i>choose 1</i>	<input type="checkbox"/> <b>Adjustable</b> = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> <b>Fixed</b> = equal or greater than 670 mm (27.5 in)
<b>H</b>	<b>Tilt Mechanism</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> <b>Synchro-tilt</b> = Preset ratio >1:1 <input type="checkbox"/> <b>Unison-tilt</b> = Preset ratio of 1:1 <input checked="" type="checkbox"/> <b>Independent-tilt</b> = Seat and backrest angle adjust independently of each other	
<b>I</b>	<b>Seat and Backrest Locks</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> <b>Setup Position</b> = chair locks into position with seat flat and backrest straight <input checked="" type="checkbox"/> <b>Multiple Positions</b> = chair locks into setup position plus other angles for seat and backrest	
<b>J</b>	<b>Casters</b>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only	
	<b>Finishes</b> <i>(Upholstery / Non-Upholstery)</i>	Backrest	<input checked="" type="checkbox"/> <b>Upholstery</b> <input type="checkbox"/> <b>Other</b> _____ *specify additional criteria below <input checked="" type="checkbox"/> <b>Breathable material (Mesh)</b>
		Seat	<input checked="" type="checkbox"/> <b>Upholstery</b> <input type="checkbox"/> <b>Other</b> _____ *specify additional criteria below <input type="checkbox"/> <b>Breathable material (Mesh)</b>
	<b>Additional Criteria:</b> <i>If applicable:</i>	<p>➤ A metal base is requested.</p>	


**Table A4: Rotary Chair – 'C' Task Chair for Print Room**



<b>CHAIR TYPE</b>	<b>QTY: 2</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (275 to 400 lbs) <input type="checkbox"/> Rotary Stool	

**Continuance of Certifications and additional information:**

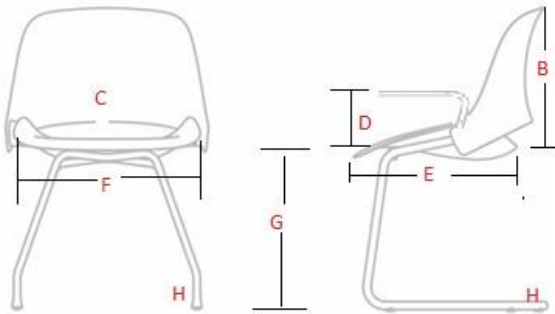
Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

Criteria Instructions	Requirement Choices (dimensions reflect Specifications for Office Seating (SA))			
<b>A</b> <b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) <b>*Recommended with Standard Back Height</b> <input checked="" type="checkbox"/> No			
<b>B</b> <b>Backrest Height</b> choose <b>only 1</b>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input checked="" type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference			
<b>B</b> <b>Backrest Style Preference(s)</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>C</b> <b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Up/Down & In/Out <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
<b>D</b> <b>Armrests</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = min. 75 mm (3.0 in.) adjustment between 443 mm (17.0 in.) to 493 mm (19.4 in.) <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None			
<b>E</b> <b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
<b>F</b> <b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)			

<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> <b>Adjustable</b> <input type="checkbox"/> <b>Standard</b> = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> <b>Low</b> = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> <b>other</b> = *specify additional criteria below
			<input type="checkbox"/> <b>Fixed</b> = between 417 mm (16.4 in.) to 512 mm (20.2 in.)
		<b>Rotary Stool</b> <i>choose 1</i>	<input type="checkbox"/> <b>Adjustable</b> = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> <b>Fixed</b> = equal or greater than 670 mm (27.5 in)
<b>H</b>	<b>Tilt Mechanism</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> <b>Synchro-tilt</b> = Preset ratio >1:1 <input type="checkbox"/> <b>Unison-tilt</b> = Preset ratio of 1:1 <input checked="" type="checkbox"/> <b>Independent-tilt</b> = Seat and backrest angle adjust independently of each other	
<b>I</b>	<b>Seat and Backrest Locks</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> <b>Setup Position</b> = chair locks into position with seat flat and backrest straight <input type="checkbox"/> <b>Multiple Positions</b> = chair locks into setup position plus other angles for seat and backrest	
<b>J</b>	<b>Casters</b>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> <b>hard surface</b>	
<b>L</b>	<b>Foot Ring</b>	<i>Standard with stool models only</i>	
	<b>Finishes</b> <i>(Upholstery / Non-Upholstery)</i>	<b>Backrest</b>	<input type="checkbox"/> Upholstery <input type="checkbox"/> <b>Other</b> _____ *specify additional criteria below <input checked="" type="checkbox"/> <b>Breathable material (Mesh)</b>
		<b>Seat</b>	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> <b>Other</b> _____ *specify additional criteria below <input type="checkbox"/> <b>Breathable material (Mesh)</b>
	<b>Additional Criteria:</b> <i>If applicable:</i>	<p>➤ <i>Seat and back must be non-fabric for low dust environment.</i></p>	



**Table A5: Side Chair**



<b>Side Chair</b>	<b>QTY: 5</b>
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Note: dimensions reflect Specifications for Office Seating (SA)

**Continuance of Certifications and additional information:**

Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

	<b>Criteria</b> <i>Instructions</i>	<b>Requirement Choices</b> <i>(dimensions reflect Specifications for Office Seating (SA))</i>
	<b>B</b> <i>Backrest Height</i>	Standard = minimum height of 354 mm (13.9 in)
	<b>B</b> <i>Backrest Style Preference(s)</i> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i>
	<b>C</b> <i>Lumbar Support</i> <i>choose only 1</i>	<input type="checkbox"/> Yes = height adjustment between 150 mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> No
	<b>D</b> <i>Armrests</i> <i>choose only 1</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>E</b> <i>Seat Depth</i> <i>choose only 1</i>	Fixed <input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
	<b>F</b> <i>Seat Width</i>	Standard = minimum width of 400 mm (15.7 in.)
	<b>G</b> <i>Seat Height</i>	Fixed = between 417 mm (16.4 in.) and 512 mm (20.2 in.)
	<b>H</b> <i>Stacking:</i> <i>choose only 1</i>	<input type="checkbox"/> Horizontal (nesting) <input type="checkbox"/> Vertical <input checked="" type="checkbox"/> No preference
	<b>H</b> <i>Base Style</i> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Legs (4 post) <input checked="" type="checkbox"/> Casters <input type="checkbox"/> Glides <input type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input type="checkbox"/> Other _____
	<b>Finishes (Upholstery)</b>	Backrest <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other _____ <i>*specify additional criteria below</i> <input checked="" type="checkbox"/> Breathable material (Mesh)

	<b>Non-Upholstery)</b> <i>choose ALL that are acceptable</i>	<b>Seat</b>	■ Upholstery      □ Other _____ <i>*specify additional criteria below</i> ■ Breathable material (Mesh)
	<i>Additional Criteria: If applicable</i>		

## ANNEX B

### BASIS OF PAYMENT

#### 1. Procurement Strategy

Subcategory Procurement

All-inclusive Procurement

#### 2. Product and Pricing

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

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

**ALL-INCLUSIVE PROCUREMENT**

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

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Chair Large Occupant – ‘A’ Hard Surface CSO Chair	5		\$	\$
A2	Rotary Stool – ‘A’ CSO Stool	20		\$	\$
A3	Rotary Chair – ‘B’ Task Chairs for Carpet	24			
A4	Rotary Chair – ‘C’ Task Chair for Print Room	2			
A5	Side Chair	5			
				Subtotal:	\$
NSA products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an AIP). The Supply Arrangement Holder signs and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C					

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

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A1 – A5	1783 Hamilton St, Regina, SK S4P 2B4	2022-03-21	[Normal] Business Hours	____ : weeks  Standard Lead time is between 6-10 weeks for furniture delivery and installation.	\$
*Normal Business Hours are 8:00 – 17:00 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.			Subtotal for Deliveries:		\$

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

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	1783 Hamilton Street Regina, SK S4P 2B4
Dock	It can accommodate a 20-24' truck maximum
Lift	No Lift
Door	
Freight Elevator	Near the Loading Zone (See floorplan)
Other (specify, if any)	As an alternative to the loading dock, there is an offloading option along Hamilton Street. The vendor could assess (via street view) the Hamilton Street loading options to determine if it would accommodate their preferred vehicle. The vendor should make use of the loading dock where possible. In this case, street off-loading does not apply. If the vendor chooses <b>not</b> to make use of the loading dock, then the vendor would be required to obtain a permit from the City of Regina to make use of the loading zone on Hamilton Street. Additionally, we would require advanced notice of delivery allow approval by the building's management team. <b>In all cases delivery must include the product being removed from the truck and off-loaded into the space/storage for install;</b>

**Table 4 – Installation** (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 install on the date and at the time below*	Firm Price \$
A1 – A5	1783 Hamilton St, Regina, SK S4P 2B4	2022-03-21	[Normal] Business Hours	____ : weeks  Standard Lead time is between 6-10 weeks for furniture delivery and installation.	\$
*Normal Business Hours are 8:00 – 17:00 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.  <i>(Instruction to IUs: Add/remove rows as needed)</i>			Subtotal for Installations:		\$

**Table 5 - Bid Evaluation and Contract Total for \_\_\_\_\_**  
(Canada may complete if not completed by the Bidder)

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

\*Applicable taxes extra.

**Table 6 – Bidder’s Authorized Representative**

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

## ANNEX C

### SPECIFICATIONS – OFFICE SEATING

#### 1.0 Scope

- 1.1 These specifications detail the technical requirements for rotary chairs, stools and side chairs used in office environments to be purchased by the federal government. This is to be read in conjunction with the Canadian standards publication “CAN/CGSB-44.232-2018 Chairs for Office Environments”.

#### 2.0 Testing Requirements

- 2.1 All chairs must meet the requirements and have been tested in accordance with CAN/CGSB-44.232, unless otherwise specified.
- 2.2 Rotary Chairs and Stools designed for large-occupant seating must meet the performance testing as described in ANSI/BIFMA X5.11 – General Purpose Large Occupant Office Chairs – tests.
- 2.3 Testing Reports:
- 2.3.1 Test reports must not be more than five years old from the date the test was performed.
- 2.3.2 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing Standards. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s)
- 2.3.3 Product Changes: When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility
- 2.3.4 All tests must be completed by an acceptable test facility. See 5.9 under **Terminology** for Acceptable Test Facility.

#### 3.0 Priority of Documents

- 3.1 In the event of discrepancy between this specification and the Testing Requirements at section 2.0, the following priority of documents apply:
- Specifications for Office Seating
  - CAN/CGSB 44.232
  - ANSI/BIFMA X5.11

#### 4.0 Terminology

- For the purpose of this specification the following definitions apply:
- 4.1 Rotary Chairs and Stools: Chairs with seat rotation for computer and non-computer use. For single-shift usage in an office environment, EXCLUDES chairs under 24/7 applications.
- 4.1.1 Rotary Chair: A chair intended to allow the user to sit at a seated-height work surface.
- 4.1.2 Stools: A chair intended to allow the user to sit at a standing-height work surface.
- 4.2 Footrest: A component of a stool that supports the user's feet above the floor.
- 4.3 Side Chair: A chair with or without seat rotation for non-computer use.
- 4.4 Series: Is comprised of models of chairs that have structural relationships and like construction.
- 4.5 Armrest: A component of a chair intended to provide support to the occupant's forearm.
- 4.6 Headrest: An optional component of a chair that supports the head, attached to the backrest.
- 4.7 Large-Occupant Seating: Designed to support a weight that exceeds 125kg (275 lbs) but is less than 181 kg (400 lbs).
- 4.8 Environmentally Appropriate Materials: Materials that have minimal to no negative impact on the environment. These materials may include, but are not limited to, eco-friendly fibres and rapidly renewable resources.

- 4.9 Recyclable: A component, which after its intended use, can be recovered or reprocessed and diverted from the solid waste stream.
- 4.10 Acceptable Test Facility: Is defined as an ISO/IEC17025 accredited laboratory listed in the Standard Council of Canada (SCC) Accreditation Program, the A2LA, or the CGSB Laboratory Acceptance Program for the applicable scope of testing requested.
- 4.11 CFC: Is defined as a chlorofluorocarbon.
- 4.12 PBDE: Is defined as polybrominated diphenyl ether.
- 4.13 Tilt Mechanism: A tilt mechanism is a device, which enables the seat and backrest to deviate from a horizontal or vertical position, or both.
- 4.14 Upholstery: as covered in CAN/CGSB-44.232 (woven, coated and knit fabrics)
- 4.15 Non-Upholstery: upholstery not defined in 4.14 which covers the seat and backrest giving the final product an attractive surface appearance

## **5.0 Detailed Requirements - Rotary Chairs and Stools**

- 5.1 All rotary chairs and stools must meet the dimensions and adjustment ranges as per CAN/CGSB-44.232, unless otherwise specified.
- 5.2 Seat Depth – must be available as fixed or adjustable.
- 5.3 Seat Height –
  - 5.3.1 Rotary Chairs - must be available as fixed or adjustable.
  - 5.3.2 Stools – must be available as fixed or adjustable.
    - 5.3.2.1 If fixed, must be equal or greater than 670 mm (27.5 in).
    - 5.3.2.2 If adjustable, must include range from 580mm (23 in.) to 840 mm (33 in.).
- 5.4 Seat Angle – must be available as fixed or adjustable.
- 5.5 Lumbar Support Height – must be available as fixed or adjustable.
- 5.6 Backrest-to-seat angle – must be available as fixed or adjustable.
- 5.7 Backrest angle – must be available as fixed or adjustable.
- 5.8 Armrest Height – must be available as fixed or adjustable.
- 5.9 Tilt Mechanisms – must be available with a tilt mechanism or tilt independently.
- 5.10 Casters – must be available.
- 5.11 Foot Support – stools must be equipped with an integrated footrest.
- 5.12 Headrest – if available, must be adjustable.
- 5.13 Seat Waterfall edge – must be curved downward.
  - 5.13.1 Vertical Height: must be equal or greater than 40 mm (1.6").
  - 5.13.2 Radius: must be within the range of 40 mm (1.6") to 120 mm (4.7").

## **6.0 Detailed Requirements - Side Chairs**

- 6.1 All side chairs must meet the dimensions and adjustment ranges as per CAN/CGSB-44.232, unless otherwise specified below;
- 6.2 Seat Depth, Height and Angle – must be fixed.
- 6.3 Lumbar Support Height – if available must be available as a fixed height.
- 6.4 Backrest – must be available.
- 6.5 Backrest-to-seat angle – must be available as fixed.
- 6.6 Armrests – if available must be either fixed or adjustable.
  - 6.6.1 Armrests are exempt from the Armrest setback requirement of CAN/CGSB-44.232.
- 6.7 Casters – must be available with or without casters.
- 6.8 Stacking – must be available as stacking or non-stacking.

## **7.0 Seat and Back Rest Covering**

- 7.1 Upholstery must be manufactured from 100% recycled material or from other environmentally appropriate materials.
- 7.2 Offerings - the following are minimum requirements, at no charge to Canada;
  - 7.2.1 Upholstery – A minimum of 10 solid colours and 5 patterned offerings. Each patterned offering to have a minimum of 10 colour variations. This can include a combination of all upholstery offerings such as woven, coated and knit fabrics.



- 7.2.2 Non-upholstery – a minimum of 3 colour variations for each type of non-upholstery offered.

## **8.0 Sustainability & Environmental Requirements**

### **8.1 Sustainability:**

- 8.1.1 Products must be certified by an independent third-party as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieved a minimum of Level® 1. In order to be compliant, the following sections must be met as well as all the other requirements to achieve the minimum to Level® 1 of ANSI/BIFMA e3 Furniture Sustainability Standard:

### **8.2 Resource Input**

- 8.2.1 Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- 8.2.2 Steel used in the manufacture of the chairs must contain a minimum of 25% recycled content.
- 8.2.3 All plastic components must be recyclable at the end of their life.

### **8.3 Product Design**

- 8.3.1 Replacement components must be available to replace broken pieces during the Warranty period.

### **8.4 Solid Waste Diversion Program**

- 8.4.1 The chairs must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.

### **8.5 Products Free from CFCs and PBDEs**

- 8.5.1 Chairs must not contain chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE).

### **8.6 Hazardous and Toxic Material Management System**

- 8.6.1 The manufacturer of the chairs must have a hazardous and toxic material management system in place at the production and associated facilities where the chairs are produced.

### **8.7 Corrugated Packaging**

- 8.7.1 If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre or come from a sustainable managed forest

### **8.8 Upon request the Supplier or Manufacture must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.**

## **9.0 Preparation for Delivery**

### **9.1 In addition to the marking requirement stated in CAN/CGSB-44.232, the chairs must be permanently and legibly marked on the under surface of the seat with:**

- a. The name or the recognized trademark of the manufacturer
- b. The product number
- c. The contract number; and
- d. The date of manufacture

### **9.2 Labelling: When the textile labelling legislation of the federal and/or provincial governments applies to textile component parts of chairs, Suppliers of this specification must ensure that they are in compliance with the requirements of the legislations.**

### **9.3 Preparation for delivery must conform to normal commercial practice.**

## **10.0 Maintenance**

Upon the request of Canada, the Supplier or Manufacturer must submit, in both official languages and at no additional cost, the instructions for recommended repair and/or maintenance procedures for all products. This request must be fulfilled within 10 business days of receipt.