

**Request for Tender for Office Furniture  
RFT WG25-012**

**July 2025**

**Late Submissions Will Not be Accepted**

You are hereby invited to bid the lowest net prices for which you are prepared to furnish the merchandise or services described, all in accordance with the Terms and Conditions and other instructions as stated in this document.

**Note:** It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.

The Lowest or Any Bid Will Not Necessarily Be Accepted.

Company Name: \_\_\_\_\_

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## **Section A – Terms of Conditions**

### **1. Form of Tender**

All Tenders must be upon the forms provided, submitted in **sealed packages, clearly marked with RFT number and project description and Bidder's company name.** The package shall include one (1) original. Please see "Completion of Tender" for a listing of documents to include for this submission.

### **2. Definitions**

<b>Municipality:</b>	Refers to "The Municipality of West Grey"
<b>Owner:</b>	Refers to "The Municipality of West Grey"
<b>Bidder:</b>	Refers to "any eligible entity providing a Tender"
<b>Successful Bidder:</b>	Refers, in the event of an award, "to the selected Bidder"
<b>RFT:</b>	Refers to "Request for Tender"

### **3. Accessibility**

As of January 1, 2012, Bidders must meet the requirements of the Customer Service Standard of the Accessibility for Ontarians with Disabilities Act, 2005.

### **4. Tender Closing**

**Tender submissions must be received by:**

**Municipality of West Grey  
402813 Grey Road 4, Durham, ON N0G 1R0  
Karl Schipprack, Director of Community and Development Services  
[bidsandtenders@westgrey.com](mailto:bidsandtenders@westgrey.com)  
No later than 11:30:00 a.m. local time, Wednesday August 13, 2025.**

The Municipality is not responsible for Submissions which are not properly marked and/or delivered to any other location than that specified.

### **5. Late Submissions**

Tenders received after the official closing time will not be considered during the selection process and will be returned unopened to the respective Bidder.

## **6. Electronic Submissions**

Electronically transmitted submissions can be sent to [bidsandtenders@westgrey.com](mailto:bidsandtenders@westgrey.com). No emails sent to this address will be read until after the closing date. Do not send questions to this address.

## **7. Tender Opening**

All tenders will be opened on Wednesday August 13, 2025 and results can be sent out upon request.

## **8. Completion of the Tender**

All entries shall be clear and legible, and made in a non-erasable medium, and signed in ink. All items shall be submitted according to any instruction in the Request for Tender Documents.

Alterations may be made, providing they are legible and initialed by the Bidder's signing officer. Tenders which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

## **9. Tender Withdrawal**

Any tender may be withdrawn prior to the scheduled time for tender closing, or authorized postponement thereof.

## **10. Bidder Expense**

Any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will **not** be charged to the Municipality.

## **11. Examination of Request for Tender Documents**

Each Bidder must satisfy himself/herself by a personal study of the RFT documents respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after Submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this RFT.

Prices must include **all incidental costs**, and the Bidder must be satisfied as to the full requirements of the RFT. No claims for extra work will be entertained and any additional work must be authorized in writing prior to commencement. Should the bidder require more information or clarification on any point, it must be obtained prior to the submission of the RFT.

## **12. Inquiries, Discrepancies and Interpretations**

Should a bidder find omissions from or discrepancies in any of the RFT documents, or should the bidder be in doubt as to the meaning of any part of such documents, the bidder shall notify the designated contact person and office without delay. If the designated contact person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFT documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the tender documents.

Inquiries must be received no later than three (3) business days prior to the closing date of the RFT; otherwise, a response may not be provided.

## **13. Acceptance or Rejection of Tenders**

- a) The Municipality reserves the right to reject any or all tenders, and to waive formalities as the interests of the Municipality may require without stating reasons, therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Municipality shall not be required to award or accept a tender, or recall the tenders at a later date:

- i. When only one tender has been received as a result of the tender call;
  - ii. Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
  - iii. When all tenders received fail to comply with the Specifications or tender terms and conditions; and
  - iv. Where a change in the scope of work or specifications is required.
- b) The Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any bidder by reason of the acceptance or the non-acceptance by the Municipality of any tender or by reason of any delay in the acceptance of a tender, except as provided in the tender document.
  - c) Each tender shall be open for acceptance by the Municipality for a period of thirty (30) calendar days following the date of closing.

- d) Where the tender documents do **not** state a definite delivery/work schedule and a submitted tender is based on an unreasonable delivery/work schedule, the tender may be rejected.

#### **14. Errors and/or Omissions**

The Municipality shall not be held liable for any errors and/or omissions in any part of this RFT. While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFT, the information contained in the RFT is supplied solely as a guideline for bidder(s). The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFT is intended to relieve the bidder from forming their own opinions and conclusions with respect to the matters addressed in the RFT.

#### **15. Addenda**

If required by the Municipality, addenda will be posted on westgrey.com website. It is the bidder's ultimate responsibility to ensure all addenda's have been received.

Bidder shall be required to acknowledge receipt of addenda on the Bidder's Information/Addenda Acknowledgement Form contained in the tender document.

#### **16. Tender Award Procedures**

Unless stated otherwise, the following procedures will apply:

- a) The Municipality will notify the successful bidder of the award within thirty (30) calendar days of the tender closing.
- b) Notice of acceptance of tender will be by telephone and by written notice.
- c) Following receipt of the required documents, the successful bidder will receive written authority, in the form of a professional services agreement and/or official purchase order, to proceed with the Work.

#### **17. Notification of Award**

The Municipality will notify only the bidder presenting the awarded tender in writing.

#### **18. Harmonized Sales Tax (HST)**

All prices within this document shall be quoted exclusive of HST.

## **19. Terms of Payment**

The normal terms of payment for the Municipality will be net thirty (30) calendar days. Invoices shall be forwarded to:

Municipality of West Grey  
402813 Grey Rd. 4,  
Durham, ON, N0G 1R0  
[accountspayable@westgrey.com](mailto:accountspayable@westgrey.com)

## **20. Assignment of Contract**

The successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Municipality, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

## **21. Contact(s)**

All requests for information, instructions or clarifications regarding this request for tender (RFT) must be submitted in writing and directed to:

Municipality of West Grey  
402813 Grey Rd. 4, Durham, ON N0G 1R0  
Phone: (519) 369 2200, Ext. 234  
Karl Schipprack, CBCO, Director of Community and Development Services  
[kschipprack@westgrey.com](mailto:kschipprack@westgrey.com)

All questions related to this RFT or any clarification with respect to this RFT must be made no later than (3) three days prior to closing in order that West Grey staff may have sufficient time to respond. The Municipality reserves the right to extend the deadline for questions, if required.

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFT will be posted as an RFT Addendum.

## **22. Tender Evaluation**

All submissions must follow the requirements of the RFT process to be considered.



### **23. Cancellation**

The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non performance, late deliveries, inferior quality, pricing problems, etc.

### **24. Conflict of Interest**

This tender is made by the bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a tender for the same work and is in all respects fair and without collusion or fraud.

The tendered price must conform to the Municipality of West Grey's specifications attached hereto and forming part of this tender.

### **25. Freedom of Information**

All correspondence, documentation and information provided shall become the property of the West Grey. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Tenders received by the West Grey become a public record. Once a Tender is accepted by the West Grey, and a contract is signed, all information contained in the contract is available to the public, including personal information. Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Municipality of West Grey  
402813 Grey Rd. 4, Durham, ON N0G 1R0  
Phone: (519) 369 2200, Ext. 229  
Jamie Eckenswiller, Director of Legislative Services/Clerk  
clerk@westgrey.com

### **26. Patent, Copyright or Other Proprietary Rights**

In accordance with Municipal Freedom of Information and Protection of Privacy Act, Bidders are reminded to clearly identify in their Tender material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Bidders are encouraged to place all such details and information within a separate section of their submission. Complete Tender details are not to be identified as “Confidential”.

## **27. Consultants**

Any consultant involved in developing the specifications intended to be used with the Tender process cannot be involved in the creation of the response to those specifications.

## **Section B – Information for Bidders**

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## **Section B – Information for Bidders**

### **1. Scope**

- 1.1 The owner is seeking a vendor to provide all the required furniture for the West Grey police service headquarters, located at 451 Durham Rd., West Unit B. The required furniture includes but is not limited to: Workstations (Desking/ Benching/ System Furniture, wall panels), Collaborative and Meeting Room Furniture, Filing/Storage, tables, and seating as described in the enclosed documents listed below. The Owner would like to create a collaborative work environment that is flexible, transparent, and contemporary in style. The proposed system should be fully integrated with today's technology needs.
- 1.2 The furniture supplier will be required to work collaboratively with the owner, the prime consultant and the general contractor. This shall include interface with the general contractor, coordination of rough-ins, shop drawings, communication, attendance at site meetings, deficiency repairs and coordination with subcontractors, the owner representatives and prime consultant.
- 1.3 It is expected that the supplier will propose a minimum of one furniture and equipment line for all items and which allows flexibility for further cost saving options. All service consolidations and discrepancies shall be included in the fee. There shall be no additional charges to the owner.
- 1.4 Immediately upon award, the supplier will begin to work directly with the prime consultant and owner to provide all of the following:
  - 1.4.1 Engage the prime consultant and owner for furniture design involvement, furniture and sample office mock ups and furniture demonstrations. The furniture demonstrations will include at minimum one closed office, one of each panel system layout and two collaboration type spaces.
  - 1.4.2 Design and construction management and installation services relating to the furniture acquisition;
  - 1.4.3 Prepare detailed drawings illustrating furniture layout with corresponding itemized spreadsheets (takeoffs);
  - 1.4.4 Work with the owner's prime consultant to coordinate the furniture selection with the design and attend consultant meetings to assist with coordination of product / systems. Review all construction documents provided by the prime consultant and provide commentary for better coordination. The supplier will be required to

detail the components needed and complete the final furniture drawings and specifications. The end result furniture solution could differ from the enclosed plans to meet site-specific conditions, cost savings and design considerations;

- 1.4.5 Conduct site verification of spaces and dimensions as coordinated through the general contractor, prepare specifications, construction shop drawings, 3D renderings for review and final detailed furniture installation drawings for the project with the stakeholders. Provide scale furniture plans consistent with the prime consultant's design but modified to use your furniture system. Indicate critical dimensions and highlight variations from the design.
- 1.5 Work with the prime consultant, owner and general contractor to provide the following:
  - 1.5.1 Submittals including all samples for approval by owner / prime consultant.
  - 1.5.2 Assurance for delivery dates as per the owner and coordinate with the general contractor for installation and commissioning.
  - 1.5.3 Coordinate, make arrangements and to schedule delivery and arrange access to the site. Adhere to the general contractors' requirements and restrictions for timing, access and hours of work. Flexibility from the supplier to accommodate changes in the installation arrangement will be necessary to ensure success of the project.
  - 1.5.4 Work within the general contractor's construction schedule including phased delivery and installation based on the general contractor's requirements. Supply and deliver/install where required the furniture and components as required by the timelines; provide on-site supervision and coordination of furniture installation as required for the successful installation of all furniture and other integrated items.
  - 1.5.5 Provide an option to stage unassembled furniture components in a bonded warehouse to accommodate slippage in the construction schedule at no additional cost to the owner.
  - 1.5.6 Deliver and install the furniture per the final plans on site; Timelines are to be confirmed at the time of placing order. All installers on the job must be trained and qualified/certified by the manufacturer installers. All electrical connections are to be completed by a licensed electrician.

- 1.5.7 Function and maintenance training shall be provided to staff representatives upon furniture installation and shall be available upon request for one year following final installation without additional cost.
- 1.5.8 Upon completion of the product installation, provide a final inventory of all purchased (installed and stored) materials and products to the Owner for potential ongoing reconfiguration of existing and stock items.
- 1.5.9 Be responsible to coordinate any warranty related items and resolve disputes without additional costs. The owner requires a two (2) year labour and service warranty on all product installations over and above the manufacturer's product warranty. In the event of a warranty claim, it is expected that the deficiencies will be remedied within no more than eight (8) weeks, and replacement or parts must be ordered within one (1) week and supplied within seven (7) weeks at no additional charge. Should the deficiency be deemed a health and safety issue in the sole opinion of the owner, the supplier shall provide a temporary resolve within twenty four (24) hours of being notified in writing of the deficiency.
- 1.6 The Supplier shall actively adhere to their Quality Control Program which ensures high-level client services, maintains cost and schedule; relationship and team building.

## **2. Enclosed Drawings**

Appendix A - Furniture Specification Schedule Drawings:

A10.1 – Furniture Floor Plan

A10.2 – A10.22 Furniture Typicals

## **3. Multiple Submissions**

Bidders wishing to offer more than one (1) type bid for consideration must complete a separate tender document for each separate offer and clearly identify each submission as a separate offer.

## **4. Manufacturer's Specifications**

Bidders shall include with their tender submission the full manufacturers' specifications and literature, which fully describe the item(s) being offered, including any optional equipment.

## **5. Performance**

Any undue delays and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful bidder shall be deemed to be the responsibility of that Bidder and as such will be deducted from the payment for work.

## **6. Pricing**

No alterations, additions or deletions from the accepted tender price will be permitted without the prior written approval of the Municipality. In the event of a discrepancy between the unit price and the total price, the unit price shall prevail.

## **7. Warranty**

The tender submission shall include a summary on the schedule of Items and prices of warranties and guarantees covering materials and workmanship.

The successful bidder at no additional cost to the Municipality will carry out any repairs, services or adjustments during the warranty period.

## **8. Specification Details**

This specification covers only the major details. It is the supplier's responsibility to deliver fully equipped unit(s) with compatible components to provide dependable efficient service.

Where minimums are called for, specifications must meet or exceed the capacity, size or performance specified.

## **9. Form of Tender**

Costing shall be submitted in a format similar to Appendix B – West Grey Police Furniture Quantity.

## **10. The Bidder Declares**

- 10.1. No person(s), firm or Municipality, other than the bidder, has any personal interest in this tender or in the award for which this tender is made.
- 10.2. No member of Council, officer or employee of the Municipality is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.

- 10.3. This tender is made without any connection, comparison of figures, or arrangements with, or knowledge of any other Municipality, firm or person making a tender for the same and is in all respects without collusion or fraud.
- 10.4. By signing this submission, I confirm I have read and understood the content and requirements of this tender document.

### 11. Acknowledgement of receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in the addenda.

Addendum No.		Date Received

☐ Check here if no addenda received.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

<b>Signature of Bidder</b>		<b>Signature of Witness</b>

By my signature, I hereby confirm I am a principal or have been duly authorized by the principal/board, to sign on behalf of the above named.



## 12. Bidder Information

Bidders must complete this form and name one person to be the contact for the RFT response and for any clarification or amendments that might be necessary.

1.	Full Legal Name of Bidder:	
2.	Street Name:	
3.	City:	
4.	Postal Code:	
5.	Office Phone Number:	
6.	Office Fax Number:	
7.	HST Account Number:	
8.	Contact Person's Name & Title:	
9.	Contact Person's Cell:	
	Phone Number:	
10.	Contact Person's Email:	

Bidder Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 13. Information to Bidder

The following specifications listed are the preferred minimum specifications the Municipality is requesting. The Municipality will objectively review bids to determine which makes and models conform to or exceed the specifications listed. The Municipality shall be the sole judge of the review in determining what tender will be selected.

Any deviation from Municipality specifications must be explained and accompany the completed tender.

Furniture shall be supplied with all standard equipment, plus all other equipment required by this specification.

#### **14. Vendor of Record**

The Municipality of West Grey is part of the Broader Public Service of the Province of Ontario and as such is entitled to the concessions (discounts) as arranged by the Ministry of Government Services.

The tendered price must conform to the Municipality of West Grey's specifications attached hereto and forming part of this tender.

#### **15. Bid Options**

West Grey will accept alternative bid options to review. West Grey will not guarantee acceptance of optional bids should they vary significantly from the actual specification provided.

Anticipated delivery date: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

Company Name: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_