

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

|  |  |
|--|--|
| <b>Title - Sujet</b><br>Interconnecting Panel Systems  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>EN448-113565/A   | <b>Date</b><br>2012-05-28                    |
| <b>Client Reference No. - N° de référence du client</b><br>20113565  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$PQ-426-60564   |  |
| <b>File No. - N° de dossier</b><br>pq426.EN448-113565  | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2012-07-09</b>   |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT   |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Ranger, Guy   | <b>Buyer Id - Id de l'acheteur</b><br>pq426  |
| <b>Telephone No. - N° de téléphone</b><br>(819) 956-9713 ( )   | <b>FAX No. - N° de FAX</b><br>(819) 956-5706 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA<br>TERRASSES CHAUDIERE<br>25 EDDY ST 2ND FL.STE 226<br>Gatineau<br>Quebec<br>K1A0M5<br>Canada |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Furniture Division/Division des produits de l'ameublement  
11 Laurier St. / 11, rue Laurier  
6B1, Place du Portage  
Gatineau  
Québec  
K1A 0S5

|  |  |
|--|--|
| <b>Delivery Required - Livraison exigée</b><br>See Herein  | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone</b><br><b>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                                  |

Solicitation No. - N° de l'invitation

EN448-113565/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq426EN448-113565

Buyer ID - Id de l'acheteur

pq426

CCC No./N° CCC - FMS No/ N° VME

20113565

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Please refer to attached document to view the solicitation document.

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

This requirement is for the provision of site condition inspections and installation plans and supply, delivery and installation of newly manufactured interconnecting panel systems and supported components, mobile pedestals and metal personal storage cabinets complete with wire management and electrical capacity for 395 Terminal Avenue, Ottawa, ON on behalf of Public Works and Government Services Canada (PWGSC) for Canada Revenue Agency, all as detailed in Annex A herein.

### **3. Debriefings**

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2011-05-16) 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: sixty (60) days**

**Insert: one hundred and twenty (120) days**

### **2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than twenty (20) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

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

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

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies, 1 soft copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement ([http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats\\_procurement/politique-policy-eng.html](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats_procurement/politique-policy-eng.html)). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or

containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **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**

1. Bidders must submit their financial bid in Canadian funds and must provide the information that is required in Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
2. Bidders must submit their total firm lot price Delivered Duty Paid (DDP) destination; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.
3. When preparing their financial bid, bidders should review Part 6, the Basis of Payment and clause 1.2, Financial Evaluation, of Part 4.

#### **1.1 SACC Manual Clauses**

C3010T (2010-01-11), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **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.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

| <b>1.1.1.A</b> | <b>Mandatory Technical Specifications Criteria (MTS)</b>   |
|----------------|--|
| <b>MTS1</b>    | <p><u>MTS1.1</u><br/>The Bidder must provide a component listing of the products proposed for this requirement as indicated at MTS 2.1 below.</p> <p><u>MTS1.2</u><br/>To demonstrate MTS1.1, only the major components need to be identified. The major components are defined as;</p> <ol style="list-style-type: none"><li>a)Panels – powered and non-powered</li><li>b)Work Surfaces – panel-hung</li><li>c)Storage Units – pedestals, overhead storage cabinets and storage towers</li><li>d)Electrical – outlets, power poles, task lights and wiring system details</li></ol> |

|             |   |
|-------------|---|
|             | <p>This information is to be provided either as a *.sif file generated by the Bidders AutoCAD drawing or a table format, in CD/DVD format, written in Adobe Acrobat PDF version 7 or older.</p>   |
| <b>MTS2</b> | <p><u>MTS2.1</u><br/>The Bidder must submit floor plans containing the products proposed and includes as a minimum:<br/>-Height of Panels<br/>-All dimensions that are listed as minimum on the Floor Plan at Annex A-3 of this solicitation.</p> <p><u>MTS2.2</u><br/>The floor plans in MTS2.1 must be submitted as a .dwg Autocad file in an electronic format and/or a hard copy printed to a scale of 1:100.</p>   |
| <b>MTS3</b> | <p><u>MTS3.1</u><br/>1.The Bidder must meet technical compliance for the following tests for the products being proposed;<br/>a) Flammability (CAN/ULC-S102)<br/>b) Work Surface Deflection CAN/CGSB-44.229-2008 par. 6.2.4<br/>c) Work Surface Deflection CAN/CGSB-44.227-2008 par. 6.1.1.</p> <p>2. If the test report is not specific to the product proposed an explanation is required as to why the product proposed meets the “worst-case condition”.<br/>Testing based on worst- case condition is acceptable as defined in ANSI/BIFMA X5.6 – Items 2.57, 3.1.4, 3.1.5, ANSI/BIFMA X5.5 – Items 2.56, 3.1.3, 3.1.4 and ANSI/BIFMA X5.9 – Item 3.1.3.</p> <p><u>MTS3.2</u><br/>To demonstrate MTS3.1 the Bidder must submit test reports, in CD/DVD format, in Adobe Acrobat PDF version 7 or older.</p> |
| <b>MTS4</b> | <p><u>MTS4.1</u><br/>The Bidder must submit six (6) fabric cards (4 patterns and 2 solids), showing complete range of colours for the fabrics being proposed.</p> <p><u>MTS4.2</u><br/>Must be submitted in CD/DVD format, Adobe Acrobat PDF version 7 or older.</p>  |
| <b>MTS5</b> | <p><u>MTS5.1</u><br/>The bidder must submit a complete selection of standard edge details being proposed for the worksurfaces.</p> <p><u>MTS5.2</u><br/>Must be submitted in CD/DVD format, Adobe Acrobat PDF version 7 or older.</p>   |
| <b>MTS6</b> | <p><u>MTS6.1</u><br/>The bidder must submit a complete selection of colours and finishes being proposed for all horizontal and vertical surfaces.</p> <p><u>MTS6.2</u><br/>Must be submitted in CD/DVD format, Adobe Acrobat PDF version 7 or older.</p>  |

### 1.1.2 Mandatory Environmental Criteria

| 1.1.1.B | Mandatory Technical Environmental Criteria (MTEC)  |
|---------|--|
| MTEC1   | <p><u>MTEC1.1</u><br/>The Bidder must indicate how their product would assist in scoring points for LEED – Canada CI (Commercial Interiors) credits in the following categories:</p> <p><u>Materials &amp; Resources</u><br/>4.1 Recycled Content, 10%<br/>4.2 Recycled Content, 20%<br/>6 Rapidly Renewable materials; and<br/>7 Certified Wood</p> <p><u>Indoor Environmental Quality</u><br/>4.1 Low-emitting Materials, Adhesives and Sealants;<br/>4.2 Low-emitting Materials, Paints and Coatings;<br/>4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives; and<br/>4.5 Low-emitting Materials, Systems Furniture</p> <p><u>MTEC1.2</u><br/>To demonstrate MEC1.1 Bidders must provide supporting documentation in CD/DVD format, in Adobe Acrobat PDF version 7 or older.</p> |

### 1.1.3 Mandatory Technical General Criteria

| 1.1.3.C | Mandatory Technical General Criteria (MTGC)   |
|---------|---|
| MTGC1   | <p><u>MTGC1.1</u><br/>The Bidder must be able to meet the delivery and installation dates listed in annex A-4.</p> <p>Bidders are advised that they must meet the dates planned despite the fact that they are estimated.</p> |

## 1.2 Financial Evaluation

SACC Manual Clause A0220T(2007-05-25), Evaluation of Price

### 2. Basis of Selection

- 2.1 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

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or

unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **1.1 Federal Contractors Program - Certification**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_  
(e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

## **1.2 Testing, Environmental, Dimensions and other Certifications**

### A- Testing

The Bidder certifies that all the products being proposed for this requirement meet the testing requirements detailed at Annex A-2 Purchase Description.

### B- Environmental

The Bidder certifies that the Manufacturers being represented for this requirement meet the Manufacturer's Environmental Criteria detailed at Annex A-2 - Manufacturer's Environmental Criteria.

### C- Dimensions and other

The Bidder certifies that all dimensions and other requirements of Annex A-1, A-2 and A-3 are met.

\_\_\_\_\_  
Name of Bidder's authorizing signatory

\_\_\_\_\_  
Date

## **1.3 Dealer Authorization**

If the Bidder is not the manufacturer of the products proposed, but is submitting a bid offering the products of the manufacturer, the Bidder must be an Authorized Dealer of the manufacturer for whom the Bidder is acting.

The Bidder must also provide, as part of its bid, a letter of authorization from the Manufacturer that it claims to represent. The letter must be an original, under the letterhead of the prime Manufacturer, confirming that the Bidder is in fact the authorized agent/distributor.

\_\_\_\_\_  
Name of Bidder's authorizing signatory

\_\_\_\_\_  
Date

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

This requirement is for the provision of site condition inspections and installation plans and supply, delivery and installation of newly manufactured interconnecting panel systems and supported components, mobile pedestals and metal personal storage cabinets complete with wire management and electrical capacity for 395 Terminal Avenue, Ottawa, ON on behalf of PWGSC for Canada Revenue Agency, all as detailed in Annex A herein.

### **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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/ach-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

1. 2010A (2011-05-16), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

**DELETE:** The warranty period will be twelve (12) months.

**INSERT:** The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

**Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:**

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.

**INSERT:**

#### **Liability**

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The Contractor must perform the Work in accordance with Annexes A, commencing from date of Contract.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Guy Ranger  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial and Consumer Products Directorate  
11 Laurier Street  
Gatineau, QC  
Tel: 819-956-9713  
Fax: 819-956-5706  
Email: guy.ranger@pwgsc-tpsgc.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.

### **5.2 Technical Authority**

The Technical Authority for the Contract is (will be completed at Contract award):

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical 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.

### **5.3 Contractor's Representative (to be completed by Bidder)**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## **6. Payment**

### **SACC Manual Clause H1001C (2008-05-12) - Multiple Payments**

#### **6.1 Basis of Payment - Firm Lot Price - Individual Work Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Work Authorization (WA), the Contractor will be paid the firm lot prices and the firm unit rate in accordance with the basis of payment, in Annex B, as specified in the authorized WA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

## **6.2 Limitation of Expenditure - Cumulative Total of all Work Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Work Authorizations (WAs), inclusive of any revisions, must not exceed the sum of \$ (to be added at Contract award). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized WAs, inclusive of any revisions,
4. which ever comes first.
5. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **7. Work Authorization Process**

### 7.1 Work Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Work Authorization Form (WAF). The Work described in the WAF must be in accordance with the scope of the Contract.

#### Work Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the work using the WAF (or Work Authorization Revision Form (WARF) if a revision to an approved WAF) specified in Annex C.
2. The WAF/WARF will be processed in accordance with, and contain the information listed in, Annex A-1. The WAF/WARF will also include the basis payment as specified in the Contract.
3. If the Minor Deviations provision of Annex A-1 is proposed, the Contractor must provide the Technical Authority the proposed total estimated cost for performing the work, and a breakdown of that cost, established in accordance with Annex A-1 and with the basis of payment specified in the Contract.
4. The Contractor must not commence work until a WAF/WARF authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before an authorized WAF/WARF has been received, will be done at the Contractor's own risk.

## **8. Work Authorization Limit**

The Technical Authority may authorize individual work authorizations up to a limit of \$ ( to be inserted at Contract Award), Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any work authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

## **9. Periodic Usage Report - Contract with Work Authorizations**

The Contractor must compile and maintain records on its provision of work to the federal government under authorized Work Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If work is not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a monthly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized work must be kept for each contract with a work authorization process. This record must contain:

For each authorized work:

- (i) the authorized work number or work revision number(s);
- (ii) a title or a brief description of each authorized work;
- (iii) the total estimated cost specified in the authorized Work Authorization (WA) of each work, GST or HST extra;
- (iv) the start and completion date for each authorized work; and
- (v) the active status of each authorized task, as applicable.

For all authorized work:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized WAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized WAs.

## **10. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and Payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **11. Certifications**

### **11.1 Testing, Environmental, Dimensions and other Certifications**

The Contractor warrants that the Certification submitted by the Contractor in its bid is accurate and complete, and that the goods provided under the Contract are in accordance with Annexes A. The Contractor must keep proper records and documentation relating to the Requirements of Annexes A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. In addition, if requested, the Contractor must provide all records and documentation, including Test Reports, to Canada, no later than the time prescribed by Canada in the request.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to any resulting Contract.

**11.2** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **12. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

## **13. 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;
- (b) the general conditions 2010A - Goods - Medium Complexity (2011-05-16)
- (c) Annex A General Statement of Requirement
- (d) Annex A-1 Requirement
- (e) Annex A-2 Purchase Description (Product Specification)
- (f) Annex A-3 Floor Plans
- (g) Annex A-4 Delivery and Installation Schedule
- (h) Annex B Basis of Payment
- (i) Annex C Work Authorization Form
- (j) Annex D Pricing Schedule
- (k) the Contractor's bid dated \_\_\_\_\_

## **14. Shipping Instructions**

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Ottawa, Ontario, Incoterms 2000 for shipments from a commercial contractor.

## **15. Installation Services**

The Contractor must provide, as a minimum, the following installation services for the products supplied.

1. Receive, unload, store and transport all products/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturers specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
6. Clean the product once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary;
8. Upon completion of the installation and at the request of the Technical Authority, the Contractor (or his authorized representative) must walk through the installation area with the Technical Authority to verify the operating condition of all product in accordance with the deficiency procedures.

## **16. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Technical Authority when the installation is completed;
2. The Technical Authority must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three (3) business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three (3) business days after the completion of each phase;
5. The Technical Authority in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Technical Authority to the Contractor;
7. Within three business (3) days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen (14) calendar days from receipt of the deficiency list from the Technical Authority; and
9. The Contractor must notify the Technical Authority when all deficiencies have been completed. If satisfied, the Technical Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## **ANNEX A**

### **General Statement of Requirement**

The Contractor will supply, deliver and install the Work and all required parts detailed in Annexes A, in the Contract, and in the Contractor's bid referenced in the Contract.

The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract and, in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to the floor plans in Annex A-3. In the event the Contractor omitted to include, in its bid, goods or services required to completely furnish the floor plans in Annex A-3, the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

## ANNEX A-1

### Requirement

The Work must be carried out using the Work Authorization Process listed in the Contract.

Separate Work Authorizations will be issued for

- a) the site inspections and the completion of documentation, and
- b) the supply, delivery and installation of the goods,

in the following order:

#### 1. Site Inspection & Documentation

- 1) The Contractor must perform a site condition inspection for each floor. Access to the floors must be prior coordinated with the TA. The inspection must occur no later than the date prescribed in the Work Authorization.
- 2) Using the information from the site condition inspection(s), and in conjunction with the Contractor's proposal, by no later than five (5) business days from the date of the inspection(s), the Contractor must prepare and deliver, to the TA, a complete draft installation drawing for the floor(s) inspected. The installation drawing must not deviate from the Contractor's proposal, nor from the quantity of workstations listed in the respective floor plan in Annex A-3, unless the site condition dictates the need for minor\* deviations. The installation drawing must show the following, as a minimum:
  - i. All furniture (including sizes and dimensions)
  - ii. Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations
  - iii. Workstation and room numbers
  - iv. Indications of powered and non-powered screens/panels
  - v. Indications of power poles locations
  - vi. Electrical duplex outlets
  - vii. Telecommunication/data symbols
  - viii. Lighting components requirements
  - ix. Deviations from original floor plans

\* Minor deviations are limited to factors on the site that would require the following.

- 1) Workstation relocation
- 2) Workstation reconfiguration
- 3) Panel cutting
- 4) Worksurface cutting

If minor deviations are required, the draft installation drawing is to incorporate the deviations.

The following must be submitted with the draft installation drawing:

- 1) a revised Contractor's component list showing the changed components and quantities (the changes must be obvious so that the TA can readily identify them);
- 2) a revised floor plan;
- 3) a financial proposal that details the total firm lot price for the phase and a breakdown showing a) the firm unit price of the changed components and their quantities, and b) extended totals (unit prices multiplied by quantities) showing how the total firm lot price was determined. The unit prices must conform to the "Modifications resulting from Site Conditions / Contingency Funds" provision of the basis of payment in Annex B.

The TA will give the Contractor written notification of his/her acceptance of the draft installation drawing and, if applicable, of the revised component list, revised floor plan and financial proposal. By no later than three (3) business days following the TA's notification, the Contractor must deliver, to the TA, a final installation drawing (and if applicable, a final component list, floor plan and financial proposal). The TA will review this documentation and he/she may provide further comments for which the Contractor will have another three (3) business days to submit subsequent final documentation. The process may be repeated until the TA is satisfied with the documentation.

## 2. Supply, Delivery & Installation of the Goods

If the TA is satisfied with the documentation, the TA will provide the Contractor with an approved Work Authorization Form (WAF). The WAF must include the final documentation that the TA has approved, namely:

- (a) the final installation drawing
- (b) the final component list
- (c) the final floor plan

The Contractor must, within one (1) day of the TA's WAF approval, provide the TA with written acknowledgement of receipt of the Form.

The Contractor must deliver and install the Contractor's furniture for the floors in accordance with the approved WAF and the following:

- i. the Purchase Descriptions at Annex A-2;
- ii. the Delivery and Installation Schedule listed at Annex A-4 unless the Schedule date is different in the WAF in which case the WAF prevails;
- iii. the Installation Services article of the Contract;
- iv. the Contractor's proposal referenced in the Contract as amended, if applicable, under the Minor Deviations process;
- v. delivery is to be completed after hours (defined as Monday to Friday, 17:00 to 23:00). The loading dock can accommodate a 53' trailer Box - cabin not included;
- vi. installation is to be completed during normal working hours (defined as Monday to Friday, 7:00 AM to 4:00 PM). It is requested that any installation procedures that will produce extensive or disturbing noise be done after normal working hours;
- vii. the Contractor must confirm the delivery and installation schedules to the TA at least one week prior to needing to access the delivery and installation locations;
- viii. prior to installations, the Contractor's furniture installers must attend an orientation session regarding standard construction site safety rules at no additional cost to Canada. The Contractor must provide a list of the full names of its installers to the TA at least one week prior to the scheduled installations. The TA will advise the Contractor of the date and location of the orientation sessions to which the installers must attend;
- ix. the Contractor must conform to standard construction site safety rules.

**Annex A-2**  
**Purchase Description (Product Specifications)**

**1.0 DESCRIPTION**

1.1 These specifications are for the supply and installation of newly manufactured interconnecting panel systems and supported components, mobile pedestals and metal personal storage cabinets complete with wire management and electrical capacity. The same manufacturer must supply interconnecting panel systems and supported components, mobile pedestals and metal personal storage cabinets.

1.2 The successful bidder is responsible for supplying all necessary components (e.g. trim, connectors supports, wall mounts, etc) to allow the configurations to be integrated as drawn. The successful bidder must configure their system to maintain the footprint and components as illustrated.

**1.3 TEST REQUIREMENTS/APPLICABLE PUBLICATIONS**

The following test methods and publications are applicable:

1.3.1 The interconnecting panel systems and supported components must meet all of the mandatory requirements of the latest edition of CAN/CGSB-44.229-2008 with the exception of paragraph 6.2.5 Adhesives. In addition, all interconnecting panel systems and supported components shall meet the options and additional requirements detailed herein.

1.3.2 The chemical and particle emissions of the furniture proposed must meet Section 7.6.1 of ANSI/BIFMA x7.1-2007 when tested in accordance with ANSI/BIFMA M7.1-2007, Standard Test Method for Determining VOC emissions for Office Furniture Systems, Components and Seating. Listing on GreenGuard, SCS Indoor Advantage or other third-party certification programs which are based upon equivalent office furniture emission standards are acceptable.

1.3.3 All interconnecting panels and supported components must meet the acceptance criteria provided in ANSI/BIFMA X5.6 and CAN/CGSB-44.229 when tested in accordance with the appropriate test (s) from the referenced standard.

1.3.4 All mobile pedestals and personal storage cabinets must be tested in accordance with the applicable sections of ANSI/BIFMAX5.3 or ANSI/BIFMA X5.9. Any devices used to maintain the stability of the unit, such as counterweights, must be included in all products supplied under the Contract.

1.3.5 American Society for Testing and Materials (ASTM)  
ASTM D3359 – Standard Test Method for Measuring Adhesion by Tape Test  
ASTM D3363 – Standard Test Method for Film Hardness by Pencil Test

1.3.6 American National Standards Institute (ANSI)  
ANSI/BIFMA X 5.9 American National Standard for Office Furnishings – Storage Units – Tests  
ANSI/BIFMA X 5.3 American National Standard for Office Furnishings – Vertical Files Tests

1.3.7 Canadian General Standards Board (CGSB)  
1-GP-71 – Methods of Testing Paints and Pigments: No. 120.1 – Colour Stability – Fading by Light.

- 1.3.8 American Association of Textile Chemists and Colourists (AATCC) EP1 – Grey Scale for Colour Change – Instructions.
- 1.3.9 Flammability: The panels must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102. The test must be conducted on each different fabric composition and interior construction. If panel construction is changed, new flammability tests are required.

Reference to the above publications, or test methods herein, is to the latest issue.

#### 1.4 TEST REPORTS

- 1.4.1 Age of tests: test reports must not be more than five years old at the time of submittal.
- 1.4.2 An independent testing laboratory and a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

### **2.0 ENVIRONMENTAL REQUIREMENTS FOR INTERCONNECTING PANELS AND SUPPORTED COMPONENTS, MOBILE PEDESTALS AND PERSONAL STORAGE CABINETS**

#### 2.1 Resource Input

- 2.1.1 When the substrate for work surfaces, shelving, or any other component is a composite wood product (i.e. particle board, medium density fibreboard, plywood) that contains urea-formaldehyde based resins, the substrates must be fully encapsulated on all six sides.
- 2.1.2 Holes drilled into the composite wood product components at the factory must be supplied with plugs that can be removed when the holes are required for the assembly of the workstation components. Holes do not need to be plugged if the product does not emit formaldehyde resulting in an indoor air concentration of more than 50 µg/m<sup>3</sup>. (This can be achieved by product listing on Ecologo, Greenguard, etc.)
- 2.1.3 All paints to be water-based, solvent free, and applied as a powder coat.
- 2.1.4 Adhesives used in the manufacture of interconnecting panel systems and supported components shall be free of Hazardous Air Pollutants (HAP's).
- 2.1.5 Office systems component parts must not contain plastic foam that is manufactured or formulated using CFCs (chlorofluorocarbon) or HCFCs (hydrochlorofluorocarbons). A signed certificate must be submitted upon request, indicating this requirement is met.
- 2.1.6 All office systems components must be manufactured at a facility that has an established program for solid waste auditing, has prepared a waste reduction plan and has instituted a means to track progress towards waste reduction and diversion from disposal of materials such as metals, plastics, fabrics, wood, and fiberglass. A description of this program and/or a copy of the most recent waste audit must be submitted.

- 2.1.7 Packaging must be minimized to that required to adequately protect the furniture system components from mechanical damage or soiling. No packaging may be left on site or land filled. It must be disposed at an off-site location where it can be reused, recycled and/or recovered.
- 2.1.8 All major rigid plastic parts must be stamped with a composition code for future recycling. Major plastic part refers to a main part of the component and is integral to the design of the component. Item considered as a major component would be an overhead bin door, pencil trays, and base covers. Examples of items not considered major are the work surface edges and panel end trims.

### **3.0 GENERAL REQUIREMENTS**

#### **3.1 General**

- 3.1.1 It is mandatory that the Contracting Authority be notified in writing if the drawings provided with the Bid Solicitation Documents do not meet the recommended practices applicable to the installation of the respective manufacturer's panel system. This could include such issues as maximum panel runs, when support panels shall be used and/or any other practices which may result in unsafe conditions or failure of other components within the system.
- 3.1.2 All necessary hardware attachments, trims, top caps, end caps wall mounts, etc. that are required to ensure a proper installation must be supplied, including but not limited to, all panel-to-panel hinge connectors, all end-of-panel trim, wall mount attachments, electrical harnesses, mounting cantilevers, brackets, task lights, utility poles, etc.

#### **3.2 Safety**

- 3.2.1 Fixed, moveable or adjustable parts must be constructed such that they cannot unintentionally become loose, dislodged or cause personal injury.

### **4.0 SUBSTITUTIONS**

- 4.1 Any work surface or component other than those defined by the plans and this specification is not acceptable. No substitute will be accepted.

### **5.0 PANELS**

- 5.1 All panels must connect directly to other panels (i.e. panel to panel) except where a single panel support may require it to be connected to an architectural element.
- 5.2 All panels must have leveling glides with a vertical adjustment of at least 38 mm (1.5 in.).
- 5.3 All panels must be fabric upholstered. Fabric to be from a medium price group.
- 5.4 Panel Trim: The system must provide panel top caps, panel end and variable height end trims and corner covers that can be attached to the panel without visible connecting devices in order to provide an aesthetically pleasing and uniform appearance.
- 5.5 All exposed panel ends at the "L" and "T" connections must be finished with a compatible filler piece. The supplier must provide filler panels for any gaps larger than 76 mm (3") between a panel and any column or wall.

- 5.6 Panels must be frame and tile consisting of a monolithic base and a load bearing add-on module(s) with the exception of the lower panel heights 915 mm (36") and 1065 mm (42") which shall be monolithic. If more than one add-on module is offered, the first add-on level shall be load-bearing.
- 5.7 Panels must be available in heights which will accommodate wheelchair access 915 mm (36 in.), work surface privacy 1065 mm (42 in.), seated privacy 1320 mm (52 in.) and seated/standing privacy 1675 mm (66 in.). *The dimensions listed are for information purposes only.*
- 5.8 Panels must be available in the following widths: 305 mm (12"), 457 mm (18"), 610 mm (24"), 762 mm (30"), 915 mm (36"), 1220 mm (48"), 1372 mm (54") and 1520 mm (60"). A combination of 610 mm (24") and 762 mm (30") is acceptable for the panel width of 1372 mm (54"). Two 762 mm (30") panels are acceptable for the panel width of 1524 mm (60").

## **6.0 POWER/COMMUNICATIONS**

- 6.1 Electrical wiring – The complete electrical system in the panels and all components must comply with CSA C22.2 No. 203 or CSA C22.2 No. 203.1
- 6.2 Receptacles shall be interchangeable anywhere along the wiring harness and must be located in the panel at or above work surface height.
- 6.3 Electrical system – must provide at least an eight (8) wire, four-circuit capability, and be made of components which are modular and are capable of providing power only at needed locations, and of being rearranged without altering or disassembling the panel system. The system must provide for ceiling access.
- 6.4 The electrical system must allow circuits to share a common ground or change to sharing an isolated ground in the field for future electronic equipment protection.
- 6.5 Raceways: All powered panels and non-powered panels must have a raceway capable of accommodating at least four (4) circuits and a minimum of eighteen (18) data and telecommunications cables with no more than a 60% fill capacity.
- 6.6 Data and Voice outlets (DVO) to be supplied and installed by others. All panels must be capable of accommodating the industry standard data and voice modules and be able to accept one on each side of the panel. DVO modules are to be installed and mounted securely when required. For location of the outlets, refer to Annex A-3.
- 6.7 One (1) utility pole must be capable of accommodating power, voice and data for 4 workstations. This includes wiring for 24 power receptacles, 12 cables (8 for data and 4 for voice), Category 6, with no more than a 60% fill capacity.
- 6.8 All utility poles must have a minimum height of 2743mm (9'-0").
- 6.9 Utility poles and raceways must have full metal separation between the power and communication wiring channels, or alternatively, the electrical cabling must be totally encased in steel, flexible or solid casing along its full length. One utility pole must supply both power and communication wiring.
- 6.10 Each workstation shall have three (3) duplex power receptacles. In every two workstations the duplex power receptacles must be on a shared dedicated circuit and be labeled for computers only.

- 6.11 Each workstation must be provided with vertical and horizontal cable management systems to conceal any external cables.

## **7.0 SUPPORTED COMPONENTS**

- 7.1 Work surfaces must be capable of being panel mounted by use of cantilevers. All work surfaces are to be predrilled to accept installation of support hardware and attachments. Where two panel supported work surfaces meet, a separate cantilever must support each of the individual work surface edges. All cantilevered work surfaces must be installed level and flush with adjacent work surfaces.
- 7.2 Floor supports such as C-legs or full gables must be provided in areas where end-panels are not showing on the floor plan. Refer to Annex B.
- 7.3 All supported component trim finishes must match the trim finish selected for the panels.
- 7.4 Unless otherwise instructed, all work surfaces must be installed at 737mm (29") above the finished floor and have the capability of being height-adjusted in 25 mm (1") increments.
- 7.5 The transaction counters must not be less than 305 mm (12 in.) and no greater than 432 mm (17 in.) deep and widths of: 914mm (36"), 1065 mm (42") and 1220 mm (48").

## **8.0 STORAGE**

- 8.1 All storage (overhead bins, mobile pedestals and personal storage cabinets) within a single workstation shall be keyed alike. There must be two (2) keys provided for each locked unit. The minimum number of key combinations shall be 50. A total of three (3) master keys must be provided to the client.
- 8.2 Workmanship – All finished storage cabinets must be uniform in quality, style, material and workmanship and be clean and free from any defects that may affect appearance, serviceability or safety.
- 8.2.1 All edges with which the user, public or persons maintaining the cabinets may come in contact with, must have all corners and edges eased or radius.
- 8.2.2 Doors and drawers must fit squarely and evenly into the openings on all sides.
- 8.2.3 Welds - All welds must be structurally sound, free from cracks and surface voids. They shall be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 8.2.4 All storage (overhead storage, mobile pedestals and personal storage cabinets) within a single workstation must be metal, identical in finishes and provide a uniform appearance.
- 8.3 Metal mobile pedestals must be lockable and be provided with the following configurations of box drawer, box drawer and file drawer, one per workstation, unless otherwise noted:
- Box/Box/file complete with removable pencil tray (B/B/F).
- File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.

- 8.4 All surfaces of the unit are to be smooth and covered entirely in a consistent, dust-free paint finish.
- 8.5 Metal mobile pedestals must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.
- 8.6 All metal mobile pedestals must have an integrated seat cushion. Fabric used to upholster must be of medium price group and must be manufactured from recycled material.
- 8.7 Metal overhead storage bin must have a door with a key lock. The back of the overhead storage bin and shelf must have as a minimum a lip height of at least 6 mm (1/4").
- 8.8 Metal overhead storage bins and shelves must be available in widths of 915 mm (36") and 1220mm (48"). Refer to Annex A-3.
- 8.9 Metal overhead storage bin shall have a flipper door with a key lock and the door is to open above the storage unit.
- 8.10 Metal personal storage cabinets must be available 610 mm (24") deep and 610 mm (24") in width.
- 8.11 Metal personal storage cabinets must be available in heights to accommodate seated/standing privacy. Refer to item 5.7.
- 8.12 Metal personal storage cabinets must be comprised of the following: One (1) 150mm (6") wide X full height space to hang a coat complete with all hardware for coat hanging (metal hang rod preferred), One (1) 460mm (18") wide adjustable shelf complete with door; and two (2) 460mm (18") wide file drawers. File drawers must be able to accommodate files of letter and legal sizes. All hardware required to suspend files must be included in each drawer.
- 8.13 Locks – Metal personal storage cabinets shall be provided with three (3) locks: one (1) for the full height door, one (1) for the shelf door, and one (1) for the file drawers. Two (2) keys shall be provided. The locks must have a minimum of 50 key changes.
- 8.14 Glides – Metal personal storage cabinets must be equipped with 4 glides with a minimum vertical adjustment of 38 mm (1.5 in.). The glides shall be adjustable from the interior of the cabinet.
- 8.15 Suspension - The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the personal storage cabinet.
- 8.16 Doors – The personal storage cabinet doors must be capable of opening a minimum of 110°.
- 8.17 Shelves – The personal storage cabinet shelves must be adjustable on increments of no more than 63.5 mm (2.5 in). Shelves within the same cabinet compartment must be interchangeable and extend the full width and depth of the interior cabinet compartment.
- 8.18 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers of the personal storage cabinet.

- 8.19 Counterweights - Counterweights shall be supplied and installed with personal storage cabinets when required through ANSI/BIFMA x5.3 and ANSI/BIFMA x5.9 compliancy.
- 8.20 The packaging being used shall be designed to minimize waste. It shall be disposed at an off-site location where it can be reused, recycled and/or recovered.

## **9.0 ACCESSORIES**

- 9.1 Task lights shall be available in at least two (2) lengths, of which the shortest length shall be no less than 610 mm (24 in.) or alternatively can be re-positioned laterally by the user without the use of special tools. One (1) task light must be provided for each workstation.
- 9.1.1 The task light must be equipped with an on/off switch, a diffusion lens and must comply with CSA 22.2. No.9.0.
- 9.1.2 The task light must be securely but not permanently affixed. A mechanical fastener shall be used.
- 9.1.3 All task lights must be equipped with linear or compact fluorescent lamp technology. If a linear fluorescent lighting system is provided, it must have high frequency electronic ballast, and a minimum lamp life of 15,000 hours. Alternatively, if a compact fluorescent lamp technology is provided, it must have electronic ballast and a minimum lamp life of 10,000 hours.

## **10.0 FINISHES**

### **10.1 Fabrics**

- 10.1.1 Fabrics must contain recycled content..
- 10.1.2 The submission must include complete selection of standard fabric offerings at a medium price group for panel coverings at time of bid closing.
- 10.1.3 The submission must include complete selection of standard fabric offerings at a medium price group for mobile pedestal seat cushions at time of bid closing.

### **10.2 Horizontal Surfaces**

- 10.2.1 Horizontal work surfaces must meet the performance requirements for high-pressure laminate.
- 10.2.2 The submission must include the complete selection of standard horizontal finishes.

### **10.3 Metal Finishes**

The metal components must meet the following performance requirements:

- 10.3.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
- 10.3.2 Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3.

10.3.3 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.

10.3.4 Metal components – All metal components must be finished using a low VOC emitting technology.

10.3.5 Recycled Material – All cabinets shall be manufactured utilizing a minimum of 25% recycled content of structural and/or non-structural steel.

10.3.6 Wear susceptible parts must be designed to be replaceable.

10.3.7 The submission must include the complete selection of standard metal finishes.

#### 10.4 All Other Surfaces

10.4.1 All other surfaces, except fabric covered surfaces, must meet the performance requirements for laminates, painted wood or painted non-wood.

10.4.2 The submission must include the complete selection of paint and component finishes.

#### 10.5 Edge Details

10.5.1 The submission must include the complete selection of standard edge details.

### 11.0 MARKING

11.1 In addition to the labelling requirement stated in CAN/CGSB-44.227-2008, all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

11.2 Panels and all components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.

11.3 Adequate operating instructions in pictorial form and/or in both French and English must be provided with each user-adjustable product.

### 12.0 REPORTING OF TESTS

As a minimum, the test report shall include the following information:

- a) a title;
- b) name and address of laboratory;
- c) unique identification of the report (such as serial number);
- d) name and address of the client (where applicable);
- e) description and unambiguous identification of the item;
- f) characterization and condition of the test item;
- g) date of receipt of the test item;
- h) date(s) of the performance of test;
- i) identification of the test methods used;
- j) any additions to, deviations from, or exclusions from the test methods (such as environmental conditions);
- k) a signature and title, or an equivalent identification of the person(s) accepting date of issue of the report;
- l) date of issue of the report;

- m) test results, including all relevant test data, diagrams, charts and photographs; and
- n) a statement that the report shall not be reproduced without the written approval of the laboratory.

END OF TECHNICAL SPECIFICATION

**Annex A-3  
Floor Plans**

Floor Plans are contained in the electronic disc provided with solicitation no. EN448-113565

During the solicitation period, bidders are to obtain the electronic disc from the Merx tool.

**Annex A-4**  
**Delivery and Installation Schedule**

The Work will be carried out in accordance with the Schedule listed below, at 395 Terminal Avenue, Ottawa, Ontario. The dates in the Schedule are estimated and may change if authorized by the Technical Authority in the approved Work Authorization Form (WAF). Canada will endeavour to give the Contractor two to six weeks lead time for the delivery and installation of the furniture for the B Phases, however, Canada may need to vary the lead times and the final dates will be confirmed in the approved WAF.

Sequence of the Work: The installation of the panels and poles and all furniture (open and closed areas) will be installed in the following phased manner:

- 1) The Contractor will first deliver and install all panels and poles on a floor by floor basis per the phases listed below;
- 2) Canada will be responsible for cabling and ceiling tiles installation;
- 3) Upon completion of cabling/ceiling tiles installation, the Contractor will deliver and install the remainder of the furniture.

| <b>Schedule</b>  |   |  |   |
|--|---|--|---|
| <b>Phases &amp; the Required Furniture</b>                 | <b>Floor Number for Delivery and Installation of the Furniture by Phase</b> | <b>Delivery to Floor</b>   | <b>Period for Installation of Furniture</b>                             |
|  |   | <i>Final dates will be listed in the approved WAF</i>  | <i>Final dates will be listed in the approved WAF</i>                   |
| <b>Phase 1A</b><br>• Panels and Poles                      | Ground, 2   | Estimated date:<br>September 10 <sup>th</sup> , 2012 to<br>September 11 <sup>th</sup> , 2012 | September 12 <sup>th</sup> to<br>September 18 <sup>th</sup> , 2012      |
| <b>Phase 1B</b><br>• Worksurfaces and balance of furniture | Ground, 2   | Estimated date:<br>September 10 <sup>th</sup> , 2012 to<br>September 11 <sup>th</sup> , 2012 | September 19 <sup>th</sup> to<br>September 25 <sup>th</sup> , 2012      |
| <b>Phase 2A</b><br>• Panels and Poles                      | 3, 4  | Estimated date:<br>September 17 <sup>th</sup> , 2012 to<br>September 18 <sup>th</sup> , 2012 | September 19 <sup>th</sup> 2012 to<br>September 25 <sup>th</sup> , 2012 |
| <b>Phase 2B</b><br>• Worksurfaces and balance of furniture | 3, 4  | Estimated date:<br>September 17 <sup>th</sup> , 2012 to<br>September 18 <sup>th</sup> , 2012 | September 26 <sup>th</sup> , 2012 to<br>October 2 <sup>nd</sup> , 2012  |
| <b>Phase 3A</b><br>• Panels and Poles                      | 5, 6  | Estimated date:<br>October 1 <sup>st</sup> , 2012 to October<br>2 <sup>nd</sup> , 2012       | October 3 <sup>rd</sup> , 2012 to<br>October 10 <sup>th</sup> , 2012    |
| <b>Phase 3B</b><br>• Worksurfaces and balance of furniture | 5, 6  | Estimated date:<br>October 1 <sup>st</sup> , 2012 to October<br>2 <sup>nd</sup> , 2012       | October 11 <sup>th</sup> , 2012 to<br>October 17 <sup>th</sup> , 2012   |
| <b>Phase 4A</b><br>• Panels and Poles                      | 7, 8  | Estimated date:<br>October 15 <sup>th</sup> , 2012 to<br>October 16 <sup>th</sup> , 2012     | October 16 <sup>th</sup> , 2012 to<br>October 22 <sup>nd</sup> , 2012   |
| <b>Phase 4B</b><br>• Worksurfaces and balance of furniture | 7, 8  | Estimated date:<br>October 15 <sup>th</sup> , 2012 to<br>October 16 <sup>th</sup> , 2012     | October 23 <sup>rd</sup> , 2012 to<br>October 29 <sup>th</sup> , 2012   |

**Annex B  
Basis of Payment**

The Contractor will be paid in accordance with the following. Pricing is all-inclusive, GST/HST extra.

**1. Furniture, Delivery and Installation**

| Phase No.  |    | A                         | B   | C   | D                  |
|--|----|---------------------------|---|---|--------------------|
|  |    | Furniture                 | Delivery                                  | Installation                              | Extended Total     |
|  |    | Firm Lot Price per Phase* | Firm % _____ of Firm Lot Price per Phase* | Firm % _____ of Firm Lot Price per Phase* | per Phase* (A+B+C) |
| 1  | 1A | \$                        | \$  | \$  | \$                 |
| 2  | 1B | \$                        | \$  | \$  | \$                 |
| 3  | 2A | \$                        | \$  | \$  | \$                 |
| 4  | 2B | \$                        | \$  | \$  | \$                 |
| 5  | 3A | \$                        | \$  | \$  | \$                 |
| 6  | 3B | \$                        | \$  | \$  | \$                 |
| 7  | 4A | \$                        | \$  | \$  | \$                 |
| 8  | 4B | \$                        | \$  | \$  | \$                 |
| Estimated Total for all Phases (D1+D2+D3+D4+D5+D6+D7+D8):  |    |                           |   |   | \$                 |
| *The Extended Total per Phase and the Estimated Total for all Phases may be adjusted through the use of Article 2A below. The adjustment values will be expressed in the WAF/WARF and the Contract need not be formally amended to permit the adjustments. |    |                           |   |   |                    |

**2. Modifications resulting from Site Conditions / Contingency Funds**

| Item   | Description  | Estimated Total |
|--|--|-----------------|
| 2A   | Additional or Reduced Quantities   |                 |
|  | <p>For the purpose of satisfying the Minor Deviations provision of Annex A-1, additional or reduced quantities may occur. Adjustments to the Firm Lot Price per Phase (TFLPP) will be made using the unit component prices contained in the Price Breakdown for the TFLPP in the Contractor's bid referenced in the Contract. Calculations will be made on a component unit basis multiplied by the revised quantity of components and the unit component price. The resulting price will be lot and firm and will be expressed in the WAF/WARF.</p> <p>If the Price Breakdown contains pricing that does not total the TFLPP in Article 1 above, Canada has the right to negotiate the prices in the Price Breakdown and to adjust the pricing in the Price Breakdown to unit amounts that would establish the TFLPP listed in Article 1. Example: if the TFLPP was established using discounts, but these discounts were not applied in the Price Breakdown, the Contractor must disclose the discounts to Canada and they would be applied to the Price List and used for pricing the proposed Modifications for the Minor Deviations. Canada may also invoke the Audit provision of the general conditions of the Contract to verify the pricing used to establish the TFLPP and Canada may use these prices for pricing the Modifications and making adjustments.</p> | \$ *(Note 1)    |
| 2B   | Panel or Worksurface Cutting   |                 |
|  | <p>For the performance of panel or worksurface cutting to satisfy the Minor Deviations provision of Annex A-1, the Contractor will be paid the firm hourly rate of \$ * for an estimated quantity of 100 hours. Delivery and Installation charges will not be applied to this item.</p>  | \$ *            |
| Estimated Total for Modifications/Contingency:   |  | \$* (Note 1)    |
| <p>The Estimated Total funding for modifications covers potential costs to Canada resulting from additional quantities of components and/or from cutting services and for 2A only, the corresponding increases to the Delivery and Installation charges.</p> |  |                 |

Estimated Total Cost for Articles 1 and 2: \$ \* \_\_\_\_\_

Estimated GST/HST: \$ \* \_\_\_\_\_

Estimated Grand Total: \$ \* \_\_\_\_\_

The total net amount payable under the Contract resulting from the adjustments authorized in WAF/WARFs cannot exceed the Estimated Total cost for Articles 1 and 2.

The following articles will be deleted at Contract award:

\* To be added at Contract award.

Note 1 - PWGSC will add budget funding for amounts expected to address the Minor Deviations. These two amounts are separate from the total amounts for Articles 1 and 2B and do not form part of the financial bid submitted in response to the solicitation

**Annex C  
Work Authorization Form**

| Work Authorization Form - Formulaire d'Autorisation du travail                         |  |
|--|--|
| Contract No./Numéro du contrat :   |  |
| WAF No./Numéro de l'AdT:   |  |
| WAF Revision No./Numéro de revision de l'AdT :   |  |
| <b>Work To be Completed/Les travaux à effectuer :</b>                                  |  |
| (Complete the applicable portion (1 or 2)/Compléter la composante applicable (1 ou 2)) |  |
| 1  | Site Condition Inspection and the preparation and delivery of the draft installation plan(s) for the phase listed below / L'inspection de la condition du site et la préparation et livraison d'un ébauche du(des) plan(s) d'installation pour la phase nommée ci-dessous.   |
|  | Phase/<br>Date or period for Site Inspection for the floor(s) listed below/Date ou période pour effectuer l'inspection du site pour le(s) plancher(s) indiqué(s) ci-dessous :  |
|  | Floor/Plancher : Date/Period/Date/Période :  |
| <input type="checkbox"/>   | Eg/ex. 1A Eg/ex. 2 Eg. March 13, 2011/Ex. le 13 mars 2011  |
|  | Eg/ex. 3 Eg. March 14, 2011/Ex. le 14 mars 2011  |
|  |  |
|  |  |
|  |  |
| 2  | A. Supply, deliver and install furniture (mark the applicable case)/fournir, livrer et installer le mobilier (indiquer le cas échéant) :   |
|  | <ul style="list-style-type: none"> <li><input type="checkbox"/> no change to the Contract and following the final installation drawing attached/aucun changement au contrat et en suivant le dessin d'installation final ci-joint.</li> <li><input type="checkbox"/> in accordance with the Contract as modified by the Contractor's proposal for Minor Deviations as accepted by the TA and following the final installation plan, the final component list, and the final floor plan attached(see attached/en suivant la soumission de l'entrepreneur tel qu'accepté par l'AT et le dessin d'installation final, la liste des composantes finale, et le plan de plancher final ci-joints.</li> </ul> |
|  | Price - Basis of Payment   |





## Annex D

### Pricing Schedule

1. For the supply, delivery and installation of all furniture in accordance with the requirements of the solicitation, the Bidder must submit the following:
  - i. a firm lot price for each phase listed in Table 1 below;
  - ii. a single firm percentage (%) for delivery of the furniture; and
  - iii. a single firm percentage (%) for installation of the furniture.

Bidders are also requested to submit the:

- iv. Delivery total (Rows 1-8 in column B in Table 1 below) for each phase using the Firm % and the Firm Lot Price per Phase bid;
- v. Installation total (Rows 1-8 in column C in Table 1 below) for each phase using the Firm % and the Firm Lot Price per Phase bid; and
- vi. Extended Total for each phase (Rows 1-8 in column D in Table 1 below) and for all phases (Row 9 in column D in Table 1 below).

**Table 1**

|           |   | A                        | B  | C  | D                 |
|-----------|---|--------------------------|--|--|-------------------|
| Phase No. |   | Furniture                | Delivery                                 | Installation                             | Extended Total    |
|           |   | Firm Lot Price per Phase | Firm % _____ of Firm Lot Price per Phase | Firm % _____ of Firm Lot Price per Phase | per Phase (A+B+C) |
| 1         | 1A  | \$                       | \$                                       | \$                                       | \$                |
| 2         | 1B  | \$                       | \$                                       | \$                                       | \$                |
| 3         | 2A  | \$                       | \$                                       | \$                                       | \$                |
| 4         | 2B  | \$                       | \$                                       | \$                                       | \$                |
| 5         | 3A  | \$                       | \$                                       | \$                                       | \$                |
| 6         | 3B  | \$                       | \$                                       | \$                                       | \$                |
| 7         | 4A  | \$                       | \$                                       | \$                                       | \$                |
| 8         | 4B  | \$                       | \$                                       | \$                                       | \$                |
| 9         | Extended Total for all Phases, GST/HST extra<br>(D1+D2+D3+D4+D5+D6+D7+D8) |                          |  |  | \$                |

- For the provision of panel and/or worksurface cutting services in accordance with the requirements of the solicitation, the Bidder must submit a single firm hourly rate. Bidders are also requested to show the extended total in column C of Table 2 below.

**Table 2**

| A  | B                      | C                                 |
|--|------------------------|-----------------------------------|
| <b>Firm Hourly Rate<br/>for Cutting Panels and/or<br/>Worksurfaces</b> | <b>Estimated Hours</b> | <b>Extended Total<br/>(A x B)</b> |
| \$   | 100                    | \$                                |

- Evaluated Price:

Table 1 Extended Total for all Phases, GST/HST extra

+

Table 2 Extended Total, GST/HST extra

= Evaluated Price, GST/HST extra: \$ \_\_\_\_\_

- The Bidder must indicate the total GST/HST for the Evaluated Price: \$ \_\_\_\_\_

The Bidder is requested to specify GST or HST: \_\_\_\_\_

- Price Breakdown for the Firm Lot Price per Phase.

The Bidder must provide a price breakdown that should be completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

The price breakdown must show the following for each Total Firm Lot Price per Phase:

- all furniture components proposed for each floor in each Phase;
- the price of each component for each floor in each Phase;
- the discounts applied (if any); and
- the calculations showing how each Total Firm Lot Price per Phase was determined.

The Bidder's component list provided in the technical bid may be copied and submitted with pricing with the financial bid to support the price breakdown. Bidders are reminded that financial information must appear only in the financial bid and not any other section of the bid.