

**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> COLLABORATIVE FURNITURE		
<b>Solicitation No. - N° de l'invitation</b> EP731-120972/A	<b>Date</b> 2012-04-12	
<b>Client Reference No. - N° de référence du client</b> 20120972		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-407-60253		
<b>File No. - N° de dossier</b> pq407.EP731-120972	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-22</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <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> Miller, Tracey		<b>Buyer Id - Id de l'acheteur</b> pq407
<b>Telephone No. - N° de téléphone</b> (819) 956-2459 ( )	<b>FAX No. - N° de FAX</b> ( ) -	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes		

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

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**PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is no security requirement associated with this requirement.

**2. Requirement**

This requirement is for the supply, delivery and installation of Collaborative Furniture for Department of National Defence in Gatineau, Quebec in accordance with the requirement at Annex A.

**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.

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## **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 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 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 ( 2 hard copies)

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>). 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**

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in the chart below. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
- 1.2 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.
- 1.3 When preparing their financial bid, bidders should review Part 6, The Basis of Payment and clause 1.2, Financial Evaluation, of Part 4.
- 1.4 **SACC Manual Clauses**  
C3010T (2010-01-11) Exchange Rate Fluctuation

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### Pricing Schedule

Bidders are to bid a total firm lot price for the supply, delivery and installation of Collaborative Furniture for Department of National Defence as detailed in Annex A herein.

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**TOTAL FIRM LOT PRICE in CANADIAN FUNDS, (GST/HST excluded)** \$ \_\_\_\_\_

**GST or HST** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**No other pricing is to be bid**

#### **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.

**Unless otherwise stated herein, all information must be submitted with the bid.**

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

1.1.1.A	Mandatory Technical Specifications Criteria (MTS)
<b>MTS1</b>	<p><u>MTS1.1</u> The Bidder must submit a list of all products proposed. As a minimum, the product listing (s) must contain the following:</p> <ul style="list-style-type: none"> <li>-Series Name</li> <li>-Model number</li> <li>-Short description of the product</li> <li>-Catalogue cut sheet of each of the products proposed</li> </ul> <p><u>MTS 1.2</u> To demonstrate MTS1.2 the Bidder must submit the above , in CD/DVD format, in Adobe Acrobat PDF version 7 or older., or hard copy.</p>
<b>MTS2</b>	<p><u>MTS2.1</u></p> <p>1. The Bidder must meet technical compliance for the following tests for the products being proposed;</p> <p style="padding-left: 40px;">A) <b>Flammability</b> (CAN/ULC-S102)</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". 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>MTS2.2</u> To demonstrate MTS2.1 the Bidder must submit test reports for each fabric bring offered at Annex A 5.7.1 and 5.7.2 of this solicitation, in CD/DVD format, in Adobe Acrobat PDF version 7 or older or hard copy.</p>
<b>MTS3</b>	<p><u>MTS3.1</u> To demonstrate MTS2.1, the offeror must complete, with its offer, the Testing Certification in Part 5 herein.</p>

## 1.1.2 Mandatory Environmental Criteria

1.1.1.B	Mandatory Technical Environmental Criteria (MTEC)
<b>MTEC1</b>	<p><b>MTEC1.1</b> 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> 4.1 Recycled Content, 10% 4.2 Recycled Content, 20%</p> <p><b>MTEC1.2</b> To demonstrate MEC1.1 Bidders must provide supporting documentation in CD/DVD format, in Adobe Acrobat PDF version 7 or older or hard copy.</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.

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

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## 1.2. Product Conformance

Bidders are to complete the certification for the products being proposed for this solicitation.

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract including the warranty period, to all specifications of, and meet the testing requirements detailed in Annex A.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
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 this requirement.

### **2. Requirement**

This requirement is for the supply, delivery and installation of Collaborative Furniture for Department of National Defence in Gatineau, Quebec in accordance with Annex A.

### **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/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

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.

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

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

##### **4.1.1 Delivery & Installation Schedule**

**(a) Canada may need to vary the lead times and the final dates will be confirmed once contract is awarded.**

### Delivery/Installation Schedule

2nd Floor - July 3, 2012	Refer to Annex B for quantities per item - per floor
3rd Floor - July 20, 2012	
4th Floor - August 4, 2012	
5th Floor - July 20, 2012	
6th Floor - August 3, 2012	
7th Floor - August 3, 2012	
8th Floor - August 24, 2011	
9th Floor - September 21, 2012	
10th Floor - September 28, 2012	
11th Floor - September 24, 2012	
12th Floor - September 24, 2012	

#### 4.2 Delivery and Installation instructions and loading dock limitations

Delivery and Installation are to be completed after working hours (defined as see below);

- Monday to Friday - 4:30 PM to 11:00 PM
- Saturday: 7:30 AM to 4:00 PM
- Sunday: on request only and to be confirmed by the project authority.

There is a freight elevator and a lift available for use by the Contractor, and the loading dock can accommodate a 53' trailer. All packaging are to be taken back by the supplier. Contact person is XXXXXXXXXXXX(to be inserted on Contract award) and he can be reached at 819-956-XXXX.

Delivery and installation are requested as follows:

Can these dates be met:

Floor 2: Yes \_\_\_\_  
No \_\_\_\_, the best date that can be offered is \_\_\_\_.

Floor 3: Yes \_\_\_\_  
No \_\_\_\_, the best date that can be offered is \_\_\_\_.

Floor 4: Yes \_\_\_\_  
No \_\_\_\_, the best date that can be offered is \_\_\_\_.

Floor 5: Yes \_\_\_\_  
No \_\_\_\_, the best date that can be offered is \_\_\_\_.

Floor 6: Yes \_\_\_\_  
No \_\_\_\_, the best date that can be offered is \_\_\_\_.

Floor 7: Yes \_\_\_\_  
No \_\_\_\_, the best date that can be offered is \_\_\_\_.

Floor 8: Yes \_\_\_\_\_  
No \_\_\_\_\_, the best date that can be offered is \_\_\_\_\_.

Floor 9: Yes \_\_\_\_\_  
No \_\_\_\_\_, the best date that can be offered is \_\_\_\_\_.

Floor 10: Yes \_\_\_\_\_  
No \_\_\_\_\_, the best date that can be offered is \_\_\_\_\_.

Floor 11: Yes \_\_\_\_\_  
No \_\_\_\_\_, the best date that can be offered is \_\_\_\_\_.

Floor 12: Yes \_\_\_\_\_  
No \_\_\_\_\_, the best date that can be offered is \_\_\_\_\_.

The Contractor is to advise the delivery and installation schedule with the Project Authority at least two weeks in advance of accessing the delivery location.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tracey Miller  
Furniture Division  
Public Works and Government Services Canada  
Commercial & Consumer Products Directorate / CASM Sector  
11 Laurier, Portage III, 6B3, Office #38 Gatineau, QC, K1A 0S5

Telephone: 819-956-2459  
Facsimile: 819-956-5706  
E-mail: tracey.miller@tpsgc-pwgsc.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 Project Authority

The Project Authority 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 Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, for a cost of \$ \_\_\_\_\_ **(to be inserted at Contract award)**. Customs duties and excise taxes 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 Multiple Payment

SACC Manual clause H1001C(2008-05-12) Multiple Payment

#### Payment Schedule -

Phase 1 : Floors 2, 3, 4 and 5

Phase 2 : Floors 6, 7, 8 and 9

Phase 3 : Floors 10, 11 and 12

Payment on delivery and acceptance of each Phase.

### 6.3 SACC Manual Clause T1204 - Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## 7. Invoicing Instructions

**7.1** 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.

**7.2** Invoices must be distributed as follows:

- (a) The original and two (2) copies 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.
- (c) The original and one (1) copy of the suppliers own invoice form shall be forwarded by mail to:

Public Works Government Services Canada  
Real Property Branch  
Place du Portage- 10B3  
11 Laurier, Gatineau (Quebec) K1A 0S5

**7.3** The invoice must contain the following:

Name and address of consignee  
Item/reference number, deliverable and/or quantity or description of work  
Contact/purchase order serial number and financial codes  
All separate charges detailed individually  
The amount invoices  
Client Reference Number (CRN)  
The contractor's Vendor Code or Procurement Business Number (PBN)  
Company GST Registration Number

Invoices are not to be submitted prior to the shipment or delivery of the goods and services and all invoices must have original signatures and be stamped as "Original".

Payment will not be authorised until all material and serviced have been inspected and accepted by the Technical Authority.

**8. Certifications****8.1 Product Conformance Certification**

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex 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.

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

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

**8.2** 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.

**9. Applicable Laws**

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2011-05-16) General Conditions - Goods (Medium Complexity)
- (c) Annex A, Requirement
- (d) Annex B, Component List
- (d) Annex C, Layout D-2-05
- (e) Annex D, Layout D-3-05
- (f) The Contractor's bid dated \_\_\_\_\_ **(to be inserted at Contract award)**

## 11. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations

B7500C (2006-06-16) Excess Goods

G1005C (2008-05-12) Insurance

## 12. Shipping Instructions

**Ship to:** TPSGC/PWGSC  
National Capital Area (Gatineau)  
455 Blvd de la Carrière  
GATINEAU QC K1A 0K2

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

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

## 13. Packing Requirements

Preparation for delivery for all items shall be in accordance with the latest issue of the Canadian Forces Packing Specifications D-LM-008-036/SF-000, Department of National Defence Minimum Requirements for Manufacturer's Standard Pack.

## 14. Installation Services

Installation services must be provided for the products contracted. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during



installation;

6. Clean the products 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, using a dumpster arranged for by the Contractor; and
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operating condition of all products in accordance with the Deficiency Procedures.

## **15. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three 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 business days after the completion of each phase;
5. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;
7. Within three business 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 calendar days from receipt of the deficiency list from the Project Authority and;
9. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied

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**Annex A**  
**Requirement for**  
**COLLABORATIVE FURNITURE**

**1. SCOPE OF WORK**

1 This specification is for the supply, delivery and installation of occasional tables, soft seating & screens within open common areas, and closed offices, and tables and seating within lunch rooms.

2 The bidder is responsible for supplying all necessary accessories to allow the configuration to be integrated as illustrated in the 'typical' drawings and floor plans provided.

3 Product need not all be from the same manufacturer.

4 All products must be new.

**2. REFERENCES**

2.1 American National Standards Institute (ANSI) / National Particleboard Association (NPA)

2.1.1 ANSI/NPA A208.1 , Particleboard.

2.2 American National Standards Institute (ANSI) / Hardwood Plywood and Veneer Association (HPVA)

2.2.1 ANSI/HPVA HP-1-, Standard for Hardwood and Decorative Plywood.

2.3 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)

2.3.1 ANSI/BIFMA X5.5 , American National Standard For Office Furnishings - Desk/Table Products - Tests.

2.3.2 ANSI/BIFMA X5.6 , American National Standard For Office Furnishings - Panels Systems - Tests.

2.4 American Society for Testing and Materials International (ASTM)

2.4.1 ASTM C297/C297M-, Standard Test Method for Flat wise Tensile Strength of Sandwich Construction. ASTM D523- Standard Test Method for Specular Gloss.

2.5 Association of Contract Textiles (ACT)

2.5.1 Textiles Performance Guidelines

2.6 Canadian General Standards Board (CGSB)

2.6.1 CAN/CGSB -44-227- Freestanding Office Desk Products and Components

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

**3. PERFORMANCE REQUIREMENTS**

- 3.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.
- 3.2 External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 3.3 Table components are to withstand functional and proof load tests to establish structural integrity and acceptance levels of serviceability to: CAN/CGSB-44-227- Freestanding Office Desk Products and Components.

#### 4. TEST REQUIREMENTS

- 4.1 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or 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.

#### 5. PRODUCT DESCRIPTION

##### 5.1 SEATING:

##### 5.1.1 SEATING MATERIALS & COMPONENTS

###### 5.1.1.1 Fabric:

- 5.1.1.1.1 Must meet the following category requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines.
- 5.1.1.1.2 The fabric for the chair offered must have an abrasion resistance rating of 100,000 double rubs (DR) or more.
- 5.1.1.1.3 Fabric must be a minimum of two grades above the lowest standard fabric grade as published in the current price guide.
- 5.1.1.1.4 When specified, must have the option of Crypton fabric.
- 5.1.1.1.5 All finishes, fabric colour & pattern T.B.D. by designer from manufacturer's full range.

###### 5.1.1.2 Base/exposed frame:

- 5.1.1.1.1 Metal finish.
- 5.1.1.1.2 Painted components must be coated with powder coat paint.

###### 5.1.1.3 Seat/back Material:

- 5.1.1.1.1 Fabric.
- 5.1.1.1.2 Urethane type: Seat/back material must be reinforced plastic and/or polyamide.

###### 5.1.1.4 Foam:

- 5.1.1.1.1 Molded construction flexible foam polyurethane must be used for the seat.

###### 5.1.1.5 Line Drawings:

- 5.1.1.1.1 Refer to line drawings as shown in Annex B. The line drawings are for reference purposes only.

## 5.2 SEATING TYPES

### 5.2.1 Collaborative - Seat #1

#### 5.2.1.1 Description:

- 5.2.1.1.1 Ganging banquette seating.
- 5.2.1.1.2 Upholstered back or bolster & seat with stitch detailing for a tailored look.
- 5.2.1.1.3 Upholstery on seat and backrest or bolster must be specified separately to allow for contrasting fabrics.
- 5.2.1.1.4 Front edge of seat must feature a generous radius or waterfall edge minimum 25mm R (1"R).
- 5.2.1.1.5 Clean, architectural lines to create a bold, modern aesthetic.
- 5.2.1.1.6 No arms.
- 5.2.1.1.7 Wide, flat surface on seats, and backs.
- 5.2.1.1.8 Patterns must align at seams.
- 5.2.1.1.9 4 legs with leveling glides adjust for installations on uneven floors. Legs can be rectilinear, or square or round or other options. Adjustability range to be minimum +/-13 mm (1/2").

#### 5.2.1.2 Finishes:

- 5.2.1.2.1 Crypton or 100% recycled fabric.
- 5.2.1.2.2 Legs to be metal.

#### 5.2.1.3 Dimensions:

- 5.2.1.3.1 Overall Dimensions: width to be consistent dimension but can range between min. 991mm W to max.1600mm W (min. 39"W to max. 63"W) +/-13 mm (1/2"). The quantity of banquettes will vary depending on width of banquettes. Manufacturer to maximize the quantity able to fit along the wall [ +/-6778mm (267"W) site dimension required] as indicated on the drawings. Refer to drawings D-2-05 & D-3-05 as shown in Annexes C and D For reference of wall dimension. D-2-05 occurs only once. D-3-05 is a typical that occurs 10 times.
- 5.2.1.3.2 Min. 495mm D to max. 660mm D x min. 406mm H to max. 457mm H back (min. 19.5"D to max. 26"D x min. 16"H to max.18"H back) +/-13mm (1/2").
- 5.2.1.3.3 Seat height must be between 406mm - 508mm (16" - 20") +/-26mm (1") above finished floor.

### 5.2.2 Collaborative - Seat #2

#### 5.2.2.1 Description:

- 5.2.2.1.1 Lounge Chair.
- 5.2.2.1.2 Enclosed upholstered outer frame.
- 5.2.2.1.3 Back & seat cushions must be fixed or have Velcro attachment.
- 5.2.2.1.4 Fully upholstered with stitch detailing for a tailored look.
- 5.2.2.1.5 4 legs can be rectilinear, or square or other options.
- 5.2.2.1.6 Armrest profile must be chamfered, or tailored, or other options.
- 5.2.2.1.7 Design & finishes to match 'Collaborative - Seat #5' & 'Collaborative - Seat #3'.

#### 5.2.2.2 Finishes:

- 5.2.2.2.1 Crypton or 100% recycled fabric.
- 5.2.2.2.2 Legs to be metal.

#### 5.2.2.3 Dimensions:

- 5.2.2.3.1 Overall dimensions: min. 787mm W to max. 915mm W x min. 711mm D to max. 762mm D x min. 686mmH to max. 762mmH (min. 31"W to max. 36"W x min. 28"D to max. 30"D x min. 27"H to max. 30"H) +/-13 mm (1/2").
- 5.2.2.3.2 Seat height must be between 406mm - 508mm (16" - 20") +/-26mm (1") above finished floor.

### 5.2.3 Collaborative - Seat #3

#### 5.2.3.1 Description:

- 5.2.3.1.1 Lounge chair with a deeply curved back.
- 5.2.3.1.2 Fully upholstered with stitch detailing for a tailored look.
- 5.2.3.1.3 Seat cushions must be fixed or have Velcro attachment.
- 5.2.3.1.4 Base can be exposed. If base is exposed, the base must be a cylindrical or square or X shape base or 4 legs.
- 5.2.3.1.5 Can have option to swivel. Swivel return to 0 degrees.
- 5.2.3.1.6 Armrest profile must be chamfered or tailored or other options.
- 5.2.3.1.7 Design & finishes to match 'Collaborative - Seat #5' & 'Collaborative - Seat #2'.

#### 5.2.3.2 Finishes:

- 5.2.3.2.1 Crypton or 100% recycled fabric.
- 5.2.3.2.2 Base/legs to be polished or brushed metal finish.

#### 5.2.3.3 Dimensions:

- 5.2.3.3.1 Overall dimensions: min. 679mm W to max. 806mm W x min. 648mm D to max. 806mm D x min. 737mm H to max. 806mm H (min. 26¾"W to max. 31 ¾"W x min. 25½"D to max. 31¾"D x min. 29"H to max. 31¾"H) +/-13 mm (1/2").
- 5.2.3.3.2 Seat height must be between 406mm - 508mm (16" - 20") +/-13mm (1/2") above finished floor.

### 5.2.4 Collaborative - Seat #4

#### 5.2.4.1 Description:

- 5.2.4.1.1 Solid round or elliptical stool.
- 5.2.4.1.2 Fully upholstered with stitch detailing for a tailored look
- 5.2.4.1.3 No legs or visible base.

#### 5.2.4.2 Finishes:

- 5.2.4.2.1 Crypton or 100% recycled fabric

#### 5.2.4.3 Dimensions:

- 5.2.4.3.1 508mm diameter or 445mm W to 686mm W x min. 343mm D to 483mm D x min. 381mm H to max. 686mm H (20" diameter or min. 17½"W to max. 27"W x min. 13½"D to max. 19"D x min. 15"H to max. 27"H) +/-25mm (1").

### 5.2.5 Collaborative - Seat #5

#### 5.2.5.1 Description:

- 5.2.5.1.1 Two seat lounge sofa.
- 5.2.5.1.2 Enclosed upholstered outer frame.
- 5.2.5.1.3 Back & seat cushions must be fixed or have Velcro attachment.
- 5.2.5.1.4 Fully upholstered with stitch detailing for a tailored look.
- 5.2.5.1.5 4 legs can be rectilinear, or square or other options.

5.2.5.1.6 Armrest profile must be chamfered or tailored or other options.  
 5.2.5.1.7 Design & finishes to match 'Collaborative - Seat #2' and 'Collaborative - Seat #3'.

5.2.5.2 Finishes:

5.2.5.2.1 Crypton or 100% recycled fabric.  
 5.2.5.2.2 Legs to be metal.

5.2.5.3 Dimensions:

5.2.5.3.1 Overall dimensions: min. 1562mm W to max. 1981mm W x min. 711mm D to max. 762mm D x min. 686mm H to max. 762mm H (min. 61.5"W to max. 78"W x min. 28"D to max. 30"D x min. 27"H to max. 30"H) +/-13mm (1/2").  
 5.2.5.3.2 Seat height must be between 406mm - 508mm (16" - 20") +/-13 mm (1/2") above finished floor.

**5.2.6 Collaborative - Screen #6**

5.2.6.1 Description:

5.2.6.1.1 Lounge screen must have L-shape in plain view or combine two straight screens to create an L-shape in plan view.  
 5.2.6.1.2 Metal frame with mesh fabric or metal frame with whiteboard.  
 a. When with mesh fabric, it must have Velcro strips or be self-closing. Seams of mesh fabric must be straight and aligned with frame. No puckering or pulling in the mesh fabric. Mesh fabric cover must be replaceable.  
 b. Frames must be metal.  
 5.2.6.1.3 Must feature leveling glides with minimum 13mm (1/2") adjustment for application on uneven floors, or casters.  
 5.2.6.1.4 When L-shaped, left-and right-hand versions must be available.  
 5.2.6.1.5 Framework must be metal rods welded together with metal bottom support plate(s), or legs, which must feature threaded holes for adjustable glides or casters.

5.2.6.2 Finishes:

5.2.6.2.1 Metal frame with fabric mesh or white board.

5.2.6.3 Dimensions:

5.2.6.3.1 Overall dimensions for L-shaped screen: 978mm W x 978mm D x 1372mm H (38 1/2"W x 38 1/2"W x 54"H) +/-51mm (2").  
 5.2.6.3.2 Overall dimensions for straight screen: 915mm W x 1321mm H (36"W x 52"H) +/-51mm (2").

**5.2.7 Collaborative - Seat #13**

5.2.7.1 Description:

5.2.7.1.1 One piece back & seat, non-perforated plastic shell.  
 5.2.7.1.2 Sled base or 4 legs (rectilinear, or square, or round).  
 5.2.7.1.3 No arms.

5.2.7.2 Finishes:

5.2.7.2.1 Plastic/polymer seat & back. Plastic colour T.B.D. by designer from manufacturer's full range.  
 5.2.7.2.2 Base and frame to be metal.

5.2.7.3 Dimensions:

- 5.2.7.3.1 Seat height must be between 457mm-508mm (18"-20") +/-13mm (1/2") above finished floor.

## 5.2.8 Collaborative - Seat #14

### 5.2.8.1 Description:

- 5.2.8.1.1 Molded seat shell can be plastic or pressed plywood finished with wood veneer.
- 5.2.8.1.2 Upholstered or non-upholstered backrest must be one continuous rounded surface that wraps around the back to incorporate the armrest.
- 5.2.8.1.3 May have an upholstered seat pad supported by a molded seat shell.
- 5.2.8.1.4 Base can be: X shape base, or pedestal base, or 4 legs (rectilinear, or square, or round).

### 5.2.8.2 Finishes:

- 5.2.8.2.1 If upholstered seat pad and/or back, upholstered with Crypton or 100% recycled fabric.
- 5.2.8.2.2 Plastic or plywood shell finish/colour T.B.D. by designer from manufacturer's full range.
- 5.2.8.2.3 Legs & frame to be metal.

### 5.2.8.3 Dimensions:

- 5.2.8.3.1 Seat height must be between 457mm-508mm (18"-20") +/-13mm (1/2") above finished floor.
- 5.2.8.3.2 Armrest height to function with 'collaborative-table #7' and 'collaborative-table #8'.

## 5.3 TABLES:

### 5.3.1 Table Materials:

- 5.3.1.1 Particleboard: must conform to ANSI A208.1, grade M2 or greater when used as substrate.
- 5.3.1.2 MDF (medium density fiberboard) core: must conform to ANSI/NPA A208.2 when used as a substrate.
- 5.3.1.3 Hardwood lumber: must conform to AWMAC custom grade.
- 5.3.1.4 Hardwood plywood: must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.
- 5.3.1.5 Wood:
- 5.3.1.5.1 Solid or veneer to be FSC (Forest Stewardship Council) certified.
- 5.3.1.5.2 All visible wood surfaces must have a clear finish, and be free from open knots.
- 5.3.1.6 Wood Veneers
- 5.3.1.6.1 Applied to furniture minimum of 0.7mm thick when applied to furniture substrate.
- 5.3.1.7 Plastic laminate (high pressure laminate):
- 5.3.1.7.1 The performance requirements for high pressure laminate of horizontal work surfaces must be tested in accordance with CAN/CGSB-44-227- Freestanding Office Desk Products and Components. If the HPL finish is identical for components under items 3.2 or testing to CAN/CGSB-44.227 it will be acceptable.

5.3.1.7.2 Laminate surfaces plastic bonded to both faces where exposed two sides, and when panel material require surface on one side only, reverse side to manufacturer's standard.

5.3.1.8 All other surfaces, except fabric covered surfaces, must meet the performance requirements for laminates, painted wood, painted non-wood, with the exception of wood veneer requirements, all exposed and less exposed surfaces must be wood and meet the performance requirements for wood veneer.

5.3.1.9 Plastic laminate adhesives: must conform to CAN/CGSB-44.227-[which states adhesives must achieve a tensile strength of 449 kPa (65 psi) when tested in accordance with ASTM C 297-04].

5.3.1.10 Other Materials:

5.3.1.10.1 Refer to line drawings as shown in Annex B. The line drawings are for reference purposes only.

#### 5.4 TABLE COMPONENTS:

Types of supports: legs, full panels, columns, pedestals, complete with leveling mechanism with vertical adjustment of a minimum of 25 mm (1").

5.4.1 Table surfaces:

5.4.1.1 Tolerance for all dimensions must be -12.7mm/+25.4mm (-1/2"/+1.0") unless otherwise specified and where edge shapes preclude.

5.4.1.2 Table surfaces must be available in various widths, depths and shapes.

5.4.1.3 Submit complete selection of standard edge details at time of contract award.

5.4.1.4 Table surfaces must be predrilled to accept installation of mounting hardware and attachments.

5.4.2 Support Table surfaces with legs, bases, in any combination of supports.

5.4.3 Wood core: balanced construction to minimize warping.

#### 5.5 TABLE TYPES:

##### 5.5.1 Collaborative - Table #7

5.5.1.1 Description:

5.5.1.1.1 Round table top.

5.5.1.1.2 Straight edge profile.

5.5.1.1.3 Top thickness 28.5mm (1-1/8")

5.5.1.1.4 Post leg with round pedestal base or a cylindrical or square or X shape base.

5.5.1.2 Finishes:

5.5.1.2.1 High-pressure laminate top with matching edge banding or self-edge.

5.5.1.2.2 Metal base.

5.5.1.2.3 Design & finishes to match 'Collaborative - Table #8 & Collaborative - Table #9'

5.5.1.3 Dimensions:

5.5.1.3.1 762mm dia. (30" dia.).

5.5.1.3.2 Height of table surface must be between 738mm-787mm (29"-31") above finished floor.

##### 5.5.2 Collaborative - Table #8

5.5.2.1 Description:



- 5.5.2.1.1 Square table top.
- 5.5.2.1.2 Straight edge profile.
- 5.5.2.1.3 Top thickness 28.5mm (1-1/8").
- 5.5.2.1.4 Post leg with round pedestal base or a cylindrical or square or X shape base
- 5.5.2.1.5 Design & finishes to match 'Collaborative - Table #7 & Collaborative - Table #9'

## 5.5.2.2 Finishes:

- 5.5.2.2.1 High-pressure laminate top with matching edge banding or self-edge.
- 5.5.2.2.2 Metal base.

## 5.5.2.3 Dimensions:

- 5.5.2.3.1 914mmW x 914mmD (36"W x 36"D).

- 5.5.2.3.2 Height of table surface to be between 738mm-787mm (29"-31") above finished floor.

**5.5.3 Collaborative - Table #9**

## 5.5.3.1 Description:

- 5.5.3.1.1 Table with full table depth end gables & no leg supports, or rectangular table top with T-Base.
- 5.5.3.1.2 Straight edge profile.
- 5.5.3.1.3 Design & finishes to match ' Collaborative - Table #7 & Collaborative - Table #8'.

## 5.5.3.2 Finishes:

- 5.5.3.2.1 High-pressure laminate top with matching edge banding or self-edge.
- 5.5.3.2.2 Gable ends in high-pressure laminate or T-Base in metal (or similar finish).

## 5.5.3.3 Dimensions:

- 5.5.3.3.1 Overall Dimensions: width to be consistent dimension but can range between min. 1524mm W to max.2438mm W (min. 60"W to max. 96"W) +/-13 mm (1/2"). The quantity of tables will vary depending on width of tables. Manufacturer to maximize the quantity able to fit within the overall dimension as indicated on the drawings. Refer to drawings D-2-05 & D-3-05 as shown in Annexes C and D for reference of overall dimension. D-2-05 occurs only once. D-3-05 is a typical that occurs 10 times.
- 5.5.3.3.2 Min. 762mm D to max. 1219mm D (min. 30"D to max. 48"D) +/-13mm (1/2").
- 5.5.3.3.3 Height of table surface must be between 738mm-787mm (29"-31") above finished floor.

**5.5.4 Collaborative - Table #10**

## 5.5.4.1 Description:

- 5.5.4.1.1 Table constructed of plywood, or molded plywood, or a steel frame supporting a glass top.
- 5.5.4.1.2 If constructed of molded plywood:
  - a. 19mm (3/4") thick plywood molded into configuration as specified.
  - b. Self-edge.

## c. Straight edge detail.

## 5.5.4.2 Finishes:

## 5.5.4.2.1

Wood veneer.

or

## 5.5.4.2.2

Polished or brushed steel frame with white stained acrylic glass top.

## 5.5.4.3 Dimensions:

## 5.5.4.3.1

Min. 356mm W to max. 610mmW x min. 495mm D to max. 610mm D x min. 500mm H to 660mm H (min. 14"W to max. 24"W x min. 19 1/2"D to max. 24"D x min. 19.7"H to max. 26"H)

**5.5.5 Collaborative - Table #11**

## 5.5.5.1 Description:

## 5.5.5.1.1

Round table top.

## 5.5.5.1.2

Post leg with round pedestal base or a cylindrical or square or X shape base.

## 5.5.5.1.3

Self-edge.

## 5.5.5.1.4

Straight edge detail.

## 5.5.5.1.5

Design &amp; finishes to match ' Collaborative - Table #11'.

## 5.5.5.2 Finishes:

## 5.5.5.2.1

Wood veneer top.

## 5.5.5.2.2

Legs to be metal.

## 5.5.5.3 Dimensions:

762mm dia. x min. 445mmH to max. 508mmH (30" diameter x min.17.5"H to max.20"H)

**5.5.6 Collaborative - Table #12**

## 5.5.6.1 Description:

## 5.5.6.1.1

Square table top.

## 5.5.6.1.2

Post leg with round pedestal base or a cylindrical or square or X shape base.

## 5.5.6.1.3

Self-edge.

## 5.5.6.1.4

Straight edge detail.

## 5.5.6.1.5

Design &amp; finishes to match ' Collaborative - Table #11'.

## 5.5.6.2 Finishes:

## 5.5.6.2.1

Wood veneer top.

## 5.5.6.2.2

Legs to be metal.

## 5.5.6.3 Dimensions:

## 5.5.6.3.1

610mmW x 610mmD x min. 445mmH to max. 508mmH (24"W x 24"D x min.17.5"H to max.20"H)

**5.6 MARKING**

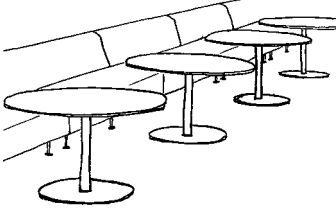
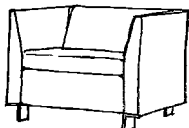

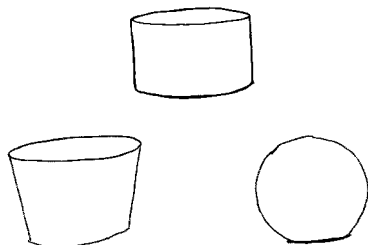
- 5.6.1 In addition to the labeling requirement stated in CAN/CGSB-44.227-, all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- 5.6.2 Adequate operating instructions in pictorial form and/or in both French and English must be provided with each user-adjustable product.

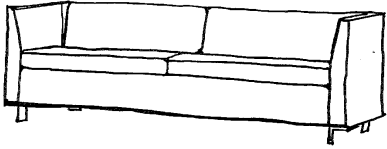
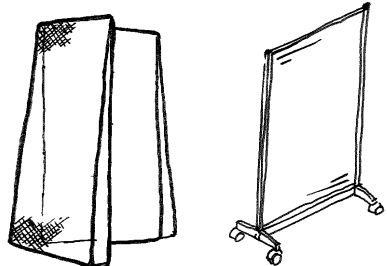
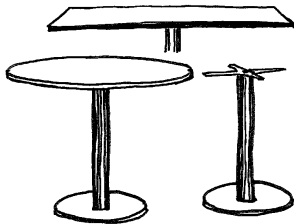
## 5.7 REQUIRED SAMPLES AND FINISHES

- 5.7.1 4 fabric cards must be available for items # 1, 2, 3,4,5, and 14 showing complete range of colours, 3 of these cards must be Crypton and the 4th card 100% recycled fabric.
- 5.7.2 (1)mesh fabric card or one (1) white board surface must be available for item #6.
- 5.7.3 Four(4) plastic/pollmer sample card must be available, one (1) of the cards must be a white finish for items #13 .
- 5.7.4 Four (4) plastic or two (2) pressed plywood sample card must be available for items #14.
- 5.7.5 Three (3) plastic laminate sample cards must be available,one (1) of the cards must be a white finish for items #7, #8, and #9.
- 5.7.6 Three (3) wood veneer samples or one (1) card stained acrylic glass top must be available for items #10, #11 and #12.

## ANNEX B

### Components List

New item no.	Item	Total Quantity	Quantity per floor	Image (line drawing) Note that line drawing is generic and is to represent design intent.
1	Ganging Banquette seating	44	Floor 1-0 Floor 2-4 Floor 3-4 Floor 4-4 Floor 5-4 Floor 6-4 Floor 7-4 Floor 8-4 Floor 9-4 Floor 10-4 Floor 11-4 Floor 12-4	
2	Lounge Chair	36	Floor 1-1 Floor 2-4 Floor 3-2 Floor 4-2 Floor 5-2 Floor 6-3 Floor 7-4 Floor 8-2 Floor 9-3 Floor 10-3 Floor 11-4 Floor 12-6	
3	Lounge Chair with a deeply curved back	75	Floor 1-0 Floor 2-5 Floor 3-6 Floor 4-5 Floor 5-5 Floor 6-5 Floor 7-7 Floor 8-7 Floor 9-9 Floor 10-7 Floor 11-11 Floor 12-8	
4	Solid round or elliptical stool	30	Floor 1-0 Floor 2-0 Floor 3-0 Floor 4-0 Floor 5-0 Floor 6-0 Floor 7-12 Floor 8-6 Floor 9-6 Floor 10-0 Floor 11-6 Floor 12-0	

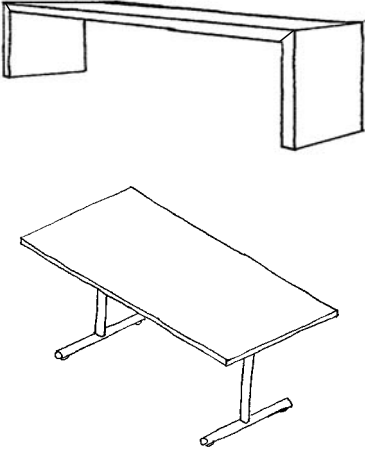
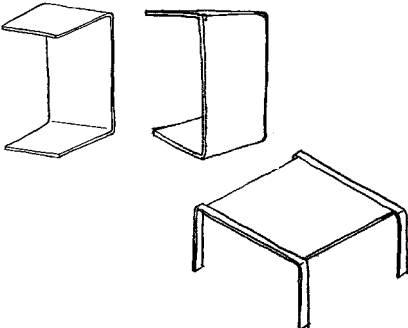
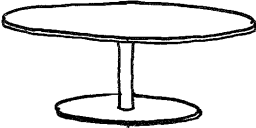
5	Two seat lounge sofa	61	Floor 1-1 Floor 2-5 Floor 3-3 Floor 4-3 Floor 5-3 Floor 6-4 Floor 7-9 Floor 8-7 Floor 9-7 Floor 10-4 Floor 11-9 Floor 12-6	
6	Lounge Screen	12	Floor 1-0 Floor 2-0 Floor 3-0 Floor 4-0 Floor 5-0 Floor 6-0 Floor 7-2 Floor 8-2 Floor 9-2 Floor 10-0 Floor 11-6 Floor 12-0	
7	Lunch room tables - round	44	Floor 1-0 Floor 2-4 Floor 3-4 Floor 4-4 Floor 5-4 Floor 6-4 Floor 7-4 Floor 8-4 Floor 9-4 Floor 10-4 Floor 11-4 Floor 12-4	
8	Lunch room tables - square	32	Floor 1-0 Floor 2-2 Floor 3-3 Floor 4-3 Floor 5-3 Floor 6-3 Floor 7-3 Floor 8-3 Floor 9-3 Floor 10-3 Floor 11-3 Floor 12-3	

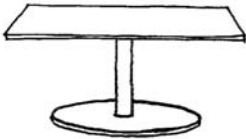
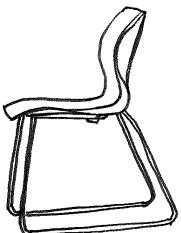

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9	Lunch room tables - rectangular	21	Floor 1-0 Floor 2-1 Floor 3-2 Floor 4-2 Floor 5-2 Floor 6-2 Floor 7-2 Floor 8-2 Floor 9-2 Floor 10-2 Floor 11-2 Floor 12-2	
10	Lounge Side Table	36	Floor 1-0 Floor 2-1 Floor 3-2 Floor 4-2 Floor 5-2 Floor 6-2 Floor 7-6 Floor 8-4 Floor 9-4 Floor 10-3 Floor 11-6 Floor 12-4	
11	Lounge Coffee Table (round)	59	Floor 1-0 Floor 2-4 Floor 3-3 Floor 4-3 Floor 5-3 Floor 6-4 Floor 7-9 Floor 8-7 Floor 9-8 Floor 10-4 Floor 11-8 Floor 12-6	

12	Lounge Coffee Table (square)	46	Floor 1-1 Floor 2-4 Floor 3-2 Floor 4-2 Floor 5-2 Floor 6-4 Floor 7-7 Floor 8-5 Floor 9-5 Floor 10-3 Floor 11-5 Floor 12-6	
13	Lunch room Chairs - One Piece back & seat, non-perforated plastic shell	296	Floor 1-0 Floor 2-16 Floor 3-28 Floor 4-28 Floor 5-28 Floor 6-28 Floor 7-28 Floor 8-28 Floor 9-28 Floor 10-28 Floor 11-28 Floor 12-28	
14	Lunch room - Moulded seat shell	88	Floor 1-0 Floor 2-8 Floor 3-8 Floor 4-8 Floor 5-8 Floor 6-8 Floor 7-8 Floor 8-8 Floor 9-8 Floor 10-8 Floor 11-8 Floor 12-8	

Solicitation No. - N° de l'invitation

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

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ANNEX C  
Layout D-2-05

See Attached



Solicitation No. - N° de l'invitation

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Client Ref. No. - N° de réf. du client

20120972

Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

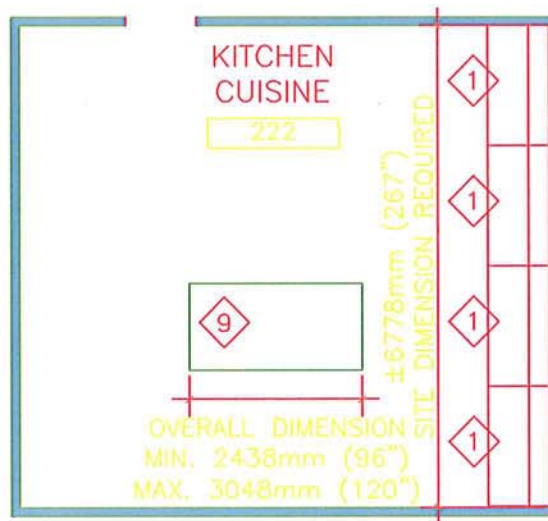
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CCC No./N° CCC - FMS No/ N° VME

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ANNEX D  
Layout D-3-05

See Attached



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Ottawa, ON K1Y 2H6  
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www.4te.ca

Project: 455 DE LA CARRIÈRE  
DND FIT UP

Project No.: 10-BRO-3878

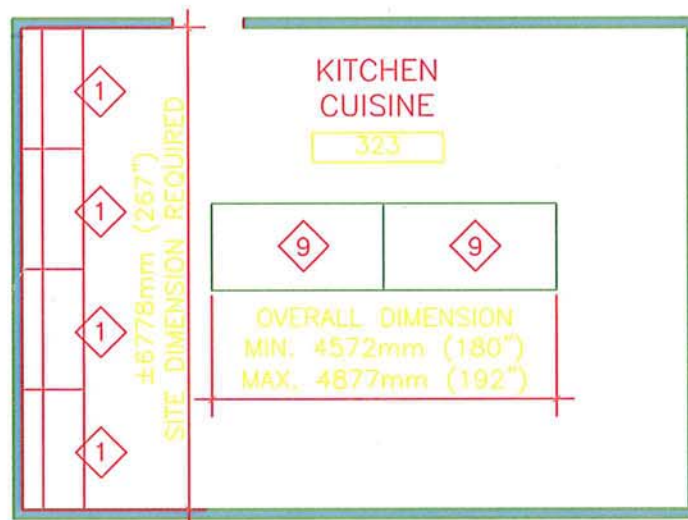
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Drawn by: 4té

Drawing Title:  
COLLABORATIVE PLAN  
2ND FLOOR LUNCH ROOM

Date: 02-17-2012

D-2-05



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Project: 455 DE LA CARRIÈRE  
DND FIT UP

Project No.: 10-BRO-3878

Scale: 1:100

Drawn by: 4té

Drawing Title:  
COLLABORATIVE PLAN  
3RD - 12TH FLOOR LUNCH ROOMS

Date: 02-17-2012

D-3-05