

**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> Freestanding Office Furniture	
<b>Solicitation No. - N° de l'invitation</b> 72000-120067/A	<b>Date</b> 2012-12-21
<b>Client Reference No. - N° de référence du client</b> 72000-120067	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-427-61836	
<b>File No. - N° de dossier</b> pq427.72000-120067	<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 2013-01-21</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<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> Robitaille, Gail	<b>Buyer Id - Id de l'acheteur</b> pq427
<b>Telephone No. - N° de téléphone</b> (819) 956-0780 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC PROSECUTION SERVICE OF CANADA 8TH FL. 160 ELGIN ST OTTAWA Ontario K1A0H8 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> 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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Annex A-1: Purchase Description - Freestanding Executive Office Furniture and General Meeting Tables  
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Annex C: Typical and Layout

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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 supply, delivery and installation of Freestanding Executive Office Furniture and General Meeting Tables for Public Prosecution Service of Canada located in Ottawa, Ontario in accordance with the requirement at Annex A, A-1, B and C.

### **3. Set-aside Under the Federal Government's Procurement Strategy for Aboriginal Business (PSAB)**

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

### **4. 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19) 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 ten (10) 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.

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## 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:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- b) use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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**

Bidders must submit their financial bid in accordance with the Basis of Payment and with Part 4, article 1.2 financial evaluation. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 SACC Manual Clauses: C3011T (2010-01-11) Exchange Rate Fluctuation

1.2 Pricing Schedule: **PLEASE SEE ANNEX B - COMPONENT LIST AND PRICING SCHEDULE**

**No other pricing is to be bid**

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### **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

<b>Mandatory Technical Specifications Criteria (MTS) Freestanding Executive Office Furniture and General Meeting Tables</b>	
<b>MTS1</b>	<p><u>MTS1.1</u></p> <p>The Bidder must provide a Model Number for each item being proposed at Annex B - Description and Pricing.</p> <p><u>MTS1.2</u></p> <p>To demonstrate MTS1.1, the Bidder must complete the model number column at article 2 - Pricing Schedule Table at Annex B, 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 submit test reports demonstrating technical compliance for the following items being proposed at Annex B, article 2 Pricing Schedule</p> <p>1.1 Freestanding Rectangular Surfaces - Item 4 - 24"(610mm) X 84"(2134mm) WORKSURFACE IN WOOD VENEER FINISH WITH OVERHEAD STORAGE</p> <p style="padding-left: 20px;">a) CAN/CGSB-44-227 Freestanding Office Desk Products and Components</p> <p>1.2 Freestanding Storage Units - Item 8 - 24"(610mm) X 24"(610mm) X ±72"H(1829mm) COMBINED WARDROBE UNIT IN WOOD VENEER FINISH</p> <p style="padding-left: 20px;">a) ANSI/BIFMA X5.9-2012 and CAN/CGSB-44.17-M89</p> <p>2 - The test report must identify the model number. The model number must correspond to the item being proposed at Annex B, article 2 Pricing Schedule. If the test report does not clearly indicate the model number, the bidder must provide a confirmation that the test report is applicable to the item being proposed.</p> <p>3. If the test report represents a worst case condition testing, an explanation as to why the "worst-case condition" applies to the items. The definition of "worst-case condition" can be found at ANSI/BIFMA X5.9-2012 articles 2.56, 3.1.3 and 3.1.4".</p>



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MTS2.2

To demonstrate MTS2.1, the Bidder must submit the above, in CD/DVD format, in Adobe Acrobat PDF version 7 or older, or hard copy.

## 1.2 Financial Evaluation

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

Evaluation of Price - The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination, Canadian customs duties and excise taxes included.

## 2. Basis of Selection

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

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## 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. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting their parties. Canada will declare non-responsive any bid in respect of which the information

contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### **2. Additional 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.

## 2.1 Federal Contractor's Program

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: \_\_\_\_\_ .

## 2.2 Product Conformance

The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A, A-1, B and C, and meet the testing requirements detailed in Annex A-1.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

## 3. Set-aside for Aboriginal Business

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

### 3.1. The Bidder:

(i) certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the

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requirements described in the above-mentioned annex;

- (ii) agrees that any subcontractor it engages under any resulting contract must satisfy the Requirements described in the above-mentioned annex; and
- (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

**3.2 The Bidder must check the applicable box below:**

- (i) (  ) The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- (ii) (  ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

**3.3 The Bidder must check the applicable box below:**

- (i) (  ) The Aboriginal business has fewer than six full-time employees.

OR

- (ii) (  ) The Aboriginal business has six or more full-time employees. Further information on the FCP is available on the HRSDC Web site.

**3.4** The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

**3.5** By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**3.6 Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_

Signature of owner and/or employee

\_\_\_\_\_  
Date

#### **4. Canadian Content Certification**

##### **4.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

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## 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 Freestanding Executive Furniture and General Meeting Tables for Public Prosecution Service of Canada located in Ottawa, Ontario in accordance with the requirement at Annex A, A-1, B and C.

### 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://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

1. 2010A (2012-11-19), 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 9 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 Date & Installation

The contractor must perform the Work in accordance with Annex A, A-1, B and C, commencing from the date of Contract.

Estimated Contract Award Date: January 21st, 2013

- Delivery to manufacturer's warehouse or storage facility are requested on or before March 31st, 2013.

- Delivery to site and installation are requested on May 01st, 2013.

Can these dates be met: Yes \_\_\_\_\_ No \_\_\_\_\_,

The best dates that can be offered is \_\_\_\_\_

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

A) Delivery and Storage: Requested on or before March 31st, 2013 to manufacturer's or supplier's warehouse.

B) Installation Schedule: Delivery of goods from manufacturer's storage location and installation to client site to be on May 1st, 2013. Delivery location is at 160 Elgin, Ottawa, Ontario K1A 0H8. The site contact for the delivery will be \_\_\_\_\_ (to be inserted at Contract Award), who will escort the installers on site. The Contractor is to advise of the delivery and installation schedule with the Technical Authority at least two weeks in advance of accessing the site.

- Delivery of goods to 160 Elgin to be after hours, between 6:00pm and 6:00am. Contractor to coordinate with client technical authority and property management for access to site and staging area. Note site restrictions on access to public corridors, use of freight and loading dock hours of operation.

- Installation of goods is to be completed during regular working hours, Monday to Friday: from 7:00am to 6:00pm.

- Floor 12 & 14 installation to begin on May 01st, 2013, with priority on the 14th floor.

C) Loading dock and freight: Note that when the goods will be delivered and installed at 160 Elgin, the maximum size of truck that can fit in the loading dock is a 35' trailer bumper to bumper. Also note that the freight elevator size is 79" wide X 90" deep X 120" high with 48" clearance at open doors. .

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Gail Robitaille  
Furniture Division  
Public Works and Government Services Canada  
Commercial & Consumer Products Directorate / CASM Sector  
11 Laurier, Portage III, 6B3, Office 55, Gatineau, QC, K1A 0S5

Telephone: 819-956-0780

Facsimile: 819-956-5706

Email: gail.robaille@tpsgc-pwgsc.gc.ca

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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: (inserted at Contract Award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_.

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

### 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 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

#1 - supply of goods and delivery to storage facility by March 31st, 2013

#2 - delivery from storage facility to 160 Elgin, 12th and 14th floor starting May 01st, 2013



### 6.3 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.

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

Name and Address of the 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  
 Invoice total  
 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 services 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-1 Purchase Description, Annex B - Component Listing and Pricing Schedule and Annex C - Typical and Layout. The contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A-1. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expire 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 perior 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 the Contracting Authority (CA) access to all locations where any part of the Work is being performed at any time during working hours.

Representatives of the CA 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 the CA 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-1. The Contractor must forward such test pieces and samples to such person or location as the representatives of the CA 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.

### **8.3 Canadian Content Certification**

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.

2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, 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. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

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

### **9. Applicable Laws**

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

### **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 (2012-11-19) General Conditions - Goods (Medium Complexity);
- (c) Annex A, General Requirement - Freestanding Executive Office Furniture and General Meeting Tables
- (d) Annex A-1, Purchase Description - Freestanding Executive Office Furniture and General Meeting Tables
- (e) Annex B, Component List and Pricing Schedule
- (f) Annex C, Typicals and Layout
- (g) 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  
A3000C (2012-05-16) Aboriginal Business Certification  
A3050T (2010-01-11) Canadian Content Definition  
G1001C (2008-05-12) Insurance Requirement

## 12. Shipping Instructions

Ship to: Public Prosecution Services of Canada  
160 Elgin  
Ottawa, Ontario

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.

## 13. Installation Services

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

1. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect product for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustments/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 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 likes from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor;
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 (or an authorized representative of the Technical Authority to verify the operating condition of all products in accordance with the Deficiency Procedures.

## 14. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures;

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1. The Contractor must notify the Technical Authority when the installation is completed;
  2. The Technical 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 Technical 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 Technical 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 Technical Authority and;
  9. The Contractor must notify the Technical Authority when all deficiencies have been completed. If the Technical Authority is satisfied with the deficiency corrections, the Technical Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

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**Annex A**  
**Freestanding Executive Office Furniture and General Meeting Tables**  
**General Statement of Requirement**

The Contractor will supply, deliver and install the Work detailed in all parts of Annex A ,Annex A-1 and Annex C.

The Work must be carried out in the following order:

**1. Delivery of goods to warehouse and initial inspection**

1. The Contractor must deliver all goods to where manufacturer's warehouse or supplier's storage facility on or before March 31st, 2013. The title of the goods will be transferred to Canada once in the contractor's warehouse.

2. The Contractor and client technical authority must perform a product condition inspection. The inspection must occur no later than March 31st, 2013. The goods will be received, inspected and signed for by PPSC technical authority at the manufacturer's or supplier's storage location in order to allow sufficient time for travel arrangements if required.

The inspection will include:

1. Confirmation of quantity of goods
2. Verification against purchase order criteria
3. Inspection of storage facility

3. Storage facility must be secure and adequately heated for type of goods being stored.

4. The contractor is responsible for insuring the goods as per the article of the contract

**2. Delivery and Installation of the Goods and final inspection**

1. Pick up goods from warehouse, or storage facility to be determined by supplier to meet delivery date of May 1st, 2013 to site - 160 Elgin Street, Ottawa, Ontario K1A 0H8.

2. Delivery and Installation of goods to commence May 1st, 2013 for 12th and 14th floors, with priority on completion of 14th floor.

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

- i. the Purchase Descriptions at Annex A-1;
- ii. the Delivery and Installation Schedule listed at Part 6 - Resulting Contract Clauses - Item 4.2
- iii. the Installation Services article of the Contract;
- iv. the Contractor's proposal referenced in the Contract as amended, if applicable.

3. Final Inspection

Solicitation No. - N° de l'invitation

72000-120067/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq42772000-120067

Buyer ID - Id de l'acheteur

pq427

CCC No./N° CCC - FMS No/ N° VME

72000-120067

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The Contractor must perform a final inspection in accordance the installation services and deficiency procedures article of 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 all parts of Annex A. In the event the Contractor omitted to include, in its proposal, goods or services required to completely furnish all parts of Annex A, the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

**Annex A-1**  
**Freestanding Executive Office Furniture and General Meeting Tables**  
**Purchase Description**

**1.0 SCOPE**

- 1.1 This purchase description applies to the supply and installation of modular work units, comprised of freestanding office desk products and components with all exposed and less exposed surfaces finished in a wood veneer for executive office use by Public Prosecution Service of Canada.
- 1.2 Freestanding office desk products and components meeting this purchase description must meet all of the mandatory requirements of CAN/CGSB-44.227-2008 "Freestanding Office Desk Products and Components" with the exception of paragraph 6.1.2 Adhesives and paragraph
- 6.5.3 usable space. In addition, all freestanding office desk products and components must meet the additional requirements detailed herein.
- 1.3 The contractor is responsible for supplying all necessary accessories (trim, connectors, supports, wall mounts, etc.) to allow the configuration to be integrated as illustrated in the Typical and Layout provided at Annex C.
- 1.4 These specifications are to be read in conjunction with the Typical and Layout at Annex C herein. The Typical represent the ideal configuration for heights, widths and depths of products and the Contractor must maintain the footprint and interior layout of the workspaces as indicated.

**2.0 TERMINOLOGY**

- 2.1 Exposed surfaces - Surfaces that are clearly visible during normal use of the furniture e.g. tops, sides, and drawer fronts.
- 2.2 Less exposed surfaces - Surfaces that are visible but less conspicuous during normal use of the furniture e.g. inside of leg panels, pedestal sides.
- 2.3 Overhead Storage - a non-freestanding storage unit, which is mounted on a primary, work Surface(s);
- 2.4 Storage tower - a freestanding storage unit that contains a half high open storage with adjustable shelves, with a two (2) high lateral file below, with locks.
- 2.5 Fixed shelf - A shelf that is not adjustable, cannot be easily removed and requires a tool to do so.
- 2.6 Combined Wardrobe Unit - a freestanding storage unit that contains a lockable storage area for garments with a coat rod, combined filing capabilities of a pedestal, and open storage with adjustable shelves.
- 2.7 Exposed surfaces - surfaces that are clearly visible during normal use of the furniture e.g.

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Tops, sides and drawer fronts.

- 2.8 Credenza - A freestanding storage unit available in a variety of drawer/door configurations, combination of pedestals and file drawers.
- 2.9 Modular - Constructed with standardized units or dimensions for flexibility and variety in use.
- 2.10 Lateral File - Preconfigured storage cabinet that provides enclosed storage in heights to match lateral files.

### 3.0 CLASSIFICATIONS

3.1 Freestanding office desk and tables for office work environment must be supplied in the following types:

3.1.1 Type I - Executive furniture:

Freestanding office desks and storage products and components with all exposed and less exposed surfaces finished in a wood veneer for executive office use.

3.1.2 Type II - Executive meeting tables:

Executive meeting tables with all exposed and less exposed surfaces finished in a wood veneer for executive office use.

### 4.0 GENERAL REQUIREMENTS

#### 4.1. WORKMANSHIP

- 4.1.1 Wood and wood veneer surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, delamination or water marks.
- 4.1.2 Face veneers must be tightly joined and properly matched and must be similar in grain pattern or color throughout any given area. The natural characteristics of wood and veneer must be acceptable.
- 4.1.3 Gaps around drawer fronts must be uniform. Drawer faces must be even and parallel with each other. Drawers must operate smoothly, must not interfere with each other or have excessive side play. Slides must not have excessive drop.
- 4.1.4 Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- 4.1.5 The factory finish must be smooth and free of sags, runs, orange peel and overspray.
- 4.1.6 All enclosed office components must be from the same furniture manufacturer's series and the wood finish chosen must match for all components.
- 4.1.7 All wood surfaces to be protected with lacquer or durable polyurethane clear lacquer with UV inhibitor and to have sheen of 45 degrees.



- 4.1.8 The work surfaces must be equipped with a ½ modesty panel in wood veneer finish to match. Modesty panel to be recessed on the desk surface and flush on the return surface.
- 4.1.9 The modesty panels must be ½ modesty at all worksurfaces as specified in Annex B & C herein.
- 4.1.10 Full panels, recessed panels, metal legs or a combination of supports must support the work surfaces.
- 4.1.11 Deflection - Surfaces of desks and storage units - including shelves, shall deflect no more than their length divided by 180 (L/180) when tested for deflection as per CAN/CBGS-44.227.
- 4.1.12 The tolerance for all dimensions shall be -12.7mm/+25.4mm (-1/2"/+1.0") in height and nominal minus 0.5% in lengths unless otherwise specified.

## 5.0 GENERAL REQUIREMENTS - COMPONENTS FOR TYPE I

### 5.1 FREESTANDING WORKSURFACES

- 5.1.1 The ½ modesty panels must be provided as specified with a scallop cutout to allow for wire management.
- 5.1.2 Work surfaces must be supported by a combination of full gable panels and recessed panels, and/or polished or anodized metal legs.
- 5.1.3 The work surfaces width and depth dimensions must be as specified in Annex B & C herein.
- 5.1.4 A quantity of (15) freestanding enclosed office must have height adjustable surfaces  
from at minimum 685mm-813mm(27"-32") to accommodate custom heights for individual ergonomic requirements, with a standard height of 737mm(29") unless otherwise specified. Method of height adjustment to be metal leg supports with pin or telescopic adjustment.
- 5.1.5 Work surfaces must have wire management cut out or be pre-drilled to accept  
installation of grommets and of mounting hardware and attachments for wiring capabilities.
- 5.1.6 Grommet to be centered on return worksurface as well as on the attached ½ modesty panel.
- 5.1.7 When work surfaces are adjacent to each other, a separate bracket must be installed to attach adjacent components.
- 5.1.8 Interchangeability - all horizontal work surfaces must be interchangeable, right-to-left  
and left-to-right.

5.1.9 All work surfaces and tables are to be provided with carpet furniture glides that allow adjustment of up to 25mm(1").

and 5.1.10 When a flat edge shape is provided all four sides of the top edge of all desk products components must be a flat shape.

## 5.2 CORD AND CABLE MANAGEMENT

5.2.1 Work surfaces must be capable of providing wire management to accommodate cords and cables. Reusable covers must be provided for each grommet to conceal the openings when not in use.

5.2.2 When grommets are located over pedestals or integrated file cabinets, the resultant Wires shall not interfere with the operation of the drawers.

## 5.3 STORAGE

### Storage Units:

sharp 5.3.1 All storage units must be finished on the top and all sides. There must not be any edges, which may cause a safety hazard.

5.3.2 All storage units must be locking.

5.3.3 The freestanding storage units must be tested in accordance with ANSI/BIFMA X5.9-2004 or ANSI/BIFMA X5.9-2012

5.3.4 Storage tower must be supplied with two lateral file drawers (lower) and an open bookcase with at least two (2) adjustable shelves.

5.3.5 The storage tower must be available in 610mm(24") deep x 762mm(30") wide x +1829mm(72") high. Dimensions are nominal minus 0.5%.

5.3.6 The combined wardrobe unit must be supplied with a full-height wardrobe, and box/box/file combination with open adjustable shelving above.

5.3.7 The combined wardrobe unit must be available in 610mm(24") deep X 610mm(24") wide x +1829mm(72") high. Dimensions are nominal minus 0.5%.

5.3.8 The wardrobe must have 1 extendable coat rod and 1 adjustable shelf.

5.3.9 The freestanding storage units must be tested in accordance with ANSI/BIFMA X5.9-2004 or ANSI/BIFMA X5.9-2012.

### Doors and Drawers:

5.3.10 All doors must be capable of opening a minimum of at least 110°.

5.3.11 File Drawers - The file drawers must be designed to accommodate both legal and letter-size filing systems with minimal adjustment. Each file drawer must be provided with at least two removable dividers and, a hanging-file rail. The drawer must fully extend,

allowing complete vertical access to usable clear space. 5.3.11. All drawer slides must be corrosion resistant.

5.3.12 Pedestal Drawer Types - The drawers must be two box and one file drawer type.

5.3.13 Box Drawers -The drawer must extend at least three quarters of its full length.

5.3.14 The top box drawer must have a moveable pencil tray which must extend from one side of the inside of the drawer to the other.

5.3.15 Locks for drawers or doors must be the pin, tumbler or wafer type, and must have a corrosion resistant finish. The locks must have a minimum of 50 key changes.

Bookcases:

5.3.16 Bookcases must be supplied in a height to accommodate five fixed shelves which holds binders and books in an upright position (but not limited to). The bookcase must be in 914mm(36 in.) wide and in 318mm(15 in.) Deep. Dimensions are nominal minus 0.5%.

5.3.17 Adjustable shelves must be notched on the underside to conceal the support pins from view.

5.3.18 Open bookcase must have holes at 1 1/4" interval on the inside of side panels for shelf height adjustment.

#### 5.4 OVERHEAD STORAGE

5.4.1 Overhead storage must be with doors and/or a combination of open shelving and closed storage, and be capable of matching storage cabinet heights.

5.4.2 The overhead storage must be minimum 305mm (12") depth to accommodate binders placed in an upright position, and in widths as specified in the component listing in Annex B, in 1829mm (72"), 1981mm (78") and 2134mm (84"). Depth must accommodate binders placed in an upright position. Dimensions are nominal minus 0.5%.

5.4.3 The type of doors (hinged, sliding, receding) or absence of door must be as specified. Solid hinged doors must be lockable.

5.4.4 Attachment - The overhead storage must be securely but not permanently attached to the top of the supporting surface so that the storage unit, when removed, must not cause any damage to the top of the supporting surface or the storage unit.

5.4.5 The overhead storage must be tested in accordance with ANSI/BIFMA X5.5 -2008.

5.4.6 Overhead storage must be a minimum height of 24" to the underside of the shelf to allow sufficient clearance for computer monitors.

5.4.7 Overhead storage must be designed to mount on surfaces of the same width; when used in conjunction with a return it must be supported by the gables or supporting components of the return surface.

- 5.4.8 Overhead storage to come with grommet for wire management on the back panel, centered at the top for tasklight wire, and a second grommet at the base of the back panel, or corner cut-out at back of supporting gables.
- 5.4.9 Overhead storage must have the provision for task lighting to be installed on the underside of the shelf.
- 5.4.10 Task lights must be available in at least two (2) lengths, of which the shortest length must be no less than 914mm (36 in.), alternatively the largest size available to accommodate a 1829mm(72"), 1981mm(78") and a 2134mm(84") wide overhead storage.
- 5.4.11 All task lights must be equipped with linear LED. LED lamps technology must have a minimum lamp life of 35,000 hours.
- 5.4.12 Tackboard must be available to accommodate all overhead storage styles and widths. Height must be 24" high with a tackable fabric surface finish.
- 5.4.13 The width of tackboard must be specified according to the width and style of overhead storage on which it is mounted.
- 5.4.14 The tackboard must attach to the vertical surface between the worksurface and overhead Storage.
- 5.4.15 Tackboard must include attachment hardware and cut-out for wire management of tasklight wire.

## 6.0 GENERAL REQUIREMENTS - COMPONENTS FOR TYPE II

### 6.1 MEETING TABLES

- 6.1.1 When composed of sections, each section must fit through standard door openings 914mm(36") wide x 2134mm(84") high and fit into freight elevators.
- 6.1.2 Sections must be locked together with concealed hardware. If applicable individual tables to come pre-drilled for ganging capabilities. Ganging brackets to be easily tucked away when not in use.
- 6.1.3 Meeting table to be of wood veneer, from a selection of a minimum of four wood species (cherry, maple, walnut and oak), with a minimum of five finishes from the manufacturer's standard offering.
- 6.1.4 Wood veneer grains to run the length of the table with sequential matching grains from section to section or table to table. Wood surfaces to come in standard flat cut book-match veneer with other available options.
- 6.1.5 All wood surfaces to be protected with a polyurethane clear lacquer or conversion varnish for durability and abrasion, chemical, impact and scratch resistance. Sheen level to range from a minimum of 25° to 45°.

- 6.1.6 Edge profile for meeting tables to be available in minimum of four styles and in same range of veneers and stains as table. Edges to be comprised of minimum 1/8" thick protective solid wood edge finished in matching veneer and stain (self-edged).
- 6.1.7 Leg supports must be available in a polished or anodized metal finish; square and rectangular bases must be made of wood panels attached to anodized or polished aluminum extrusions; drum bases must be made of wood composite material with a veneer finish.
- 6.1.8 Meeting tables to be flip-top type with base leg supports providing for compact nested storage capabilities, allowing tables surfaces to rotate 90° vertically for storage.
- 6.1.9 Nesting T and C leg base options to have a channel to allow for routing of cabling to and from floor, with cover plate to conceal wires and cords.
- 6.1.10 T and C legs to be available with casters or glides. Casters to come in a metal or rigid plastic finish with a locking foot release located at the base of the wheel. Glides to have a minimum 1 ¼" height adjustment.
- 6.1.11 Tables must be available with or without flip-up power grommets and wire management capabilities.
- 6.1.12 Rectangular and square bases must have a removable panel that allows for cord management and access to floor monuments for plug-in.
- 6.1.13 Finishes - All exposed and less exposed surfaces must be wood and meet the performance requirements for wood veneer as stated in CAN/CGSB-44.227-2008.

## 6.2 CREDENZA:

- 6.2.1 Credenzas must be available in various widths, depths and heights; veneer finishes and configurations as specified in the Pricing Schedule and Component List in ANNEX B - Pricing Schedule and Description.
- 6.2.2 Credenzas must be available in open/closed format or combination of both; single or multiple drawer and shelf options that are interchangeable and adjustable;
- 6.2.3 All doors must be capable of opening a minimum of 95°.
- 6.2.4 Credenzas to have a solid wood case with a solid wood top in a variety of veneer finishes. Wood finish options to come in a minimum of four wood species (cherry, maple, walnut and oak), with a minimum of five stain finishes from the manufacturer's standard offering. Top to be self-edged on four sides.

## 6.3 CORD AND CABLE MANAGEMENT:

- 6.3.1 Meeting tables must be capable of providing wire management to accommodate cords And cables, when specified. Reusable covers must be provided for each grommet to Conceal the openings when not in use.
- 6.3.2 Connectivity for meeting tables to be provided through UL/CSA-approved power/data

ports with combination of 115-volt receptacles and RJ45 communication ports concealed underneath table with a flip-up anodized or polished metal hinged lid. Design to allow lid to close when cables pass through to plug-in. Plugs to be for standard CAT-6 wiring requirements.

6.3.3 Flush anodized aluminum grommets to be provided in center position, one per table unless power port specified.

6.3.4 Connectivity to be continuous between tables with harnesses and track type system mounted to underside of tables or along modesty panels. Cabling to interconnect for power port configurations or for plug-in at grommet locations.

6.3.5 Grommets to be capable of integrating videoconferencing microphones.

6.3.6 Modesty panels to be hinged and equipped with troughs for cable management.

## 7.0 TESTING REQUIREMENTS

7.1 All freestanding office desk products and components offered under this solicitation, must meet the acceptance criteria provided in ANSI/FBIFMA X5.5 and CAN/CGSB 44.227- when tested in accordance with the appropriate tests from the latest referenced standards and purchase Description.

7.2 All freestanding storage units offered under this solicitation must meet the acceptance criteria provided in ANSI/BIFMA X5.9 when tested in accordance with the appropriate test from the latest referenced standard and purchase description.

7.3 Age of Tests: Test reports must be not more than five (5) years old at the time of submittal.

7.4. All ANSI/BIFMA tests only must be completed at an Acceptable Test Facility: 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.

## 8.0 ENVIRONMENTAL REQUIREMENTS

### 8.1 RESOURCE INPUT

8.1.1 Adhesives used in the manufacture of freestanding office desk products and components must be free of Hazardous Air Pollutants (HAP's).

8.1.2 Metal components must be finished using low VOC content or non-toxic surface coatings.

8.1.3 Steel used in the manufacture of freestanding office desk products and components must contain a minimum of 25% recycled material.

8.1.4 Composite wood products (i.e. particleboard and fiberboard) used in the manufacture of freestanding office desk products and components must contain a minimum of 60%

recycled material.

- 8.1.5 All plastic components must be recyclable at the end of their life.
- 8.1.6 When the substrate for work surfaces, shelving, modesty panels, support panels or any other component is a composite wood product (i.e. particle board, medium density fiberboard, plywood) that contains urea-formaldehyde-based resins, the substrates must be fully encapsulated on all six sides. The substrate does not have to be fully encapsulated if the product does not emit formaldehyde resulting in an indoor air concentration of more than 0.5 mg/m<sup>3</sup>. Or specify urea-formaldehyde free.
- 8.1.7 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 0.5 mg/m<sup>3</sup>. (This can be achieved by product listing on Ecologo, Greenguard etc.)
- 8.1.8 Only woods, either in solid or veneer form that have been harvested or traded in accordance with the Convention on International Trade in Endangered Species (CITES) must be used.
- 8.1.9 Solid and wood veneer products must be GREENGUARD Indoor Air Quality Certified<sup>SM</sup> and Forest Stewardship Council (FSC) certified. Consult with product listings on Ecologo Program and Environmental Choice Program.
- 8.1.10 Hardwood lumber must meet Architectural Woodwork Manufacturer's Association of Canada (AWMAC) custome grade.
- 8.1.11 Hardwood plywood must meet ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.
- 8.1.12 Particleboard must meet ANSI A208.1, grade M2 or greater when used as a substrate.

## 8.2 PRODUCT DESIGN

- 8.2.1 All under-shelf 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
- 8.2.2 All freestanding office desk products and components must be designed for disassembly.
- 8.2.3 All freestanding office desk products and components must be designed to keep assembly and disassembly methods and the use of proprietary tools to a minimum.
- 8.2.4 Wear susceptible parts must be designed to be replaceable.

## 9.0 **APPLICABLE PUBLICATIONS**

- 9.1 CAN/CGSB-44.227-2008 - Freestanding Office Desk Products and Components.

Solicitation No. - N° de l'invitation

72000-120067/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq427

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

72000-120067

File No. - N° du dossier

pq42772000-120067

CCC No./N° CCC - FMS No/ N° VME

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9.2 GREENGUARD Environmental Institute - Indoor Air Quality Certified sm

9.3 Forest Stewardship Council of Canada (FSC CA)

9.4 Convention on International Trade in Endangered Species (CITES)

9.5 Ecologo Program

9.6 Environmental Choice Program

## **10.0 LABELING**

10.1 In addition to the labeling 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.