

**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 a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**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>Title - Sujet</b> METAL COMPONENTS FOR OFFICE W'STATN	
<b>Solicitation No. - N° de l'invitation</b> 21C11-130002/A	<b>Date</b> 2013-05-15
<b>Client Reference No. - N° de référence du client</b> 21C11-130002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$\$PQ-963-62774
<b>File No. - N° de dossier</b> pq963.21C11-130002	<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 2013-05-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nnadi, Chaz	<b>Buyer Id - Id de l'acheteur</b> pq963
<b>Telephone No. - N° de téléphone</b> (819)956-6176 ( )	<b>FAX No. - N° de FAX</b> (819)956-5706
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

### PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

### PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

#### A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws
12. Standing Offer Usage Reporting

#### B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

21C11-130002

File No. - N° du dossier

pq96321C11-130002

CCC No./N° CCC - FMS No/ N° VME

---

- 5. Invoicing Instructions
- 6. Insurance
- 7. SACC Manual Clauses
- 8. Shipping Instructions

**List of Annexes:**

Annex A - Requirement - Purchase Description  
Annex B - Basis of Payment

**List of Attachments:**

Attachment 1 to Part 3

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement - Purchase Description and the Basis of Payment.

### 2. Summary

#### 2.1 Requirement

Public Works and Government Services Canada (PWGSC), on behalf of CORCAN has a requirement to establish a National Individual Standing Offer (NISO) for the supply and delivery of metal components to be assembled by CORCAN for various office workstation furniture (desks, credenzas, overhead storage, pedestals, & bookcases) in accordance with Annex A, Requirement - Product Description. This requirement supports CORCAN's mandate in providing employment training and employability skills to offenders in federal correctional institutions in support of the social policy of the Government of Canada.

The requirement will be delivered on an "as and when requested" basis to various CORCAN Institutions, including the following production sites:

- Springhill Institution, 330 McGee St., Springhill, Nova Scotia B0M 1X0;
- Warkworth Institution, County Road #29, Campbellford, Ontario K0L 1L0;
- Stoney Mountain Institution, Highway # 7, Winnipeg, Manitoba R3C 3W8;
- Mission Institution, 8751 Stave Lake St., Mission, British Columbia V2V 4L8

#### 2.2 Period of the Standing Offer

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21C11-130002

pq96321C11-130002

---

The period of the NISO will be for a period of two years with Canada retaining the right to extend the NISO for a period of four additional consecutive 24-month periods in accordance with all

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terms and conditions detailed in the Request for Standing Offer (RFSO) document. The products must be provided in accordance with the Requirement - Product Description attached at Annex A.

### 2.3 Trade Agreements

Article 1018 2(d) of the North American Free Trade Agreement, and article XXIII of the World Trade Organization Agreement on Government Procurement allow for the exemption of procurements relating to goods or services of prison labour. As a result, this requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

2.4 The requirement is limited to Canadian goods and/or services.

### 3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 – OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<https://buyandsell.gc.ca/policy-andguidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### 2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

21C11-130002

File No. - N° du dossier

pq96321C11-130002

CCC No./N° CCC - FMS No/ N° VME

---

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 offerors.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer - 3 hard copies, 1 soft copy on CD or DVD format

Section II: Financial Offer - 1 hard copy, 1 soft copy on CD or DVD format

Section III: Certifications - 1 hard copy

CD and DVD must be in Microsoft Office, version 2003 or older.

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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Annex A – Requirement, Purchase Description.

#### Section II: Financial Offer

1.1 Offerors must submit their financial offer in Canadian funds and must complete the pricing schedule detailed in the Attachment 1 to Part 3 - Pricing Schedule. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.

1.2 Offerors must submit their firm unit prices in accordance with the format outlined in the Attachment 1 to Part 3 – Pricing Schedule. Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.

1.3 When preparing their financial offer, offerors should review Part 6, Section B, article 4.1, Basis of Payment, and Part 4, article 1.2, Financial Evaluation.

1.4 SACC Manual Clauses

C3011T(2010-01-11), Exchange Rate Fluctuation

1.5 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

21C11-130002

File No. - N° du dossier

pq96321C11-130002

CCC No./N° CCC - FMS No/ N° VME

---

### **Attachement 1 to Part 3 - Pricing Schedules**

\*\*\*see attached\*\*\*

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

(c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared nonresponsive, or are withdrawn, then all the other offers received will be evaluated.

(d) Firstly, Representatives of Canada will evaluate MTS1 and MTS2.

(e) Secondly, only Offers meeting MTS1 and MTS2 will then be financially evaluated (refer to MFC1).

(f) Lastly, and prior to being issued the SO, MTS3 will only be evaluated only on the offer with the lowest financial price.

CORCAN will provide that Offerer with six (6) colour samples on metal swatches for the required colored paint.

The Offerer will then be given a maximum of three (3) weeks to provide paint matches for each of the 6 samples provided. The Offerer must then return the samples to CORCAN, at the Offerers own expense. CORCAN will review those samples for accuracy of colour only. Once accuracy of colour has been confirmed, the Offerer must provide testing demonstrating that painted components offered pass:

- a) Canadian General Standards Board - CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components paint finish testing section 5.2.2 and 5.2.4, and
- b) Colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H.

(g) Should the Offerer's colour matched pieces pass both the above referenced performance standards; they will be issued the Standing Offer. Failure to pass either of the above performance standards will render the offer non-compliant. In this situation, the offer with the second-lowest evaluated priced and compliant offer will be recommended for SO issuance, and will follow the same procedure described above. This process will continue as required, until a Standing Offer is issued.

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory Technical Evaluation Criteria – Pre-financial Evaluation

1.1.1.	Mandatory Technical Criteria (MTC)
<b>MTC1</b>	<u>MTC 1.1</u> Offerors must be able to provide all the items listed at Annex A Requirement – Purchase Description.
	<u>MTC 1.2</u>

	<p>To demonstrate MTC 1.1, the Offerer must sign and date the Product Conformance certification clause in accordance with Part 5: Certifications, article 2.2</p> <p>For all products offered in response to Attachment 1 to Part 3 - Pricing Schedule, the Offeror must submit descriptive information demonstrating compliance with the technical specifications listed in Annex A, Requirement - Product Description herein.</p> <p>As a minimum, the descriptive information must provide:</p> <ul style="list-style-type: none"> <li>-Product description(s)</li> <li>-Product dimensions</li> <li>-2D visual drawings</li> <li>-Product model number, if applicable</li> </ul> <p>Descriptive information can be in the form of a price list, specification guide, catalogue or other, as long as the descriptive information required above is provided. Any pricing contained in the descriptive information will not be considered for the financial evaluation.</p> <p><u>MTC 1.3</u></p> <p>The descriptive information in MTC 1.2 must be submitted in CD/DVD format written in Adobe Acrobat PDF version 7 or older.</p>
<b>MTC2</b>	<p><u>MTC 2.1</u></p> <p>The products must have undergone and successfully passed all the testing stipulated in Annex A, Requirement – Purchase Description. The testing must be performed no later than the closing date of the solicitation and must be no older than five (5) years.</p> <p><u>MTC 2.2</u></p> <p>To demonstrate MTC2.1.1 and MTC2.1.2, the Offerer must complete, with its offer, the Testing Certification in Part 5 herein.</p>

### 1.1.2 Mandatory Technical Evaluation Criteria – Post-financial Evaluation

<b>MTC3</b>	<p><u>MTC3.1</u></p> <p>All painted furniture components must match the color samples identified by CORCAN. All paints used by the Offerer must have undergone and successfully passed:</p> <p>MTC3.1.1 Canadian General Standards Board - CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components paint finish testing</p> <p>section 5.2.2 and 5.2.4, and</p> <p>MTC3.1.2 Colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363</p> <p>hardness H.</p> <p><u>MTC3.2</u></p> <p>To demonstrate MTC3.1.1 and MTC3.1.2, the Offerer must provide test reports demonstrating that components offered passes Canadian General Standards Board - CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H.</p>
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## 1.2 Financial Evaluation

1.2	Mandatory Financial Criteria (MFC)
<b>MFC1</b>	<p data-bbox="329 338 428 365"><u>MFC1.1</u></p> <p data-bbox="329 369 1409 428">The Offeror must provide financial information for the cost of all items requested for supply in Annex A Requirement – Purchase Description.</p> <p data-bbox="329 464 428 491"><u>MFC1.2</u></p> <p data-bbox="329 495 1341 550">To demonstrate MFC1.1, Offerors must submit their pricing in accordance with Part 3 Financial Offer of this solicitation, in 1 hard copy.</p>

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

Offerors must submit pricing in accordance with Attachment 1 to Part 3 Pricing Schedule.

## 2. Basis of Selection

2.1 Only offers that meet MTC1 and MTC2 will be financially evaluated. After the financial evaluation is completed, the evaluation on MTC3 will be conducted.

The Offerer with the lowest priced compliant offer (meeting MTC1, MTC2, MFC1, and then MTC3) will be recommended for SO issuance.

## PART 5 – CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

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

By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

#### 2.1 Additional Certifications Precedent to Issuance of Standing Offer

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

##### 2.1.1 Federal Contractors Program - Certification

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

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

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

21C11-130002

File No. - N° du dossier

pq96321C11-130002

CCC No./N° CCC - FMS No/ N° VME

---

100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared nonresponsive.



2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror 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 fulltime or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. Has not been declared an ineligible contractor by HRSDC).

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

## **2.2 Product Conformance and Testing Certification**

The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Standing Offer, to all specifications of, and meet the testing requirements detailed in Annex A – Requirement, Purchase Description.

## **2.3 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications with their offer.

### **2.3.1 Canadian Content Certification**

2.3.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

2.3.1.2 This procurement is solely limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers 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 offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

21C11-130002

File No. - N° du dossier

pq96321C11-130002

CCC No./N° CCC - FMS No/ N° VME

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( ) a minimum of 80 percent of the total price for the offer 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.

#### Certification

By submitting a offer, the Offerer certifies that the information submitted by the Offerer in response to the above requirements is accurate and complete.

---

Offeror's Signature

---

Date

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement - Purchase Description at Annex A.

#### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### 2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 2.2 Standing Offer Reporting

(a) At the end of each month, the Supplier must submit a copy of all invoices either by mail or electronic mail to the PWGSC Invoice Authority indicated below for its provision of goods delivered to the Federal Government under Contracts resulting from the Standing Offer including copies of invoices for purchases paid for by the Government Acquisition Card:

Public Works and Government Services Canada  
Furniture Division  
Place du Portage, Phase III, 6B3  
11 Laurier Street  
Hull, Quebec K1A 0S5  
Attention: Senior Purchasing Assistant (PWGSC Invoice Authority)  
Email : [ncrfurniture.rcnameublement@tpsgc-pwgsc.gc.ca](mailto:ncrfurniture.rcnameublement@tpsgc-pwgsc.gc.ca)

(b) Invoices must be submitted in accordance with the section entitled "Invoicing Submission" of the General Conditions 2010A (2012-03-02) and in addition must show:

- (i) Standing Offer Number;
- (ii) Purchase Order number;
- (iii) Destination;
- (iv) Delivery date;
- (v) GST/HST.

(c) In the event a Offeror has not been awarded a call-up during any calendar month, the Offeror must provide the PWGSC Invoice Authority with a "NIL Activity" report for the respective month. The report can be in the form of an email to the Furniture Division at [ncrfurniture.rcnameublement@tpsgc-pwgsc.gc.ca](mailto:ncrfurniture.rcnameublement@tpsgc-pwgsc.gc.ca).

(d) Failure to provide fully completed reports and invoices in accordance with the above instructions may result in the withdrawal by Canada from the SO and the application of a vendor performance corrective measure.

PWGSC encourages the submission of reports and invoices in electronic format.

### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_,

#### **3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for a period of four additional consecutive twenty-four (24) month periods period, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and prices specified in the Annex B, Basis of Payment.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Chaz Nnadi  
Supply Specialist  
Acquisitions Branch  
Commercial Acquisitions and Supply Management Sector (CASMS)  
Public Works and Government Services Canada  
11 Laurier St. 6B3  
Gatineau, Quebec  
Telephone: 819-956-3907  
Facsimile: 819-956-5706  
E-mail: chiazon.nnadi@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **4.2 Project Authority**

The Project Authority for the Standing Offer is to be provided at the issuance of the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### **4.3 Offeror's Representative**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

21C11-130002

File No. - N° du dossier

pq96321C11-130002

CCC No./N° CCC - FMS No/ N° VME

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is CORCAN and the Department of Public Works and Government Services Canada on behalf of CORCAN.

## 6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User using Form PWGSC-TPSGC 942, Call-up against a Standing Offer or an electronic version.

## 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000 (Goods and Services Tax or Harmonized Sales Tax excluded).

For individual call-ups above \$100,000, the Identified User must forward a funded requisition on form PWGSC-TPSGC 9200 to PWGSC for processing on behalf of CORCAN.

## 8. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or

Services;

- d) the general conditions 2010A (2013-03-21), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement - Purchase Description;
- f) Attachment 1 to PART 3 - Pricing Schedule;
- g) Annex B, Basis of Payment;
- h) the Offeror's offer \_\_\_\_\_ (insert date of offer).

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 10.2 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.

### 10.3 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.

### 10.4 Canadian Content Certification

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification.

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21C11-130002

pq96321C11-130002

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## 11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

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## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010A (2013-03-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

#### **Section 09 - Warranty, of 2010A (2013-03-21), is amended as follows:**

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 will have a warranty of five (5) years.

#### **Section 09 - 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.

Section 16 - Interest on Overdue Accounts of general conditions 2010A will not apply to payments made by credit cards.

All other provisions of the warranty section remain in effect.

#### **INSERT:**

#### **Liability**

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



### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

Generally, delivery shall be made within 10 business days from receipt of call-up document unless an alternate time frame has been approved by the Identified User.

### 4. Payment

#### 4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ \_\_\_\_\_. Custom 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.

#### 4.2 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

#### 4.3 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

### 5. Invoicing Instructions

5.1 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.

5.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6. Insurance

SACC Manual clause G1005C(2008-05-12) Insurance

### 7. SACC Manual Clauses

A9068C (2010-01-11) - Government Site Regulations  
 A2000C (2006-06-16) - Foreign Nationals (Canadian Contractor)  
 B7500C (2006-06-16) - Excess Goods

### 8. Shipping Instructions

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

Solicitation No. - N° de l'invitation

21C11-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq963

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

21C11-130002

File No. - N° du dossier

pq96321C11-130002

CCC No./N° CCC - FMS No/ N° VME

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(a) Delivered Duty Paid (DDP) Incoterms 2000 for shipments from a commercial Contractor to the following locations:

- Springhill Institution, 330 McGee St., Springhill, Nova Scotia B0M 1X0;
- Warkworth Institution, County Road #29, Campbellford, Ontario K0L 1L0;
- Stoney Mountain Institution, Highway # 7, Winnipeg, Manitoba R3C 3W8;
- Mission Institution, 8751 Stave Lake St., Mission, British Columbia V2V 4L8

## **ANNEX A REQUIREMENT - PURCHASE DESCRIPTION**

### **1. SCOPE**

This purchase description applies to metal components to be assembled by CORCAN for various office workstations (desks, credenzas, overhead storage, pedestals, bookcases).

### **2. APPLICABLE PUBLICATIONS**

The following publications are applicable:

- 2.1 American National Standards Institute/Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA). ANSI/BIFMA X 5.5-2008 – Desk Products and ANSI - BIFMA x- 5.9 – 2004 Storage Units.
- 2.2 Canadian General Standards Board - CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components (paint finish testing section 5.2.2 and 5.2.4), colour stability CGSB-1-GP-71, scratch resistance ASTM-D3363 hardness H.
- 2.2.1 All furniture components must pass American National Standards Institute/Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA) X 5.5-2008 Desk Products and ANSI/BIFMA x- 5.9 – 2004 Storage Units.
- 2.2.2 If the Offeror does not already have a furniture line that has been tested to meet ANSI/BIFMA X 5.5-2008 and ANSI - BIFMA x- 5.9 – 2004, CORCAN will provide – at its own expense – surfaces and fronts to the Offeror, in order for assembled/completed items to be tested. The ANSI/BIFMA testing will be done and paid for by the Offeror.
- 2.3 Reference to the above publications, or test methods herein, is to the latest issue.

### **3. TERMINOLOGY**

For the purpose of this purchase description, the following definitions apply:

- 3.1 Gable/ Leg – A component of a desk intended to provide support to the surface.
- 3.2 Back/Modesty Panel – A panel across the front of a desk, designed to conceal the legs of a person seated at it.
- 3.3 Desk Joiner Plate – A piece of hardware generally used for attaching desk returns.
- 3.4 Wire Manager Trough – A component designed to support cable bundles.
- 3.5 Credenza – A piece of office furniture having a long flat top and file drawers.
- 3.6 Overhead Storage – A compartment used for storage, located above a work surface.

- 3.7 Mobile Pedestal – A stack of drawers, usually installed underneath a desk top or work surface, consisting of 1 or 2 small box drawers and 1 or 2 file drawers and casters to provide mobility.
- 3.8 Bookcase – A piece of furniture with adjustable shelves for holding books and/or other office supplies.
- 3.9 Shelf – A flat, rectangular structure composed of a rigid material (metal), fixed at right angles to a vertical surface and used to hold or store objects.

#### 4. PRODUCT SPECIFICATIONS

The unassembled office workstation components must be supplied in accordance with the following:

##### 4.1 Desk Gable

4.1.1 Desk Gable: components must be provided in raw (ready to be painted) metal.

4.1.2 Desk Gable: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*).

4.1.3 Desk Gable (with 16 square inch wire opening): components must be provided in raw (ready to be painted) metal.

4.1.4 Desk Gable (with 16 square inch wire opening): components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*).

##### 4.2 Back/Modesty Panel

4.2.1 Back/Modesty Panel: components must be provided raw (ready to be painted) metal.

4.2.2 Back/Modesty Panel: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*).

##### 4.3 Corner Desk Leg Post (with mounting plate)

##### 4.4 Desk Joiner Plate

##### 4.5 Wire Manager Trough

##### 4.6 Credenza

###### 4.6.1 Credenza body

4.6.1.1 Type 1: components must be provided raw (ready to be painted) metal; comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts.

- 
- 4.6.1.2 Type 2: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*); comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts.
- 4.6.2. Credenza shelf
- 4.6.2.1. Type 1: components must be provided raw (ready to be painted) metal.
- 4.6.4. Type 2: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*).
- 4.7 Pedestal
- 4.7.1 Pedestal body: components must be provided raw (ready to be painted) metal; ready to accept melamine top, casters, 2 box and 1 file drawers or 2 file drawers and key lock mechanism
- 4.7.2 Pedestal body: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*); ready to accept melamine top, casters, 2 box and 1 file drawers or 2 file drawers and key lock mechanism.
- 4.7.3. Pedestal Box drawer: components must be provided raw (ready to be painted) metal; ready to accept melamine front, slides - 3/4 extension and key lock mechanism.
- 4.7.4. Pedestal Box drawer: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*); ready to accept melamine front, slides - 3/4 extension and key lock mechanism.
- 4.7.5. Pedestal File drawer: components must be provided raw (ready to be painted) metal; ready to accept melamine front, slides - full extension, key lock mechanism and 1 caster (if installed on lower drawer).
- 4.7.6. Pedestal File drawer: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*); ready to accept melamine front, slides - full extension, key lock mechanism and 1 caster (if installed on lower drawer).
- 4.7.7. Pedestal Accessories Kit: includes 1 locking bar, 3 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock, 2 drawer slides - 3/4 extension, 1 drawer slides - full extension and 1 pencil tray.
- 4.7.8. Pedestal Accessories Kit: includes 1 locking bar, 2 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock and 2 drawer slides - full extension.
- 4.8 Overhead Storage







- 4.8.1 Overhead Storage body: components must be provided raw (ready to be painted) metal; comes with tackboard (ready to be upholstered with fabric), wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included.
- 4.8.2 Overhead Storage body: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*); comes with tackboard (ready to be upholstered with fabric), wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included.
- 4.9 Bookcase
- 4.9.1 Bookcase: components must be provided raw (ready to be painted) metal; ready to accept melamine top and metal shelves.
- 4.9.2 Bookcase: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*); ready to accept melamine top and metal shelves.
- 4.10 Shelf
- 4.10.1 Shelf: components must be provided raw (ready to be painted) metal; for Adjustable Shelve Bookcase.
- 4.10.2 Shelf: components must be provided painted (optionally: powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*); for Adjustable Shelve Bookcase.
- 4.11 Carton Components (Cardboard Packaging)

## 5. GENERAL REQUIREMENTS

- 5.1 Components must be uniform in quality, clean and free from any defects that may affect their appearance and serviceability.
- 5.2 External surfaces must be smooth and all edges must be rounded or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 5.3 Product Design – All major components must be designed to be disassembled where the wear susceptible parts are designed to be replaceable by the user.
- 5.4 All components to be provided raw (ready to be painted) metal or optional painted (powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.2.2 and 5.2.4, colour stability CGSB-1-GP-71 scratch resistance ASTM-D3363 hardness H\*).

Optional painted must match 6 colors below:

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	<b>C007 Beige/Almond</b>		<b>C029 Charcoal/ Graphite</b>
	<b>C031 Pewter</b>		<b>C032 Concrete</b>
	<b>C026 Black</b>		<b>C027 Grey/ Willow Grey</b>

## 6. DETAILED REQUIREMENTS

### 6.1 Gable/Leg

6.1.1 Full leg frame is of double wall welded construction; outer wall 18 gauge and inner wall 16 gauge.

6.1.2 Full leg frame is reversible, should furniture reconfiguration be required.

6.1.3 Both outer and inner walls are suitably reinforced, parallel-flanged at the top and welded to provide a strong connection to the table top.

6.1.4 All corners and sides to be rounded: outside side radius .75", inside side radius 1/16".

6.1.5 Glide inserts to be included – two (2) weld nuts welded into the bottom of the legs to allow for threaded glide stem (leveler).

### 6.2 Back/Modesty Panel

6.2.1 Back/Modesty panel is made of 18 gauge formed furniture grade metal.

6.2.2 All back panels will be connected to the underside of the table top and both leg frames to enforce stability.

### 6.3 Desk Joiner Plate

6.3.1 Made of steel.

### 6.4 Wire Manager Trough

6.4.1 Wire Manager Trough must be made of either steel or plastic.

### 6.5 Credenza

6.5.1 Credenza comes with locking 2-box, 1-file pedestal on right or left side.

### 6.6 Overhead Storage

6.6.1 Overhead Storage comes with tack board substrate (ready to be upholstered with fabric).

6.6.2 Overhead Storage comes with wire management channels for task lighting.

6.6.3 Overhead Storage comes with bottom and top sliding door track and sliding door plunger lock (doors not included).

#### 6.7 Mobile Pedestal

6.7.1 Mobile Pedestal comes with two or three drawers with heavy duty suspension slides, metal pulls and five casters.

#### 6.8 Bookcase

6.8.1 Bookcase shelves to be adjustable at 1" increments.

### 7. DIMENSIONAL REQUIREMENTS

The maximum tolerable allowance is  $\pm 5$  mm. for all dimensions marked with a \*<sup>1</sup>

The maximum tolerable allowance is  $\pm 2$  mm. for all dimensions marked with a \*<sup>2</sup>

#### 7.1 Desk Gable

Overall Width* <sup>2</sup>	Overall Depth* <sup>1</sup>	Overall Height* <sup>1</sup>
29mm (1.125")	556mm (14")	699mm (27.5")
29mm (1.125")	584mm (23")	699mm (27.5")
29mm (1.125")	737mm (29")	699mm (27.5")

#### 7.2 Back/Modesty Panel

Overall Width* <sup>2</sup>	Overall Depth* <sup>2</sup>	Overall Height* <sup>1</sup>
527mm (20.75")	19mm (.75")	191mm (7.5")
679mm (26.75")	19mm (.75")	191mm (7.5")
724mm (28.5")	19mm (.75")	191mm (7.5")
832mm (32.75")	19mm (.75")	191mm (7.5")
876mm (34.5")	19mm (.75")	191mm (7.5")
984mm (38.75")	19mm (.75")	191mm (7.5")
1137mm (44.75")	19mm (.75")	191mm (7.5")
1289mm (50.75")	19mm (.75")	191mm (7.5")
1441mm (56.75")	19mm (.75")	191mm (7.5")
1594mm (62.75")	19mm (.75")	191mm (7.5")
1746mm (68.75")	19mm (.75")	191mm (7.5")
527mm (20.75")	19mm (.75")	318mm (12.5")
679mm (26.75")	19mm (.75")	318mm (12.5")



724mm (28.5")	19mm (.75")	318mm (12.5")
832mm (32.75")	19mm (.75")	318mm (12.5")
876mm (34.5")	19mm (.75")	318mm (12.5")
984mm (38.75")	19mm (.75")	318mm (12.5")
1137mm (44.75")	19mm (.75")	318mm (12.5")
1289mm (50.75")	19mm (.75")	318mm (12.5")
1441mm (56.75")	19mm (.75")	318mm (12.5")
1594mm (62.75")	19mm (.75")	318mm (12.5")
1746mm (68.75")	19mm (.75")	318mm (12.5")
527mm (20.75")	19mm (.75")	610mm (24")
679mm (26.75")	19mm (.75")	610mm (24")
724mm (28.5")	19mm (.75")	610mm (24")
832mm (32.75")	19mm (.75")	610mm (24")
876mm (34.5")	19mm (.75")	610mm (24")
984mm (38.75")	19mm (.75")	610mm (24")
1137mm (44.75")	19mm (.75")	610mm (24")
1289mm (50.75")	19mm (.75")	610mm (24")
1441mm (56.75")	19mm (.75")	610mm (24")
1594mm (62.75")	19mm (.75")	610mm (24")
1746mm (68.75")	19mm (.75")	610mm (24")

### 7.3 Corner Desk Leg Post

Overall Width <sup>*2</sup>	Overall Depth <sup>*2</sup>	Overall Height <sup>*1</sup>
25mm (1")	25mm (1")	686mm (27")

### 7.4 Desk Joiner Plate

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height
114mm (4.5")	76mm (3")	6mm (0.25")

### 7.5 Wire Manager Trough

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height
305mm (12")	64mm (2.5")	--

### 7.6 Credenza

#### 7.6.1 Credenza Body

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height <sup>*1</sup>
1162mm (45.75")	584mm (23")	699mm (27.5")
1467mm (57.75")	584mm (23")	699mm (27.5")
1772mm (69.75")	584mm (23")	699mm (27.5")

## 7.6.2 Credenza Shelf

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height <sup>*2</sup>
800mm (31.5")	514mm (20.25")	25mm (1")
1105mm (43.5")	514mm (20.25")	25mm (1")
1410mm (55.5")	514mm (20.25")	25mm (1")

## 7.7 Pedestal

### 7.7.1 Pedestal Body

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height <sup>*1</sup>
375mm (14.75")	498mm (19.62")	616mm (24.25")

### 7.7.2 Pedestal Box Drawer

Overall Width <sup>*2</sup>	Overall Depth <sup>*2</sup>	Overall Height <sup>*2</sup>
307mm (12.1")	457mm (18")	98mm (3.875")

### 7.7.3 Pedestal File Drawer

Overall Width <sup>*2</sup>	Overall Depth <sup>*2</sup>	Overall Height <sup>*2</sup>
307mm (12.1")	417mm (16.4")	251mm (9.875")

## 7.8 Overhead Storage

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height <sup>*1</sup>
914mm (36")	387mm (15.25")	927mm (36.5")
1067mm (42")	387mm (15.25")	927mm (36.5")
1219mm (48")	387mm (15.25")	927mm (36.5")
1372mm (54")	387mm (15.25")	927mm (36.5")
1524mm (60")	387mm (15.25")	927mm (36.5")
1676mm (66")	387mm (15.25")	927mm (36.5")
1829mm (72")	387mm (15.25")	927mm (36.5")

## 7.9 Bookcase

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height <sup>*1</sup>
762mm (30")	356mm (14")	660mm (26")
762mm (30")	356mm (14")	1194mm (47")
762mm (30")	356mm (14")	1346mm (53")
762mm (30")	356mm (14")	1651mm (65")
762mm (30")	356mm (14")	1803mm (71")
762mm (30")	356mm (14")	2108mm (83")
914mm (36")	356mm (14")	660mm (26")

914mm (36")	356mm (14")	1194mm (47")
914mm (36")	356mm (14")	1346mm (53")
914mm (36")	356mm (14")	1651mm (65")
914mm (36")	356mm (14")	1803mm (71")
914mm (36")	356mm (14")	2108mm (83")

7.10 Shelf

Overall Width <sup>*1</sup>	Overall Depth <sup>*1</sup>	Overall Height <sup>*2</sup>
747mm (29.4")	323mm (12.7")	25mm (1")
899mm (35.4")	323mm (12.7")	25mm (1")

7.11 Carton Components (Cardboard Packaging)

<b>To package the following products</b> (Overall width x depth x height will vary according to product in contains)
For tables 24 and 30"
For tables 36"
For tables 42"
For tables 48"
For tables 60"
For tables 72"
For Overhead 42"
For Overhead 48"
For Overhead 54"
For Overhead 60"
For Overhead 66"
For Overhead 72"
For Credenza 48"x24"
For Credenza 60"x24"
For Credenza 72"x24"
For Pedestal
For bookcase

**9. ENVIRONMENTAL CONSIDERATIONS**

- a. The components should be designed and the material should be selected to minimize waste and environmental impact both during the production process and in the post-consumer stages.
- b. The components should be designed to allow the disassembly of major components to accommodate reuse or recycling of materials for which there are proven recycling markets. The metal and the plastic components of a product should be composed of recycled materials whenever possible. Where possible, all major plastic components should be stamped with a composition code to facilitate recycling.

## 9.1 Resource Input

10.1.1 When provided painted, metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.

9.1.2 Steel used in the manufacturing of components must contain a minimum of 25% recycled content

9.1.3 All plastic components must be recyclable at the end of their life.

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

## **Annex B**

### **Basis of Payment**

In consideration of the Work satisfactorily performed in accordance with the Standing Offer, and in accordance with the resulting call-ups, the Offeror will be paid in accordance with the following Basis of Payment. Custom Duties are included, and Goods and Services Tax or Harmonized Sales Tax and Delivery is extra, if applicable.

### **\*Establishing Firm Unit Prices**

1. If the Standing Offer period is extended, prices will be established using the Industrial Price Index (IPI), published in the Statistics Canada Catalogue No. 62-011-X, Table 2-10 – Furniture and Fixtures, section Office Furniture Record Equipment, metal (v53433612) (refer to X/2011012/t051-eng.htm) as in articles 4.3.2 – 4.3.6 below.
2. Prices will be calculated during the months of March or April or May, in each of the years 2015, 2017, 2019, and 2021, using the reference month of January, or the latest release of the IPI available to PWGSC but not greater than three months prior to the month of the calculation.
3. The firm unit prices for the initial Standing Offer period will be increased or decreased or remain unchanged as a result of the calculation. The resulting prices for the extension period will be firm. Prices for each subsequent extension period will be determined the same way, using the firm prices in effect for the Standing Offer period immediately prior to the extension period.
4. A percentage change will be determined and applied to the firm unit prices for the SO period immediately prior to the extension period. The percentage change is determined as follows:

Escalation Factor Calculation:

- I) Annual Average of the Indexes for Office Furniture Record Equipment, metal (v53433612) from the current year (A)
- II) Annual Average of the Indexes for Office Furniture Record Equipment, metal (v53433612) from one year prior to the current year (B)
- III) Annual Average of the Indexes for Office Furniture Record Equipment, metal (v53433612) from two years prior to the current year (C)
- iv) D1 (escalation factor 1) = "B" / "C"
- D2 (escalation factor 2) = "A" / "B"
- v) Adjusted firm unit price = (Initial Firm price x D1) x D2

5. The percentage change is limited to a maximum of +5% or –3%.  
 $\text{Percentage Change} = (D - 1) \times 100$
6. Each Standing Offer period firm unit price will be multiplied by the percentage change, subject to the maximum percentage change.

**Example:**

Assume we are currently in February 2011, and need to adjust the Standing Offer firm unit prices for the upcoming extension period - April 2011 to March 2013.

**Calculation:**

- i) The annual average of the Indexes for Office Furniture Record Equipment, metal (v53433612) for 2011 = **116.8(A)**
- ii) The annual average of the Indexes for Office Furniture Record Equipment, metal (v53433612) 2010 = **116.3 (B)**
- iii) The annual average of the Indexes for Office Furniture Record Equipment, metal (v53433612) 2009 = **117.00 (C)**
- iv) Escalation factor from 2010 to 2009: "D<sup>1</sup>"  $0.994 = 116.3 / 117.0$
- v) Escalation factor from 2011 to 2010: "D<sup>2</sup>"  $1.004 = 116.8 / 116.3$
- vi)  $\text{Percentage change} = (D - 1) \times 100$
- vii)  $\text{Adjusted firm unit price} = (\text{Initial Firm price} \times D^1) \times D^2$







Item	Initial Period	Extension Period 1 (effective April 1, 2011)
Stackable Chair: steel frame painted with high impact epoxy powder coat, four legs, cushioned seat and backrest with armrest	\$200.00	$= (200 \times 0.994) \times 1.004$ <b>=199.59</b>
Stackable Chair: steel frame painted with high impact epoxy powder coat, four legs, cushioned seat and backrest without armrest	\$190.00	$= (190 \times 0.994) \times 1.004$ <b>=189.62</b>
Stackable Chair: unpainted steel frame, four legs, cushioned seat and backrest with armrest	\$180.00	$= (180 \times 0.994) \times 1.004$ <b>= 179.64</b>
Stackable Chair: unpainted steel frame, four legs, cushioned seat and backrest without armrest	\$160.00	$= (160 \times 0.994) \times 1.004$ <b>=159.68</b>

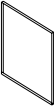


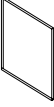

### ATTACHMENT 1 to PART 3 PRICING SCHEDULE

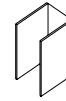
The Offeror must complete this Pricing Schedule (Pricing Tables A, B, C, D, and E) and include it in its financial bid. As a minimum, the Offeror must respond to this pricing schedule by including in its financial bid, its quoted firm unit price (in Canadian Dollars) for the goods identified.









The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future request for the goods described in the bid solicitation will be consistent with this data.

**Pricing Table A: DDP Plant**






Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Plant	TOTAL Extended Price
	W	D	H		A			
<b>Desk Gable (with 16 square inch wire opening) unpainted</b> (glide insert to be included)	1.125	14	27.5		2300			
<b>Desk Gable (with 16 square inch wire opening) painted</b> (glide insert to be included)	1.125	14	27.5		700			
<b>Desk Gable unpainted</b> (glide insert to be included)	1.125	23	27.5		1500			
	1.125	29	27.5		1500			
<b>Desk Gable painted</b> (glide insert to be included)	1.125	23	27.5		300			
	1.125	29	27.5		300			
<b>Back/ Modesty Panel unpainted</b>	20.75	.75	7.5		10			
	26.75	.75	7.5		10			
	28.5	.75	7.5		10			
	32.75	.75	7.5		10			
	34.5	.75	7.5		10			
	38.75	.75	7.5		10			
	44.75	.75	7.5		10			
	50.75	.75	7.5		10			
	56.75	.75	7.5		10			
	62.75	.75	7.5		10			
	68.75	.75	7.5		10			
	20.75	.75	12.5		20			
	26.75	.75	12.5		80			
	28.5	.75	12.5		80			
	32.75	.75	12.5		20			
	34.5	.75	12.5		80			
	38.75	.75	12.5		20			
	44.75	.75	12.5		20			
	50.75	.75	12.5		10			
	56.75	.75	12.5		20			

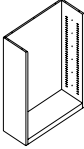
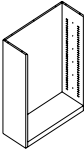
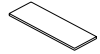
Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Plant	TOTAL Extended Price
	W	D	H		A		B	C=AxB
	62.75	.75	12.5		10			
	68.75	.75	12.5		20			
	20.75	.75	24		20			
	26.75	.75	24		20			
	28.5	.75	24		20			
	32.75	.75	24		10			
	34.5	.75	24		50			
	38.75	.75	24		20			
	44.75	.75	24		20			
	50.75	.75	24		20			
	56.75	.75	24		20			
	62.75	.75	24		20			
	68.75	.75	24		20			
Back/ Modesty Panel painted	20.75	.75	7.5		5			
	26.75	.75	7.5		5			
	28.5	.75	7.5		5			
	32.75	.75	7.5		5			
	34.5	.75	7.5		5			
	38.75	.75	7.5		5			
	44.75	.75	7.5		5			
	50.75	.75	7.5		5			
	56.75	.75	7.5		5			
	62.75	.75	7.5		5			
	68.75	.75	7.5		5			
	20.75	.75	12.5		10			
	26.75	.75	12.5		20			
	28.5	.75	12.5		20			
	32.75	.75	12.5		10			
	34.5	.75	12.5		20			
	38.75	.75	12.5		10			
	44.75	.75	12.5		10			
	50.75	.75	12.5		10			
	56.75	.75	12.5		5			
	62.75	.75	12.5		10			
	68.75	.75	12.5		10			
	20.75	.75	24		5			
	26.75	.75	24		5			
	28.5	.75	24		5			
	32.75	.75	24		5			
	34.5	.75	24		5			
	38.75	.75	24		5			
	44.75	.75	24		5			
	50.75	.75	24		5			
	56.75	.75	24		5			
	62.75	.75	24		5			
	68.75	.75	24		5			
Corner Desk Leg Post (with mounting plate)	1	1	27		400			




Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Plant	TOTAL Extended Price
	W	D	H		A			
<b>Desk Joiner Plate</b>	4.5	3	.25		100			
<b>Wire Manager Trough</b>	12	2.5			100			
<b>Credenza Body unpainted</b> (comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	45.75	23	27.5		30			
	57.75	23	27.5		20			
	69.75	23	27.5		20			
<b>Credenza Body painted</b> (comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	45.75	23	27.5		10			
	57.75	23	27.5		5			
	69.75	23	27.5		10			
<b>Credenza Shelf unpainted</b>	31.5	20.25	1		30			
	43.5	20.25	1		20			
	55.5	20.25	1		20			
<b>Credenza Shelf painted</b>	31.5	20.25	1		10			
	43.5	20.25	1		5			
	55.5	20.25	1		5			
<b>Pedestal Body Unpainted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		1000			
<b>Pedestal Body Painted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		300			
<b>Pedestal Box Drawer Unpainted</b>	12.1	18	3.875		1500			







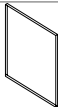










Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Plant	TOTAL Extended Price
	W	D	H		A			
(ready to accept melamine front, slides - 3/4 extension and locking mechanism)								
<b>Pedestal Box Drawer Painted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		500			
<b>Pedestal File Drawer Unpainted</b> (ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)	12.1	16.4	9.875		1300			
<b>Pedestal File Drawer Painted</b> (ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)	12.1	16.4	9.875		300			
<b>Pedestal Accessories Kit</b> (1 locking bar, 3 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock, 2 drawer slides - 3/4 extension, 1 drawer slides - full extension and 1 pencil tray)					1000			
<b>Pedestal Accessories Kit</b> (1 locking bar, 2 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock and 2 drawer slides - full extension)					300			
<b>Overhead Storage Body unpainted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		100			
	42	15.25	36.5		40			
	48	15.25	36.5		600			
	54	15.25	36.5		40			
	60	15.25	36.5		80			
	66	15.25	36.5		30			
	72	15.25	36.5		40			
<b>Overhead Storage Body painted</b> (comes with tackboard, wire management channels for task lighting,	36	15.25	36.5		20			
	42	15.25	36.5		10			
	48	15.25	36.5		100			








Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Plant	TOTAL Extended Price
	W	D	H		A		B	C=AxB
bottom and top sliding door track and sliding door plunger lock; doors not included)	54	15.25	36.5		10			
	60	15.25	36.5		20			
	66	15.25	36.5		10			
	72	15.25	36.5		10			
					10			
<b>Bookcase unpainted</b> (ready to accept melamine top and metal shelves)	30	14	26		10			
	30	14	47		10			
	30	14	53		10			
	30	14	65		10			
	30	14	71		10			
	30	14	83		10			
	36	14	26		10			
	36	14	47		10			
	36	14	53		10			
	36	14	65		10			
	36	14	71		40			
	36	14	83		10			
<b>Bookcase painted</b> (ready to accept melamine top and metal shelves)	30	14	26		5			
	30	14	47		5			
	30	14	53		5			
	30	14	65		5			
	30	14	71		5			
	30	14	83		5			
	36	14	26		5			
	36	14	47		5			
	36	14	53		5			
	36	14	65		5			
	36	14	71		10			
	36	14	83		5			
<b>Shelf unpainted</b> (for Adjustable Shelf Bookcase)	29.4	12.7	1		250			
	35.4	12.7	1		285			
<b>Shelf painted</b> (for Adjustable Shelf	29.4	12.7	1		35			





Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Plant	TOTAL Extended Price	
	W	D	H		A		B	C=AxB	
Bookcase)	35.4	12.7	1		40				
Carton Components (cardboard packaging)	For tables 24 and 30"				100				
	For tables 36"				100				
	For tables 42"				200				
	For tables 48"				200				
	For tables 60"				100				
	For tables 72"				50				
	For Overhead 42"				50				
	For Overhead 48"				700				
	For Overhead 54"				50				
	For Overhead 60"				100				
	For Overhead 66"				40				
	For Overhead 72"				50				
	For Credenza 48"x24"				40				
	For Credenza 60"x24"				25				
	For Credenza 72"x24"				25				
	For Pedestal				1300				
	For bookcase				215				
	SUBTOTAL								

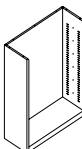
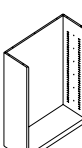


**Pricing Table B: DDP Atlantic**

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit <b>DDP</b> Atlantic	TOTAL Extended Price
	W	D	H		A			
<b>Desk Gable (with 16 square inch wire opening) unpainted</b> (glide insert to be included)	1.125	14	27.5		2300			
<b>Desk Gable (with 16 square inch wire opening) painted</b> (glide insert to be included)	1.125	14	27.5		700			
<b>Desk Gable unpainted</b> (glide insert to be included)	1.125	23	27.5		1500			
	1.125	29	27.5		1500			
<b>Desk Gable painted</b> (glide insert to be included)	1.125	23	27.5		300			
	1.125	29	27.5		300			
<b>Back/ Modesty Panel unpainted</b>	20.75	.75	7.5		10			
	26.75	.75	7.5		10			
	28.5	.75	7.5		10			
	32.75	.75	7.5		10			
	34.5	.75	7.5		10			
	38.75	.75	7.5		10			
	44.75	.75	7.5		10			
	50.75	.75	7.5		10			
	56.75	.75	7.5		10			
	62.75	.75	7.5		10			
	68.75	.75	7.5		10			
	20.75	.75	12.5		20			
	26.75	.75	12.5		80			
	28.5	.75	12.5		80			
	32.75	.75	12.5		20			
	34.5	.75	12.5		80			
	38.75	.75	12.5		20			
	44.75	.75	12.5		20			
	50.75	.75	12.5		10			
	56.75	.75	12.5		20			
	62.75	.75	12.5		10			
	68.75	.75	12.5		20			
	20.75	.75	24		20			
	26.75	.75	24		20			
	28.5	.75	24		20			
	32.75	.75	24		10			
	34.5	.75	24		50			
	38.75	.75	24		20			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit <b>DDP</b> Atlantic B	TOTAL Extended Price C=AxB
	W	D	H		A			
Back/ Modesty Panel painted	44.75	.75	24		20			
	50.75	.75	24		20			
	56.75	.75	24		20			
	62.75	.75	24		20			
	68.75	.75	24		20			
	20.75	.75	7.5		5			
	26.75	.75	7.5		5			
	28.5	.75	7.5		5			
	32.75	.75	7.5		5			
	34.5	.75	7.5		5			
	38.75	.75	7.5		5			
	44.75	.75	7.5		5			
	50.75	.75	7.5		5			
	56.75	.75	7.5		5			
	62.75	.75	7.5		5			
	68.75	.75	7.5		5			
	20.75	.75	12.5		10			
	26.75	.75	12.5		20			
	28.5	.75	12.5		20			
	32.75	.75	12.5		10			
	34.5	.75	12.5		20			
	38.75	.75	12.5		10			
	44.75	.75	12.5		10			
	50.75	.75	12.5		10			
	56.75	.75	12.5		5			
	62.75	.75	12.5		10			
	68.75	.75	12.5		10			
	20.75	.75	24		5			
	26.75	.75	24		5			
	28.5	.75	24		5			
	32.75	.75	24		5			
	34.5	.75	24		5			
	38.75	.75	24		5			
	44.75	.75	24		5			
	50.75	.75	24		5			
	56.75	.75	24		5			
	62.75	.75	24		5			
	68.75	.75	24		5			
Corner Desk Leg Post (with mounting plate)	1	1	27		400			
Desk Joiner Plate	4.5	3	.25		100			
Wire Manager Trough	12	2.5			100			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit <b>DDP</b> Atlantic	TOTAL Extended Price
	W	D	H		A			
<b>Credenza Body unpainted</b> (comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	45.75	23	27.5		30			
	57.75	23	27.5		20			
	69.75	23	27.5		20			
<b>Credenza Body painted</b> (comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	45.75	23	27.5		10			
	57.75	23	27.5		5			
	69.75	23	27.5		10			
<b>Credenza Shelf unpainted</b>	31.5	20.25	1		30			
	43.5	20.25	1		20			
	55.5	20.25	1		20			
<b>Credenza Shelf painted</b>	31.5	20.25	1		10			
	43.5	20.25	1		5			
	55.5	20.25	1		5			
<b>Pedestal Body Unpainted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		1000			
<b>Pedestal Body Painted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		300			
<b>Pedestal Box Drawer Unpainted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		1500			
<b>Pedestal Box Drawer Painted</b> (ready to accept melamine front, slides - 3/4	12.1	18	3.875		500			








Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit <b>DDP</b> Atlantic	TOTAL Extended Price
	W	D	H		A			
extension and locking mechanism)								
<b>Pedestal File Drawer Unpainted</b> (ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)	12.1	16.4	9.875		1300			
<b>Pedestal File Drawer Painted</b> (ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)	12.1	16.4	9.875		300			
<b>Pedestal Accessories Kit</b> (1 locking bar, 3 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock, 2 drawer slides - 3/4 extension, 1 drawer slides - full extension and 1 pencil tray)					1000			
<b>Pedestal Accessories Kit</b> (1 locking bar, 2 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock and 2 drawer slides - full extension)					300			
<b>Overhead Storage Body unpainted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		100			
	42	15.25	36.5		40			
	48	15.25	36.5		600			
	54	15.25	36.5		40			
	60	15.25	36.5		80			
	66	15.25	36.5		30			
	72	15.25	36.5		40			
<b>Overhead Storage Body painted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		20			
	42	15.25	36.5		10			
	48	15.25	36.5		100			
	54	15.25	36.5		10			
	60	15.25	36.5		20			
	66	15.25	36.5		10			
	72	15.25	36.5		10			
<b>Bookcase</b>	30	14	26		10			



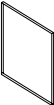




Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Atlantic	TOTAL Extended Price
	W	D	H		A		B	C=AxB
unpainted (ready to accept melamine top and metal shelves)	30	14	47		10			
	30	14	53		10			
	30	14	65		10			
	30	14	71		10			
	30	14	83		10			
	36	14	26		10			
	36	14	47		10			
	36	14	53		10			
	36	14	65		10			
	36	14	71		40			
	36	14	83		10			
	Bookcase painted (ready to accept melamine top and metal shelves)	30	14		26		5	
30		14	47	5				
30		14	53	5				
30		14	65	5				
30		14	71	5				
30		14	83	5				
36		14	26	5				
36		14	47	5				
36		14	53	5				
36		14	65	5				
36		14	71	10				
36		14	83	5				
Shelf unpainted (for Adjustable Shelf Bookcase)	29.4	12.7	1		250			
	35.4	12.7	1		285			
Shelf painted (for Adjustable Shelf Bookcase)	29.4	12.7	1		35			
	35.4	12.7	1		40			
Carton Components (cardboard packaging)	For tables 24 and 30"				100			
	For tables 36"				100			
	For tables 42"				200			
	For tables 48"				200			














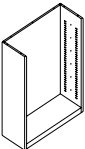
Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit <b>DDP</b> Atlantic	TOTAL Extended Price
	W	D	H					
					<b>A</b>		<b>B</b>	<b>C=AxB</b>
	For tables 60"				100			
	For tables 72"				50			
	For Overhead 42"				50			
	For Overhead 48"				700			
	For Overhead 54"				50			
	For Overhead 60"				100			
	For Overhead 66"				40			
	For Overhead 72"				50			
	For Credenza 48"x24"				40			
	For Credenza 60"x24"				25			
	For Credenza 72"x24"				25			
	For Pedestal				1300			
	For bookcase				215			
SUBTOTAL								

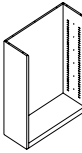


**Pricing Table C: DDP Ontario**

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit FOB Ontario	TOTAL Extended Price
	W	D	H		A			
<b>Desk Gable (with 16 square inch wire opening) unpainted</b> (glide insert to be included)	1.125	14	27.5		2300			
<b>Desk Gable (with 16 square inch wire opening) painted</b> (glide insert to be included)	1.125	14	27.5		700			
<b>Desk Gable unpainted</b> (glide insert to be included)	1.125	23	27.5		1500			
	1.125	29	27.5		1500			
<b>Desk Gable painted</b> (glide insert to be included)	1.125	23	27.5		300			
	1.125	29	27.5		300			
<b>Back/ Modesty Panel unpainted</b>	20.75	.75	7.5		10			
	26.75	.75	7.5		10			
	28.5	.75	7.5		10			
	32.75	.75	7.5		10			
	34.5	.75	7.5		10			
	38.75	.75	7.5		10			
	44.75	.75	7.5		10			
	50.75	.75	7.5		10			
	56.75	.75	7.5		10			
	62.75	.75	7.5		10			
	68.75	.75	7.5		10			
	20.75	.75	12.5		20			
	26.75	.75	12.5		80			
	28.5	.75	12.5		80			
	32.75	.75	12.5		20			
	34.5	.75	12.5		80			
	38.75	.75	12.5		20			
	44.75	.75	12.5		20			
	50.75	.75	12.5		10			
	56.75	.75	12.5		20			
	62.75	.75	12.5		10			
	68.75	.75	12.5		20			
	20.75	.75	24		20			
	26.75	.75	24		20			
	28.5	.75	24		20			
	32.75	.75	24		10			
	34.5	.75	24		50			
	38.75	.75	24		20			
	44.75	.75	24		20			
	50.75	.75	24		20			
	56.75	.75	24		20			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit FOB Ontario	TOTAL Extended Price
	W	D	H		A			
							B	C=AxB
Back/ Modesty Panel painted	62.75	.75	24		20			
	68.75	.75	24		20			
	20.75	.75	7.5		5			
	26.75	.75	7.5		5			
	28.5	.75	7.5		5			
	32.75	.75	7.5		5			
	34.5	.75	7.5		5			
	38.75	.75	7.5		5			
	44.75	.75	7.5		5			
	50.75	.75	7.5		5			
	56.75	.75	7.5		5			
	62.75	.75	7.5		5			
	68.75	.75	7.5		5			
	20.75	.75	12.5		10			
	26.75	.75	12.5		20			
	28.5	.75	12.5		20			
	32.75	.75	12.5		10			
	34.5	.75	12.5		20			
	38.75	.75	12.5		10			
	44.75	.75	12.5		10			
	50.75	.75	12.5		10			
	56.75	.75	12.5		5			
	62.75	.75	12.5		10			
	68.75	.75	12.5		10			
	20.75	.75	24		5			
	26.75	.75	24		5			
	28.5	.75	24		5			
	32.75	.75	24		5			
	34.5	.75	24		5			
	38.75	.75	24		5			
	44.75	.75	24		5			
	50.75	.75	24		5			
	56.75	.75	24		5			
	62.75	.75	24		5			
	68.75	.75	24		5			
Corner Desk Leg Post (with mounting plate)	1	1	27		400			
Desk Joiner Plate	4.5	3	.25		100			
Wire Manager Trough	12	2.5			100			
Credenza Body unpainted (comes with locking 2-box, 1-file pedestal on right or	45.75	23	27.5		30			







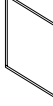
Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit FOB Ontario	TOTAL Extended Price
	W	D	H		A			
left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	57.75	23	27.5		20			
	69.75	23	27.5		20			
<b>Credenza Body painted</b> (comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	45.75	23	27.5		10			
	57.75	23	27.5		5			
	69.75	23	27.5		10			
<b>Credenza Shelf unpainted</b>	31.5	20.25	1		30			
	43.5	20.25	1		20			
	55.5	20.25	1		20			
<b>Credenza Shelf painted</b>	31.5	20.25	1		10			
	43.5	20.25	1		5			
	55.5	20.25	1		5			
<b>Pedestal Body Unpainted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		1000			
<b>Pedestal Body Painted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		300			
<b>Pedestal Box Drawer Unpainted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		1500			
<b>Pedestal Box Drawer Painted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		500			
<b>Pedestal File Drawer Unpainted</b>	12.1	16.4	9.875		1300			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit FOB Ontario	TOTAL Extended Price
	W	D	H		A			
(ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)								
<b>Pedestal File Drawer Painted</b> (ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)	12.1	16.4	9.875		300			
<b>Pedestal Accessories Kit</b> (1 locking bar, 3 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock, 2 drawer slides - 3/4 extension, 1 drawer slides - full extension and 1 pencil tray)					1000			
<b>Pedestal Accessories Kit</b> (1 locking bar, 2 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock and 2 drawer slides - full extension)					300			
<b>Overhead Storage Body unpainted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		100			
	42	15.25	36.5		40			
	48	15.25	36.5		600			
	54	15.25	36.5		40			
	60	15.25	36.5		80			
	66	15.25	36.5		30			
	72	15.25	36.5		40			
<b>Overhead Storage Body painted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		20			
	42	15.25	36.5		10			
	48	15.25	36.5		100			
	54	15.25	36.5		10			
	60	15.25	36.5		20			
	66	15.25	36.5		10			
	72	15.25	36.5		10			
<b>Bookcase unpainted</b> (ready to accept melamine top and metal shelves)	30	14	26		10			
	30	14	47		10			
	30	14	53		10			
	30	14	65		10			








Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit FOB Ontario	TOTAL Extended Price
	W	D	H		A		B	C=AxB
	30	14	71		10			
	30	14	83		10			
	36	14	26		10			
	36	14	47		10			
	36	14	53		10			
	36	14	65		10			
	36	14	71		40			
	36	14	83		10			
Bookcase painted (ready to accept melamine top and metal shelves)	30	14	26		5			
	30	14	47		5			
	30	14	53		5			
	30	14	65		5			
	30	14	71		5			
	30	14	83		5			
	36	14	26		5			
	36	14	47		5			
	36	14	53		5			
	36	14	65		5			
	36	14	71		10			
	36	14	83		5			
Shelf unpainted (for Adjustable Shelf Bookcase)	29.4	12.7	1		250			
	35.4	12.7	1		285			
Shelf painted (for Adjustable Shelf Bookcase)	29.4	12.7	1		35			
	35.4	12.7	1		40			
Carton Components (cardboard packaging)	For tables 24 and 30"				100			
	For tables 36"				100			
	For tables 42"				200			
	For tables 48"				200			
	For tables 60"				100			
	For tables 72"				50			
	For Overhead 42"				50			









Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit FOB Ontario	TOTAL Extended Price
	W	D	H					
	For Overhead 48"				700			
	For Overhead 54"				50			
	For Overhead 60"				100			
	For Overhead 66"				40			
	For Overhead 72"				50			
	For Credenza 48"x24"				40			
	For Credenza 60"x24"				25			
	For Credenza 72"x24"				25			
	For Pedestal				1300			
	For bookcase				215			
SUBTOTAL								




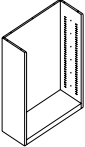
**Pricing Table B: DDP Prairies**

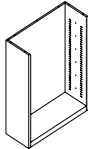


Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Prairies	TOTAL Extended Price
	W	D	H		A			
<b>Desk Gable (with 16 square inch wire opening) unpainted</b> (glide insert to be included)	1.125	14	27.5		2300			
<b>Desk Gable (with 16 square inch wire opening) painted</b> (glide insert to be included)	1.125	14	27.5		700			
<b>Desk Gable unpainted</b> (glide insert to be included)	1.125	23	27.5		1500			
	1.125	29	27.5		1500			
<b>Desk Gable painted</b> (glide insert to be included)	1.125	23	27.5		300			
	1.125	29	27.5		300			
<b>Back/ Modesty Panel unpainted</b>	20.75	.75	7.5		10			
	26.75	.75	7.5		10			
	28.5	.75	7.5		10			
	32.75	.75	7.5		10			
	34.5	.75	7.5		10			
	38.75	.75	7.5		10			
	44.75	.75	7.5		10			
	50.75	.75	7.5		10			
	56.75	.75	7.5		10			
	62.75	.75	7.5		10			
	68.75	.75	7.5		10			
	20.75	.75	12.5		20			
	26.75	.75	12.5		80			
	28.5	.75	12.5		80			
	32.75	.75	12.5		20			
	34.5	.75	12.5		80			
	38.75	.75	12.5		20			
	44.75	.75	12.5		20			
	50.75	.75	12.5		10			
	56.75	.75	12.5		20			
	62.75	.75	12.5		10			
	68.75	.75	12.5		20			
	20.75	.75	24		20			
	26.75	.75	24		20			
	28.5	.75	24		20			
	32.75	.75	24		10			
	34.5	.75	24		50			
	38.75	.75	24		20			
	44.75	.75	24		20			
	50.75	.75	24		20			



Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Prairies	TOTAL Extended Price
	W	D	H		A		B	C=AxB
	56.75	.75	24		20			
	62.75	.75	24		20			
	68.75	.75	24		20			
Back/ Modesty Panel painted	20.75	.75	7.5		5			
	26.75	.75	7.5		5			
	28.5	.75	7.5		5			
	32.75	.75	7.5		5			
	34.5	.75	7.5		5			
	38.75	.75	7.5		5			
	44.75	.75	7.5		5			
	50.75	.75	7.5		5			
	56.75	.75	7.5		5			
	62.75	.75	7.5		5			
	68.75	.75	7.5		5			
	20.75	.75	12.5		10			
	26.75	.75	12.5		20			
	28.5	.75	12.5		20			
	32.75	.75	12.5		10			
	34.5	.75	12.5		20			
	38.75	.75	12.5		10			
	44.75	.75	12.5		10			
	50.75	.75	12.5		10			
	56.75	.75	12.5		5			
	62.75	.75	12.5		10			
	68.75	.75	12.5		10			
	20.75	.75	24		5			
	26.75	.75	24		5			
	28.5	.75	24		5			
	32.75	.75	24		5			
	34.5	.75	24		5			
	38.75	.75	24		5			
	44.75	.75	24		5			
	50.75	.75	24		5			
	56.75	.75	24		5			
	62.75	.75	24		5			
	68.75	.75	24		5			
Corner Desk Leg Post (with mounting plate)	1	1	27		400			
Desk Joiner Plate	4.5	3	.25		100			
Wire Manager Trough	12	2.5			100			
Credenza Body unpainted (comes with locking 2-box, 1-file pedestal on right or	45.75	23	27.5		30			








Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Prairies	TOTAL Extended Price
	W	D	H		A		B	C=AxB
left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	57.75	23	27.5		20			
	69.75	23	27.5		20			
<b>Credenza Body painted</b> (comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	45.75	23	27.5		10			
	57.75	23	27.5		5			
	69.75	23	27.5		10			
<b>Credenza Shelf unpainted</b>	31.5	20.25	1		30			
	43.5	20.25	1		20			
	55.5	20.25	1		20			
<b>Credenza Shelf painted</b>	31.5	20.25	1		10			
	43.5	20.25	1		5			
	55.5	20.25	1		5			
<b>Pedestal Body Unpainted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		1000			
<b>Pedestal Body Painted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		300			
<b>Pedestal Box Drawer Unpainted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		1500			
<b>Pedestal Box Drawer Painted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		500			
<b>Pedestal File Drawer Unpainted</b>	12.1	16.4	9.875		1300			



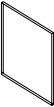




Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Prairies	TOTAL Extended Price
	W	D	H		A		B	C=AxB
(ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)								
<b>Pedestal File Drawer Painted</b> (ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)	12.1	16.4	9.875		300			
<b>Pedestal Accessories Kit</b> (1 locking bar, 3 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock, 2 drawer slides - 3/4 extension, 1 drawer slides - full extension and 1 pencil tray)					1000			
<b>Pedestal Accessories Kit</b> (1 locking bar, 2 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock and 2 drawer slides - full extension)					300			
<b>Overhead Storage Body unpainted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		100			
	42	15.25	36.5		40			
	48	15.25	36.5		600			
	54	15.25	36.5		40			
	60	15.25	36.5		80			
	66	15.25	36.5		30			
	72	15.25	36.5		40			
<b>Overhead Storage Body painted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		20			
	42	15.25	36.5		10			
	48	15.25	36.5		100			
	54	15.25	36.5		10			
	60	15.25	36.5		20			
	66	15.25	36.5		10			
	72	15.25	36.5		10			
<b>Bookcase unpainted</b> (ready to accept melamine top and metal shelves)	30	14	26		10			
	30	14	47		10			
	30	14	53		10			
	30	14	65		10			








Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Prairies	TOTAL Extended Price
	W	D	H		A		B	C=AxB
	30	14	71		10			
	30	14	83		10			
	36	14	26		10			
	36	14	47		10			
	36	14	53		10			
	36	14	65		10			
	36	14	71		40			
	36	14	83		10			
Bookcase painted (ready to accept melamine top and metal shelves)	30	14	26		5			
	30	14	47		5			
	30	14	53		5			
	30	14	65		5			
	30	14	71		5			
	30	14	83		5			
	36	14	26		5			
	36	14	47		5			
	36	14	53		5			
	36	14	65		5			
	36	14	71		10			
	36	14	83		5			
	Shelf unpainted (for Adjustable Shelf Bookcase)	29.4	12.7		1		250	
35.4		12.7	1	285				
Shelf painted (for Adjustable Shelf Bookcase)	29.4	12.7	1		35			
	35.4	12.7	1		40			
Carton Components (cardboard packaging)	For tables 24 and 30"				100			
	For tables 36"				100			
	For tables 42"				200			
	For tables 48"				200			
	For tables 60"				100			
	For tables 72"				50			
	For Overhead 42"				50			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages <small>(for 2 year period)</small>	Model #	Price per unit DDP Prairies	TOTAL Extended Price
	W	D	H		A		B	C=AxB
	For Overhead 48"				700			
	For Overhead 54"				50			
	For Overhead 60"				100			
	For Overhead 66"				40			
	For Overhead 72"				50			
	For Credenza 48"x24"				40			
	For Credenza 60"x24"				25			
	For Credenza 72"x24"				25			
	For Pedestal				1300			
	For bookcase				215			
	SUBTOTAL							




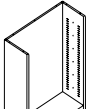
**Pricing Table B: FOB Pacific**

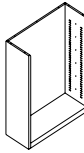


Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Pacific	TOTAL Extended Price
	W	D	H		A			
<b>Desk Gable (with 16 square inch wire opening) unpainted</b> (glide insert to be included)	1.125	14	27.5		2300			
<b>Desk Gable (with 16 square inch wire opening) painted</b> (glide insert to be included)	1.125	14	27.5		700			
<b>Desk Gable unpainted</b> (glide insert to be included)	1.125	23	27.5		1500			
	1.125	29	27.5		1500			
<b>Desk Gable painted</b> (glide insert to be included)	1.125	23	27.5		300			
	1.125	29	27.5		300			
<b>Back/ Modesty Panel unpainted</b>	20.75	.75	7.5		10			
	26.75	.75	7.5		10			
	28.5	.75	7.5		10			
	32.75	.75	7.5		10			
	34.5	.75	7.5		10			
	38.75	.75	7.5		10			
	44.75	.75	7.5		10			
	50.75	.75	7.5		10			
	56.75	.75	7.5		10			
	62.75	.75	7.5		10			
	68.75	.75	7.5		10			
	20.75	.75	12.5		20			
	26.75	.75	12.5		80			
	28.5	.75	12.5		80			
	32.75	.75	12.5		20			
	34.5	.75	12.5		80			
	38.75	.75	12.5		20			
	44.75	.75	12.5		20			
	50.75	.75	12.5		10			
	56.75	.75	12.5		20			
	62.75	.75	12.5		10			
	68.75	.75	12.5		20			
	20.75	.75	24		20			
	26.75	.75	24		20			
	28.5	.75	24		20			
	32.75	.75	24		10			
	34.5	.75	24		50			
	38.75	.75	24		20			
	44.75	.75	24		20			
	50.75	.75	24		20			
	56.75	.75	24		20			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Pacific	TOTAL Extended Price
	W	D	H		A			
							B	C=AxB
Back/ Modesty Panel painted	62.75	.75	24		20			
	68.75	.75	24		20			
	20.75	.75	7.5		5			
	26.75	.75	7.5		5			
	28.5	.75	7.5		5			
	32.75	.75	7.5		5			
	34.5	.75	7.5		5			
	38.75	.75	7.5		5			
	44.75	.75	7.5		5			
	50.75	.75	7.5		5			
	56.75	.75	7.5		5			
	62.75	.75	7.5		5			
	68.75	.75	7.5		5			
	20.75	.75	12.5		10			
	26.75	.75	12.5		20			
	28.5	.75	12.5		20			
	32.75	.75	12.5		10			
	34.5	.75	12.5		20			
	38.75	.75	12.5		10			
	44.75	.75	12.5		10			
	50.75	.75	12.5		10			
	56.75	.75	12.5		5			
	62.75	.75	12.5		10			
	68.75	.75	12.5		10			
	20.75	.75	24		5			
	26.75	.75	24		5			
	28.5	.75	24		5			
	32.75	.75	24		5			
	34.5	.75	24		5			
	38.75	.75	24		5			
	44.75	.75	24		5			
	50.75	.75	24		5			
	56.75	.75	24		5			
	62.75	.75	24		5			
	68.75	.75	24		5			
Corner Desk Leg Post (with mounting plate)	1	1	27		400			
Desk Joiner Plate	4.5	3	.25		100			
Wire Manager Trough	12	2.5			100			
Credenza Body unpainted (comes with locking 2-box, 1-file pedestal on right or	45.75	23	27.5		30			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Pacific	TOTAL Extended Price
	W	D	H		A			
left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	57.75	23	27.5		20			
	69.75	23	27.5		20			
<b>Credenza Body painted</b> (comes with locking 2-box, 1-file pedestal on right or left side, bottom and top sliding door track and sliding door plunger lock; ready to accept melamine doors, top and drawer fronts)	45.75	23	27.5		10			
	57.75	23	27.5		5			
	69.75	23	27.5		10			
<b>Credenza Shelf unpainted</b>	31.5	20.25	1		30			
	43.5	20.25	1		20			
	55.5	20.25	1		20			
<b>Credenza Shelf painted</b>	31.5	20.25	1		10			
	43.5	20.25	1		5			
	55.5	20.25	1		5			
<b>Pedestal Body Unpainted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		1000			
<b>Pedestal Body Painted</b> (ready to accept melamine top, casters, 2 box and 1 file drawers or 2 files drawers and locking mechanism)	14.75	19.62	24.25		300			
<b>Pedestal Box Drawer Unpainted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		1500			
<b>Pedestal Box Drawer Painted</b> (ready to accept melamine front, slides - 3/4 extension and locking mechanism)	12.1	18	3.875		500			
<b>Pedestal File Drawer Unpainted</b>	12.1	16.4	9.875		1300			



Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Pacific	TOTAL Extended Price
	W	D	H		A			
(ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)								
<b>Pedestal File Drawer Painted</b> (ready to accept melamine front, slides - full extension, locking mechanism and 1 caster - if installed on lower drawer)	12.1	16.4	9.875		300			
<b>Pedestal Accessories Kit</b> (1 locking bar, 3 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock, 2 drawer slides - 3/4 extension, 1 drawer slides - full extension and 1 pencil tray)					1000			
<b>Pedestal Accessories Kit</b> (1 locking bar, 2 handles, 1 lock, 1 lock eyelet, 3 casters – swivel, 2 casters – swivel with lock and 2 drawer slides - full extension)					300			
<b>Overhead Storage Body unpainted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		100			
	42	15.25	36.5		40			
	48	15.25	36.5		600			
	54	15.25	36.5		40			
	60	15.25	36.5		80			
	66	15.25	36.5		30			
	72	15.25	36.5		40			
<b>Overhead Storage Body painted</b> (comes with tackboard, wire management channels for task lighting, bottom and top sliding door track and sliding door plunger lock; doors not included)	36	15.25	36.5		20			
	42	15.25	36.5		10			
	48	15.25	36.5		100			
	54	15.25	36.5		10			
	60	15.25	36.5		20			
	66	15.25	36.5		10			
	72	15.25	36.5		10			
<b>Bookcase unpainted</b> (ready to accept melamine top and metal shelves)	30	14	26		10			
	30	14	47		10			
	30	14	53		10			
	30	14	65		10			

Product Description	Dimensions in inches			Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Pacific	TOTAL Extended Price
	W	D	H		A		B	C=AxB
	30	14	71		10			
	30	14	83		10			
	36	14	26		10			
	36	14	47		10			
	36	14	53		10			
	36	14	65		10			
	36	14	71		40			
	36	14	83		10			
	Bookcase painted (ready to accept melamine top and metal shelves)	30	14		26		5	
30		14	47	5				
30		14	53	5				
30		14	65	5				
30		14	71	5				
30		14	83	5				
36		14	26	5				
36		14	47	5				
36		14	53	5				
36		14	65	5				
36		14	71	10				
36		14	83	5				
Shelf unpainted (for Adjustable Shelf Bookcase)		29.4	12.7	1			250	
	35.4	12.7	1	285				
Shelf painted (for Adjustable Shelf Bookcase)	29.4	12.7	1		35			
	35.4	12.7	1		40			
Carton Components (cardboard packaging)	For tables 24 and 30"				100			
	For tables 36"				100			
	For tables 42"				200			
	For tables 48"				200			
	For tables 60"				100			
	For tables 72"				50			
	For Overhead 42"				50			

Product Description	Dimensions in inches  W      D      H	Visual Reference	Estimated Usages (for 2 year period)	Model #	Price per unit DDP Pacific	TOTAL Extended Price
			A		B	C=AxB
	For Overhead 48"		700			
	For Overhead 54"		50			
	For Overhead 60"		100			
	For Overhead 66"		40			
	For Overhead 72"		50			
	For Credenza 48"x24"		40			
	For Credenza 60"x24"		25			
	For Credenza 72"x24"		25			
	For Pedestal		1300			
	For bookcase		215			
SUBTOTAL						

**Summary Table: Pricing Schedule A, B, C,D, and E**

Pricing Schedule	Prices
A	
B	
C	
D	
E	
<b>SUBTOTAL OF ALL PRICING SCHEDULES</b>	
<b>GST/HST</b>	
<b>TOTAL</b>	