

**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

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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> Workstations and Closed Offices	
<b>Solicitation No. - N° de l'invitation</b> EP731-112950/A	<b>Date</b> 2012-09-28
<b>Client Reference No. - N° de référence du client</b> 20112950	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PQ-930-61297
<b>File No. - N° de dossier</b> pq930.EP731-112950	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chalmers, Brianna	<b>Buyer Id - Id de l'acheteur</b> pq930
<b>Telephone No. - N° de téléphone</b> (819)956-5660 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	
<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

Solicitation No. - N° de l'invitation

EP731-112950/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq930EP731-112950

Buyer ID - Id de l'acheteur

pq930

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

20112950

CCC No./N° CCC - FMS No/ N° VME

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## **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, 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, the Purchase Description, the Basis of Payment, the Call-up Process and all associated attachments.

### **2. Summary**

#### **2.1 Requirement**

To establish two Regional Master Standing Offers (RMSOs) for the supply, delivery and installation of Workstations and Freestanding Furniture for the following locations:

1 RMSO for 22 Eddy Street, Gatineau, Quebec

Throughout this document this location will be referred to as 22 Eddy.

1 RMSO for 30 Victoria Street, Gatineau, Quebec

Throughout this document this location will be referred to as 30 Victoria.

Offerors must fulfill the requirement in accordance with Annex A to be available for supply on a regional basis on behalf of Public Works and Government Services Canada (PWGSC) for the Real Property Branch (RPB) of PWGSC on the behalf of multiple end users.

The period of each Standing Offer is for a four year period which includes two phases, Phase 1 is for delivery and installation of the goods (two year period) and Phase 2 is for Post Delivery and Installation Services (two year period), both Phases are on an “as and when requested” basis. There is an option to extend each Standing Offer by an additional one-year period. This extension may be applied to either of the two Phases.

The expected quantities per location are as follows:

For the 22 Eddy location: 2,400 Workstations and 158 Closed Offices.  
For the 30 Victoria location: 2,300 Workstations and 200 Closed Offices.

## **2.2 Code of Conduct**

As per section 01 of Standard Instructions 2006, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

## **2.3 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## **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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-07-11) 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

### **1.1 SACC Manual Clauses**

M1004T (2011-05-16) Condition of Material  
M0019T (2007-05-25) Firm Price and/or Rates

## **2. Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) offer 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 Offers (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 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 and/or 2 soft copies in CD/DVD format)

Section II: Financial Offer (1 hard copy and 1 soft copy in CD/DVD format)

Section III: Certifications (1 hard copy)

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

Prices must appear in the financial 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/or containing minimum 30% recycled content; and

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

### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Offer**

Offerors must submit their financial offer as detailed in Annex B - Basis of Payment and in accordance with Part 6B article 4.1 and the requirements of this solicitation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Financial evaluations will be performed per location. Offerors are to complete the applicable pricing tables at article 1 of Annex B – Basis of Payment.

#### **Field Color**

All light blue colored fields must be populated by the Offeror in compliance with the instructions below.

Fields that have been populated will change in color from light blue to light yellow. The change of color does not indicate that the data entered is accepted or acceptable to Canada only that data has been entered into the field.

**NOTE:** The use of the “Copy” and “Paste” feature in Excel may negatively impact this aspect of the template. PWGSC suggests Offerors use the “Copy” and “Paste Special - Values” method.

Each pricing table must include the following:

- a) A firm unit price for each component listed in the table;
- b) A model number for each component listed in the table; and
- c) All additional hardware required for each component to complete the Workstations or Closed Offices in the Furniture Data Sheets at Annex A-2 must either include the hardware as part of the model number or the hardware is not included with the model number and the following applies:

- Specify the hardware with a model number and unit price in the Model Number(s) Column.
- The Unit Price Column must be the sum of all the Model Number(s) Column price.
- If multiple additional hardware is required, the offeror must specify the quantity associated with that model number.

Refer to the table below as an example.

	Model Number(s)	Series	Unit Price
Offeror 1	ABC3060	Pop	\$13.00
Offeror 2	AB3060(\$10.00) C (x2) (\$1.00)	Journey Journey	\$12.00
Offeror 3	A3060 (\$8.00) B (\$1.00) C (\$1.50)	Star Cloud Sun	\$10.50

Offerors are also required to complete Table 2 - Services of this Annex.

The Offeror is requested to complete the series column for information purposes only.



The purpose of these tables are for pricing evaluation and are estimated quantities to capture the scope of the requirement. The quantities listed in the pricing tables may differ from the floor plan.

### 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.

## 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 and 4t  inc. will evaluate the offers.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

1.1.1. A	Mandatory Technical Specifications Criteria (MTS)
<b>MTS1</b>	<p><u>MTS1.1</u> The Offeror's proposed components must not reduce the dimensions shown on the floor plans. The Offerors must demonstrate that their proposed components comply with this requirement and must provide, with their offer, floor plans to which the Offeror has added the following information, as a minimum:</p> <p>A) the placement of the Offerors Workstations and Closed Offices which demonstrate that all dimensions are adhered to; and B) the critical dimensions that result from the installation of the Offeror's components in A).</p> <p><u>MTS1.2</u> The floor plans in MTS2.1 must be submitted in CD/DVD format written in AutoCAD version 2010 or older, or four (4) hard copies printed to a scale of 1:100.</p>

<b>MTS2</b>	<p><u>MTS2.1</u> 1. The Offeror must submit test reports demonstrating technical compliance for the following two (2) surfaces:</p> <p>1.1 Freestanding Rectangular Surface – 1829mm W x 610mm D (72"W x 24"D)  <b>a) Horizontal Surface Deflection Test</b> –CAN/CGSB-44-227 Freestanding Office Desk Products and Components.</p> <p>1.2 Rectangular, Panel Mounted surface – 1829mm W x 610mm D (72"W x 24"D)  <b>b) Horizontal Surface Deflection Test</b> –CAN/CGSB-44-229 Interconnecting Panel Systems and Supporting Components</p> <p>2. If the test report is not specific to the proposed component an explanation is required as to why the proposed component complies with the "worst-case condition".  Testing based on worst- case condition is acceptable as defined in ANSI/BIFMA X5.6 – Items 2.57, 3.1.4, 3.1.5, ANSI/BIFMA X5.5 – Items 2.56, 3.1.3, 3.1.4 and ANSI/BIFMA X5.9 – Item 3.1.3.</p> <p><u>MTS2.2</u> To demonstrate MTS3.1 the Offeror must submit the test reports in soft copy, in a CD/DVD format written in Adobe Acrobat PDF version 7 or older, or hard copy.</p>
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### 1.1.2 Mandatory Environmental Criteria

<b>1.1.1.B</b>	<b>Mandatory Technical Environmental Criteria (MTEC)</b>
<b>MTEC1</b>	<p><u>MTEC1.1</u> The Offeror must indicate how their components would score points for LEED – CI (Commercial Interiors) credits in the following category:</p> <p><u>Indoor Environmental Quality</u> 4.5 Low-emitting Materials, Systems Furniture</p> <p><u>MTEC1.2</u> To demonstrate MEC1.1 Offerors must provide supporting documentation in soft copy, in a CD/DVD format written in Adobe Acrobat PDF version 7 or older, or hard copy.</p>

### 1.2 Financial Evaluation

<b>1.2.1</b>	<b>Mandatory Financial Criteria (MFC)</b>
<b>MFC1</b>	<p><u>MFC1.1</u> The Offeror must submit the completed applicable tables at article 1 of Annex B – Basis of Payment. The Offeror should also complete the Series column for information purposes only.</p> <p><u>MFC1.2</u> To demonstrate MFC1.1 Offerors must submit their pricing in accordance with Part 3 Financial Offer of this solicitation in <b>hard copy</b>.</p>

## 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price per location will be recommended for issuance of a standing offer.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications 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 or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### **1. Code of Conduct Certifications - Consent to a Criminal Record Verification**

**1.1** Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### **2. Certifications Precedent to Issuance of a 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 requirement within that time period will render the offer non-responsive.

#### **2.1 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 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 non-responsive.

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

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, Part 6, Annex A.

\_\_\_\_\_  
Offeror's Signature

\_\_\_\_\_  
Date

## **2.3 Dealer Authorization**

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

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

## **3. Additional Information not associated with Certifications**

Offerors are required to provide with their offer the soft copy in Excel 2000-2003 compatible format (.xls) of the completed tables at article 1 of Annex B – Basis of Payment in accordance with Part 3 Financial Offer of this solicitation on a CD/DVD or upon demand from the Standing Offer Authority within the timeframe detailed in the request. Canada will be using the Soft Copy for administrative purposes.

## **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 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 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **2.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period in Excel 2000-2003 compatible format (.xls).

A detailed and current record of all Call-ups must be kept and submitted with the following information:

- i) the Call-up reference number;
- ii) a title or a brief description to explain the Call-up details (this must include at a minimum the affected floors, Workstation Title as per the Furniture Data Sheets and each component's model number);
- iii) the amount (GST or HST extra) specified in the Call-up (as last amended, as applicable);
- iv) the total amount (GST or HST extra), expended to the date against all Call-ups issued;
- v) the start and completion date for each Call-up;
- vi) the active status of each Call-up, as applicable.

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

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

The period of the Standing Offer consists of two (2) phases:

Phase 1 is for the Delivery and Installation of the goods (specified in each Call-up).

Phase 2 is for Post Delivery and Installation, which will consists of reconfiguration and ergonomic services.

The period for each phase is a separate period from one another and has different start and end dates as follows:

The period for making call-ups for Phase 1 against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

The period for making call-ups for Phase 2 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 an additional one (1) year period, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

This one extension may be applied to either Phase 1 or Phase 2.

## **4. Authorities**

### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Brianna Chalmers  
Supply Specialist  
Acquisitions Branch  
Public Works and Government Services Canada

11 rue Laurier  
Gatineau, Québec  
K1A 0S5

Telephone: (819) 956-5660  
Facsimile: (819) 956-5706  
E-mail address: brianna.chalmers@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, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **4.2 Project Authority (PA)**

The Project Authority for Phase 1 of the Standing Offer is (will be completed at Standing Offer award):

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

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.

The Project Authority for Phase 2 of the Standing Offer is (will be determined prior to the expiry date of Phase 1):

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 (to be completed by Offeror)**

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

#### **5. Identified Users**

For Phase 1:

The Identified User authorized to make call-ups against the Standing Offer is: Real Property Branch of Public Works and Government Services Canada.

For Phase 2:

The Identified User will be determined 15 calendar days prior to the expiry date of Phase 1.

#### **6. Call-up Procedures**

Refer to Annex C, Call-up Process.

#### **7. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

#### **8. Limitation of Call-ups**

For Phase 1:

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

For Individual call-ups against the Standing Offer exceeding \$400,000.00 (Goods and Services Tax or Harmonized Sales Tax included), the Standing Offer Authority will issue the Call-up on the Identified Users behalf.

For Phase 2:

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

For Individual call-ups against the Standing Offer exceeding \$50,000.00 (Goods and Services Tax or Harmonized Sales Tax included), the Standing Offer Authority will issue the Call-up on the Identified Users behalf.

## **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 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2012-07-16), General Conditions – Goods (Medium Complexity)
- e) Annex A, General Statement of Requirement;
- f) Annex A-1, Purchase Description (Product Specifications) & Annex A-2 Furniture Data Sheets (Typiclas);
- g) Annex A-3, Floor Plans;
- h) Annex A-4, Delivery and Installation Schedule;
- i) Annex A-5, LEED Environmental Criteria;
- j) Annex A-6, Post-Delivery and Installation Services;
- k) Annex B, Basis of Payment;
- l) Annex C, Call-up Process; and
- m) the Offeror's offer dated \_\_\_\_\_ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" **or** "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable).

## **10. Certifications**

### **10.1 Product Conformance Certification**

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

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



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

**10.2** Compliance with the certifications provided by the Contractor in its offer 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 offer 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.

## **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.

## **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**

For Phase 1 & Phase 2:

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010A (2012-07-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 09 – Warranty of general conditions 2010A 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 must have a warranty of five (5) years

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

**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.

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**

For Phase 1 & Phase 2:

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

**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 a firm unit price. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

**4.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-06) Limitation of Price

**4.3 Single Payment**

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

**4.4 SACC Manual Clauses**

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

**4.5 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

**5. Invoicing Instructions**

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

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

(b) One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.

## **6. Shipping Instructions**

Goods must be consigned to the destination specified in the Call-up and delivered:

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

## **7. Installation Services**

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

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

## **8. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

5. The Project Authority in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Project Authority; and
9. The Contractor must notify the Project Authority when all deficiencies have been completed. If satisfied, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## **ANNEX A**

### **GENERAL STATEMENT OF REQUIREMENT**

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

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

All parts of Annex A include:

- Annex A-1 Purchase Description (Product Specifications)
- Annex A-2 Furniture Data Sheets (Typicals)
- Annex A-3 Floor Plans
- Annex A-4 Delivery and Installation Schedule
- Annex A-5 LEED Environmental Criteria
- Annex A-6 Post-Delivery and Installation Services

## **ANNEX A-1**

### **PURCHASE DESCRIPTION (PRODUCT SPECIFICATIONS)**

#### **1.DESRIPTION**

1.1 These specifications are for the supply and installation of modular work units, comprising of a variation of interconnecting panel systems, furniture systems, freestanding/casegoods elements and storage within closed offices or personal workstations complete with wire management and electrical capacity.

1.2 The Contractor is responsible for supplying all necessary accessories (trim, connectors, supports, wall mounts, etc.) to allow the configuration to be integrated as illustrated in the Furniture Data Sheets 'typicals' and floor plans provided.

1.3 These specifications are to be read in conjunction with the furniture data sheets 'typicals' herein called the 'typicals'. The 'typicals' represent the ideal configuration for heights, widths and depths of products and the Contractor must maintain the footprint and the interior layout of the workspaces.

## **2. PUBLICATIONS AND TEST METHODS**

2.1 All referenced publications or test methods are to the latest issue unless otherwise indicated in this Annex.

## **3. PERFORMANCE REQUIREMENTS**

3.1 Finished panels, connecting assemblies and components must be stable, interchangeable, and be clean and free from defects that may affect appearance, serviceability or safety.

3.2 Design panel systems to ensure panel system components withstand functional and proof load tests to avoid tip over, structural breakage or damage and to meet various acceptance levels of serviceability to: CAN/ CGSB-44-229 Interconnecting Panel Systems and Supporting Components with the exception of paragraph 6.2.5 Adhesives.

3.3 Design systems to ensure office desk/table components withstand functional and proof load tests to establish structural integrity and various acceptance levels of serviceability to: CAN/CGSB-44-229- Interconnecting Panel Systems and Supporting Components and or CAN/CGSB-44-227- Freestanding Office Desk Products and Components.

3.4 All plastic laminate and metal freestanding and mobile pedestals, freestanding storage units and personal storage cabinets must meet the acceptance criteria provided in ANSI/BIFMA X5.9.

3.5 Flammability: The panel fabric must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102. The test must be conducted on each different fabric composition and interior construction. Fabrics that are 'identical' in content and weight are acceptable as comparable to the fabric tested on the panel.

3.6 Design systems to ensure storage systems withstand functional and proof load tests to establish structural integrity and various acceptance levels of serviceability to: ANSI/BIFMA X.5.9.

3.7 All Panels Systems furniture must meet all the requirements of CAN/CGSB-44-229-2008. All Freestanding furniture must comply with CAN/CGSB 44.227-2008.

3.8 All furniture floor plans are to meet the National Building Code and the National Fire Code standards.

## **4. TEST REQUIREMENTS**

4.1 All ANSI/BIFMA test reports must be from an accredited testing laboratory. An accredited testing laboratory is defined as an independent testing laboratory or a company owned laboratory that has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

4.2 Test reports must be not more than five (5) years old at the time of submittal unless otherwise indicated in this Annex.

## **5.PRODUCTS**

### **5.1 MATERIALS:**

- 5.1.1 Fabric must meet the following category requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines;
  - 5.1.1.1 Panel systems must meet the requirements for Wrapped Panels and Upholstered Walls
  - 5.1.1.2 Seat cushion fabric for storage units must meet the requirements of CDN Flammability CAN/ULC C-S 102 or must comply with the requirements of the California Technical Bulletin 117.
  - 5.1.1.3 Fabric meeting the requirements of the ACT Performance Guidelines are exempt from the five (5) year period providing the fabric composition (material and weight) has not changed.
- 5.1.2 Particleboard must meet ANSI A208.1, grade M2 or greater when used as substrate.
- 5.1.3 Solid and wood veneer must be Forest Stewardship Certified (FSC).
- 5.1.4 Hardwood lumber must meet Architectural Woodwork Manufacturers Association of Canada (AWMAC) custom grade.
- 5.1.5 Hardwood plywood must meet ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.
- 5.1.6 All visible wood surfaces must be free from open knots, clear finish.
- 5.1.7 Plastic laminate (high pressure laminate):
  - 5.1.7.1 The performance requirements for high pressure laminate of horizontal work surfaces must be tested in accordance with CAN/CGSB-44-229 Interconnecting Panel Systems and Supporting Components and CAN/CGSB-44-227- Freestanding Office Desk Products and Components. If the HPL finish is identical for components under items 3.2 and 3.3 or testing to CAN/CGSB-44.229 or CAN/CGSB-44.227 it will be acceptable.
  - 5.1.7.2 Plastic laminate surfaces plastic bonded to both faces where exposed two sides, and when panel material require surface on one side only, reverse side to manufacturer's standard.
  - 5.1.7.3 All other surfaces, except fabric covered surfaces, must meet the performance requirements for plastic laminates, painted wood, painted non-wood, with the exception of wood veneer requirements, all exposed and less exposed surfaces must be wood and meet the performance requirements for wood veneer.
    - 5.1.7.3.1 Plastic laminate adhesives: to manufacturer's standard.
    - 5.1.7.3.2 Edge detail to be provided: manufacturer's standard product offering.
- 5.1.8 Steel:
  - 5.1.8.1 Accessory Rail, perforated and smooth, to manufacturer's standard, as shown or specified.



- 5.1.8.2 Mounting System in accordance with CAN/CGSB-44-229. The mounting system must support a paper management system or accessory rail.
- 5.1.9 Whiteboard:
  - 5.1.9.1 Facing:
    - Non-magnetic: to manufacturer's standards; color and finish to later selection by departmental representative; samples supplied.
  - 5.1.9.2 Core: to manufacturer's standard.
- 5.1.10 Glazing:
  - 5.1.10.1 Glazing material used in panels must meet the requirements of UL 1286.
  - 5.1.10.2 Safety glass: to CAN/CGSB12.1, Type 2-tempered or ANSI Z97
  - 5.1.10.3 Glazing to be frosted finish where indicated on the 'typicals'.
  - 5.1.10.4 Thickness: designed for area to be glazed, minimum 4.8mm (3/16").
  - 5.1.10.5 Glazing to have smooth edges.
  - 5.1.10.6 Acrylic is an acceptable substitute.
- 5.1.11 Other Materials:
  - 5.1.11.1 All other components or elements: structural support frames, adjustable mounting systems, connector systems and brackets, glides, casters, hardware, trim, etc. to manufacture's standard in accordance with the appropriate tests from ANSI/BIFMA and Canadian National Standard requirements.

## 5.2 INTERCONNECTED PANEL SYSTEM

- 5.2.1 Refer to the 'typicals' for proposed heights and workstation configurations.
- 5.2.2 Interconnected Panel System complete with integrated wire management and electrical capacity.
- 5.2.3 Interconnected Panel System:
  - 5.2.3.1 Panels to be monolithic in appearance.
    - Monolithic Panel: is comprised of a one piece frame which encompasses the entire panel. Each side of the panel is comprised of a single segment with no visible horizontal separation.
  - 5.2.3.2 Interconnected Panel Systems must allow panels to be connected, at the same and different heights.
- 5.2.4 All interconnecting panels, components and accessories must meet the acceptance criteria provided in CAN/ CGSB-44-229 Interconnecting Panel Systems and Supporting Components with the exception of paragraph 6.2.5 Adhesives.
- 5.2.5 Panel system must allow any tile in the panel configuration to be removed without disrupting other components.
- 5.2.6 Panel system to have leveling glides with 2" (51mm) minimum height adjustability.
- 5.2.7 Panel leveling glides to have carpet grips.
- 5.2.8 Panels must have 1" (25mm) incremental hanging capability inherent in the panel.
- 5.2.9 Panels must facilitate finished tiles two (2) sides.

- 5.2.9.1 Upholstered tile: installed concealed edges to prevent fraying, stable free of snags and wrinkles in finished screen.
- 5.2.9.2 When specified, panels must have the ability to provide different colour (same grade of fabric) on each panel side.
- 5.2.10 Panels, unless otherwise indicated, must be finished with tackable fabric skin.
- 5.2.11 All tiles must be constructed in such a manner as to maintain tile shape when removed from panel frame and/or be capable of being repositioned in the frame with no sagging or loss of tensile strength.
- 5.2.12 Panel thickness: All critical aisles dimensions on plans must not be exceeded.
  - 5.2.12.1 Filler panels must be available for gaps larger than 76mm (3") and less than the smallest standard panel width available.
- 5.2.13 Refer to the 'typicals' for the 5 proposed heights. The following ranges allow for all panel heights to be submitted.
  - 5.2.13.1 For transaction surfaces 762mm – 914mm (30in. – 36in.)
  - 5.2.13.2 For work surface privacy 990mm – 1168mm (39in. – 46in.)
  - 5.2.13.3 For seated privacy 1524mm- 1372mm (50in. – 54in.)for use in high traffic areas and overhead bin configurations.
- 5.2.14 Provide capability for Interconnected Panels Systems to accommodate industry standard communication modules with one knockout on each side of modular sections.
- 5.2.15 Provide capability to cover unused knockouts and access points, which are visible under normal use or installation.
- 5.2.16 Panel trim: Unless panel top finish, ends and corner linking devices are integrated in panel design, provide panel tops, panel end trims and corner covers that can be attached to panel without visible connecting devices to provide homogenized look and uniform, uninterrupted line of sight.
- 5.2.17 Panel trim pieces must be metal.
- 5.2.18 Anchorage: clips, brackets and fasteners must be concealed by type recommended by manufacturer for interchangeable mounting.

### 5.3 ELECTRICAL & COMMUNICATION

- 5.3.1 Systems product must be able to accommodate voice/data and electrical installation at the base raceway.
- 5.3.2 Systems product must facilitate both a top and base feed module to provide a hardwire connection to building power and channel to route cable from building to panel system.
- 5.3.3 Top feeds must accommodate at a minimum a 2743mm (9') ceiling and be installed to attach to the top of the panel frame and located on either end of a standard panel frame width.
- 5.3.4 Design raceways with sufficient space to allow for bend radius of at least 76mm (3") for installation of communication cables (especially fibre optics cables) both horizontal and vertical.
- 5.3.5 All non-powered panels must be capable of field conversion to powered panels via power retrofit kits, without the requirement of the workstation being dismantled.

- 5.3.6 Provide eight-wire, three-circuit capability, have isolated/dedicated capabilities and be capable of programmable circuit selection (Circuit 1, 2, or 3) at no more than a 60% fill rate.
- 5.3.7 The electrical system must allow circuits to share a common ground or change to sharing an isolated ground in the field for the future electronic equipment protection.
- 5.3.8 Duplex receptacles must be interchangeable along the panel in a minimum of two (2) pre-designated positions per side excluding panels less than 610mm (24 in.).
- 5.3.9 Panel connectivity from panel to panel must be inherent in the base raceway of every panel.
- 5.3.10 Provide covers for unused knockouts / access points that are visible under normal use or installation to prevent unsightly holes.
- 5.3.11 All powered panels must be able to support electrical on both sides of the panel.

#### 5.4 PANEL MOUNTED AND FREESTANDING WORKSURFACES

- 5.4.1 Work surfaces must be available in various widths, depths and shapes and finishes as specified in the 'typicals'.
- 5.4.2 All freestanding office desk products and components must be designed to keep assembly and disassembly methods and the use of proprietary tools to a minimum.
- 5.4.3 Tolerances for all dimensions must be  $-25.4\text{mm} / +25.4\text{mm}$  ( $-1.0'' / +1.0''$ ) unless otherwise specified herein and where edge shapes preclude with the exception of user height adjustable work surfaces which must meet the requirements of paragraph 4.6 of CAN/CGSB-44.227 – Clearance Between Adjusting Surfaces.
- 5.4.4 Custom size work surfaces must be available to accommodate on site limitations.
- 5.4.5 Work surfaces must have wireway cut out or be predrilled to accept installation of grommets and of mounting hardware and attachments as noted in the 'typicals'.
- 5.4.6 Where work surfaces are adjacent to each other, a separate bracket must be installed with each adjacent component unless otherwise noted in the 'typicals'.
- 5.4.7 Work surfaces must be freestanding and panel mounted as shown in the 'typicals'.
- 5.4.8 All work surfaces and desks must be installed at 737mm (29") above finished floor to top of work surface.
- 5.4.9 Height of all occasional (Coffee) tables to be 406mm to 508mm (16 to 20".)
- 5.4.10 All standard edge details are acceptable.
- 5.4.11 Freestanding Work surfaces:
  - 5.4.11.1 Work surfaces, fixed and mobile, to have supports /legs/bases/height adjustable legs as shown on 'typicals'.
  - 5.4.11.2 Provide work surfaces with a partial modesty panel, when specified. Refer to the 'typicals'.
  - 5.4.11.3 Work surface legs must have carpet furniture glides or carpet casters and must be available in painted, powder coated, or Tungsten metal finish.
  - 5.4.11.4 Height Adjustable work surfaces:
    - 5.4.11.4.1 When a sit/stand work surface is specified, the primary surface must be capable of height adjustment and must

include a height range of 710mm to 1040mm (27 to 41 in.), with tolerance of +/- 25mm (+/- 1"). Method of height of adjustment is electric or manual crank. Refer to the 'typicals'.

- 5.4.11.4.2 All other height adjustable work surfaces, desk and tables to be capable of height adjustments as required in the 'typicals'. Method of height adjustment include pin or telescopic.

#### 5.4.12 Panel Mounted Work Surface:

- 5.4.12.1 Work surfaces must be supported by panels, and combination of supports/legs/bases/height adjustable legs as shown on 'typicals'.
- 5.4.12.2 Where applicable, work surface legs must have carpet furniture glides or carpet casters and must be available in painted, powder coated, or Tungsten metal finish. Refer to the 'typicals'.
- 5.4.12.3 Work surfaces: must be installed level and at determined height interval with adjacent work surfaces in a secure and stable manner.
- 5.4.12.4 Surfaces at ends of runs must be supported by full end gables as specified. Refer to the 'typicals'.
- 5.4.12.5 Cord and Cable Management - Work surfaces must be capable of providing wire managers to accommodate cords and cables, when specified. Refer to 'typicals'.

#### 5.4.13 Transaction Work Surfaces:

- 5.4.13.1 Transaction work surfaces must be available to accompany panel widths. Depth 254mm to 305mm (10" to 15") as indicated in the 'typicals'.
- 5.4.13.2 Transaction work surfaces must be securely mounted as add-ons to the panels.
- 5.4.13.3 Transaction work surfaces must match the finishes and edge profiles to the work surfaces in the workstations.

#### 5.4.14 Freestanding Desks and Tables:

- 5.4.14.1 Wood core: balanced construction to minimize warping.
- 5.4.14.2 A factory installed grommet or equivalent method must accommodate electrical plugs for all office equipment and computers in work surfaces. Refer to 'typicals'. Reusable covers must be provided for each grommet.
- 5.4.14.3 Cord and Cable Management - Work surfaces must be capable of providing wire managers to accommodate cords and cables, when specified. Refer to 'typicals'.
- 5.4.14.4 Tables, fixed and mobile, to have supports /legs/bases/height adjustable legs as shown on 'typicals'.
- 5.4.14.5 Work surface legs must have carpet furniture glides or carpet casters and must be available in painted, powder coated, or Tungsten metal finish.

## 5.5 STORAGE

- 5.5.1 Refer to the 'typicals' for proposed sizes, configurations and finishes.
- 5.5.2 Storage Units (Pedestals, lateral files, personal storage cabinets, open shelving, overhead storage) must meet the acceptance criteria provided in ANSI/BIFMA X5.9 and CAN/CSB-44-229- Interconnecting Panel Systems and Supporting

Components and CGSB-44-227- Freestanding Office Desk Products and Components.

5.5.3 Storage Units:

- 5.5.3.1 All storage units must be finished on the top and all sides. There must not be any sharp edges, which may cause a safety hazard.
- 5.5.3.2 All storage units must be locking.
- 5.5.3.3 Storage units must be available in various sizes, shapes, material and finish (plastic laminate, wood, wood veneer, metal, or a combination).

5.5.4 Doors:

- 5.5.4.1 All storage unit doors must be wood composite with plastic laminate, or veneer or metal or glazed as shown on the 'typicals'.
- 5.5.4.2 All swing cabinet doors must be capable of opening a minimum of 95 degrees.
- 5.5.4.3 Resilient bumpers must be provided on all door assemblies to minimize impact noise when doors close.

5.5.5 Drawers:

- 5.5.5.1 All drawers must be metal or wood composite and wood composite with plastic laminate, veneer or metal face panels.
- 5.5.5.2 Drawers must be self-latching, enclosed in one body unit.
- 5.5.5.3 Drawer must have stops to prevent accidental removal, but must be removable when required.

5.5.6 Locks:

- 5.5.6.1 Drawers and doors must have the capability of being locked.
- 5.5.6.2 Locks for drawers or doors must be the pin, tumbler and wafer type, and must have a corrosion resistant finish. The locks must have a minimum of 50 key changes.
- 5.5.6.3 Locks or cylinders must be designed to allow for easy installation or replacement in the field.
- 5.5.6.4 All storage units within a workstation must be keyed alike.

5.5.7 Cushion Seats:

- 5.5.7.1 Fabric used to upholster seat cushions must be 'Crypton'. Refer to the 'typicals'.
- 5.5.7.2 Dimensions (length and width) to not exceed 50% of credenza surface area. Refer to the 'typicals'.

5.5.8 Overhead storage cabinets or shelves.

- 5.5.8.1 Refer to the 'typicals' for proposed sizes, configurations and finishes.
- 5.5.8.2 Internal clearance of overhead storage units must be a minimum of 305mm (12") height x 305mm (12") depth.
- 5.5.8.3 Overhead storage units must be support mounted on the panel, surface mounted and wall mounted as shown in the 'typicals'. Note: Blocking has been provided in the partitions for all wall mounted overhead storage cabinets. Wall mounted overhead storage cabinets must have a minimum load capacity of 2.5 pounds per linear inch.

- 5.5.8.4 Overhead storage doors must be sliding, cupboard (hinged) as shown on the 'typicals'.
- 5.5.8.5 If both door and box are plastic laminate finish, the door must be available in a different colour or wood –grain than the box.
- 5.5.8.6 Open shelves to include back stop, end panels, mounting hardware and safety interlock.
- 5.5.8.7 Overhead storage must accept separately specified LED task light when specified. Refer to the 'typicals'.
- 5.5.9 File Cabinets:
  - 5.5.9.1 File Cabinet types - available in various widths, depths and configurations as shown in the 'typicals'.
  - 5.5.9.2 Lateral file drawers must accommodate legal size files in both hanging file and divider supported file systems and must be capable of conversion to letter size filing by means of a conversion bar or similar method.
  - 5.5.9.3 TYPE A Mobile Pedestal: box/box/file.
    - 5.5.9.3.1 Lockable.
    - 5.5.9.3.2 Mobile on 4 carpet casters with counterweight.
    - 5.5.9.3.3 File cabinet to be <711 mm (28 in.) high and not extend beyond the edge of the work surface. Refer to the 'typicals'.
  - 5.5.9.4 TYPE B Freestanding Lateral File Cabinet: Fixed type, 2 drawers.
    - 5.5.9.4.1 Lockable.
    - 5.5.9.4.2 Counterweight.
    - 5.5.9.4.3 File cabinet to be <711 mm (28 in.) high and not extend beyond the edge of the work surface. Refer to the 'typicals'.
    - 5.5.9.4.4 Must have glides.
  - 5.5.9.5 TYPE C Freestanding File Cabinet: Fixed type
    - 5.5.9.5.1 Lockable.
    - 5.5.9.5.2 Counterweight.
    - 5.5.9.5.3 File cabinet to be <711 mm (28 in.) high and not extend beyond the edge of the work surface. Refer to the 'typicals'.
    - 5.5.9.5.4 Must have glides.
- 5.5.10 Storage Tower:
  - 5.5.10.1 Storage tower must be available in various widths, depths, finishes and configurations as shown in the 'typicals'.
  - 5.5.10.2 Freestanding type must have glides.
  - 5.5.10.3 Storage towers must be available in a handed option.
  - 5.5.10.4 TYPE A
    - 5.5.10.4.1 Lockable.
    - 5.5.10.4.2 Fully enclosed.
    - 5.5.10.4.3 Range:

- Width and Depth: 584mm – 610mm (23 -24 in.)
    - Height: 1245mm – 1372mm (49-54 in.)
  - 5.5.10.4.4 Height of storage tower must not exceed height on tallest panel including glazing screen.
- 5.5.10.5 TYPE B
  - 5.5.10.5.1 Lockable.
  - 5.5.10.5.2 Open and Closed Storage.
  - 5.5.10.5.3 Range:
    - Width and Depth: 584mm – 610mm (23 -24 in.)
    - Height: 1245mm – 1372mm (49-54 in.)
  - 5.5.10.5.4 Height of storage tower must not exceed height on tallest panel including glazing screen.
- 5.5.10.6 TYPE C
  - 5.5.10.6.1 Lockable.
  - 5.5.10.6.2 Fully enclosed.
  - 5.5.10.6.3 Range:
    - Width and Depth: 584mm – 610mm (23 -24 in.)
    - Height: 1524mm – 1676mm (60-66in.)
- 5.5.10.7 TYPE D
  - 5.5.10.7.1 Lockable.
  - 5.5.10.7.2 Fully enclosed.
  - 5.5.10.7.3 Range:
    - Width: 889mm – 914mm (35-36 in.)
    - Depth: 584mm – 610mm (23 -24 in.)
    - Height: 1524mm – 1676mm (60-66in.)
- 5.5.10.8 TYPE E
  - 5.5.10.8.1 Lockable.
  - 5.5.10.8.2 Fully enclosed.
  - 5.5.10.8.3 Range:
    - Width: 737mm – 762mm (29-30 in.)
    - Depth: 584mm – 610mm (23 -24 in.)
    - Height: 1778mm – 1930mm (70-76in.)
- 5.5.10.9 If both door and box are plastic laminate finish, the door must be available in a different colour or wood –grain than the box.
- 5.5.10.10 Provide accessibility to stored material and allow easy removal and replacement of shelves, with height adjustment increments.
- 5.5.10.11 The top box drawer must have a moveable pencil tray which must extend from one side of the inside of the drawer to the other.
- 5.5.11 Credenza:
  - 5.5.11.1 Credenza must be available in various widths, depths, finishes and configurations as shown in the 'typicals'.
  - 5.5.11.2 Range:
    - Depth 356mm- 457mm (14 in.- 18 in.)
    - Height: 533mm – 686mm (21 in.- 27 in.)

- 5.5.11.3 Credenzas must have open / closed format.
- 5.5.11.4 Credenzas must have height adjustable shelves.
- 5.5.11.5 If both door and box are plastic laminate finish, the door must be available in a different colour or wood –grain than the box.
- 5.5.11.6 If both door and box are metal finish, the door must be available in a different colour paint finish to the storage component of the cabinet.
- 5.5.11.7 Credenza must contain a drawer with a moveable pencil tray which must extend from one side of the inside of the drawer to the other.
- 5.5.12 Bookcase:
  - 5.5.12.1 Bookcases must be available in various widths, depths, finishes and configurations as shown in the 'typicals'.
  - 5.5.12.2 Tolerances: Height: +/- 51 mm (+/- 2 in.)  
Width: - 51 mm (- 2 in.)  
Depth: - 51 mm (- 2 in.)
  - 5.5.12.3 Height adjustable shelves to be included as shown in the 'typicals'.
  - 5.5.12.4 Adjustable shelves shall be notched on the underside to conceal the support pins from view.
  - 5.5.12.5 Bookcases must be securely fastened to the wall or adjacent storage component shown in the 'typicals'.

## 5.6 ACCESSORIES

- 5.6.1 Refer to typical for required accessories.
- 5.6.2 Articulating Keyboard Support Surface:
  - 5.6.2.1 The keyboard and mouse support surfaces must be attached to the rectangular surfaces and be capable of being height adjusted by the user through the use of a lever, to any position within a minimum range of 203mm (8"), 127 (5") below and 50mm (2") above the terminal support surface.
  - 5.6.2.2 The keyboard and mouse support surfaces must have the ability to slide under the work surface when not in use.
  - 5.6.2.3 The keyboard/mouse support surface must be equipped with a wrist rest featuring a gel-based cushion.
  - 5.6.2.4 The keyboard and mouse support surfaces must be equipped with a minimum 200 x 200mm (8" x 8") surface for mousing, available at the right or left of the keyboard, and must be mounted in order to provide independent horizontal swivel adjustability. The mouse surface must have the ability to slide under and rotate 180° to the rear of the work surface when not in use.
  - 5.6.2.5 The keyboard and mouse support surface must be continuously height adjustable by lever, and be capable of being locked at any position within the range of adjustment. Once the keyboard/mouse support surface has been locked in the desired position, the surface must remain stable during the normal keying process.



- 5.6.2.6 The keyboard and mouse support surfaces must be capable of having a rearward tilt of at least  $-15^{\circ}$  and a forward tilt of at least  $+/-10^{\circ}$ ; and a horizontal rotation of  $+/-30^{\circ}$ .
- 5.6.2.7 The keyboard and mouse support surfaces must have both a non-slip surface and a lip measuring no more than 6.5mm (1/4") in height along the back edge of this surface in order to prevent the keyboard or the mouse from falling off the support surface.
- 5.6.3 Frosted Glass/ Acrylic Screen/Laminate
  - 5.6.3.1 Match size to supporting panel width. Securely mount glazing screen as an add-on to panels. Refer to the 'typicals'.
  - 5.6.3.2 Must meet CAN/CGSB-44-227- Freestanding Office Desk Products and Components including paragraph 6.10.1, 6.10.2 and 6.10.3. and must be securely mounted on the panel or work surface as shown in the 'typicals'.
  - 5.6.3.3 Hardware to secure screen to panel does not need to be concealed.
  - 5.6.3.4 Height of panel mount glazing screen to align with higher panels. Minimum height of screen is 203mm (8 in.). Panel height with the glazing screen cannot exceed 1372mm (54 in.) in total height.
- 5.6.4 Accessory rail:
  - 5.6.4.1 The system must be securely mounted on the panel mounting system or wall mounted, ensuring that there is no damage to panel or work surface and be capable of accommodating a minimum of five (5) accessories including but not limited to: binder tray, phone shelf, paper sorter, tool cup and letter tray. Refer to the 'typicals'.
  - 5.6.4.2 Provide accessory rail to suit application and maximize height allowance provided. Refer to the 'typicals'.
- 5.6.5 Task Lights:
  - 5.6.5.1 Must meet CAN/CGSB-44-227- Freestanding Office Desk Products and Components and CAN/CGSB-44-229 Interconnecting Panel Systems and Supporting Components.
  - 5.6.5.2 Task lights, energy efficient, complete with on/off switch.
  - 5.6.5.3 Task lights to include a freestanding, panel mounted AND under mounted option. Refer to the 'typicals'.
  - 5.6.5.4 Freestanding and panel mounted must have a height adjustable arm, pivot capabilities to redirect light and 1829mm (6ft) long power cord. Refer to the 'typicals'.
  - 5.6.5.5 All task lights must be equipped with linear LED. LED lamp technology must have a minimum lamp life of 35,000 hours.
- 5.6.6 CPU Holder:
  - 5.6.6.1 Must be adjustable to accommodate varying sizes of CPUs to a maximum size of 485mm(H) x 175mm(W) x 455mm(D).
  - 5.6.6.2 Must be surface mounted to the underside of the work surface and include all attachment hardware.
  - 5.6.6.3 Must be track mount to enable CPU to slide and swivel 360 degrees. Track must be a minimum of 381mm length.
  - 5.6.6.4 Must be lockable.

5.6.7 Tack Board:

5.6.7.1 Must be panel mounted, or wall mounted and include panel attachment hardware.

5.6.7.2 Sizing to correspond with panels or freestanding furniture. Refer to the 'typicals'.

5.6.7.3 Tack Boards must be fabric.

5.6.8 White Board:

5.6.8.1 Must be panel mounted and include white erasable writing surface with bottom tray and all panel attachment hardware.

5.6.8.2 Sizing to correspond with panels or freestanding furniture. Refer to the 'typicals'.

5.6.9 Singular Monitor Arm:

5.6.9.1 The monitor arm must be capable of being fasten onto a work surface of at least 25mm (1 inch) thick by a desk clamp mount and grommet mount.

5.6.9.2 The monitor arm must allow for installation of one flat screen monitor above the work surface.

5.6.9.3 The extendable arm must support a flat screen monitor of up to 610mm (24 inch) with a weight of at least 20 lbs.

5.6.9.4 The extendable monitor arm must extend a depth of at least 457mm to 864mm (18" to 34") and a height range of at least 229mm (9").

5.6.9.5 The flat screen monitor wires must be attached to the arm to avoid the wire from dangling.

5.6.9.6 The flat screen monitor must be fasten to the extendable arm by means of a bracket that is Video Electronics Standards Association (VESA) compatible.

5.6.10 Dual Monitor Arm:

5.6.10.1 The monitor arm must be capable of being fasten onto a work surface of at least 25mm (1 inch) thick by a desk clamp mount and grommet mount.

5.6.10.2 The monitor arm must allow for installation of two flat screen monitors above the work surface.

5.6.10.3 Each extendable arm must support a flat screen monitor of up to 610mm (24 inch) with a weight of at least 20 lbs.

5.6.10.4 Each extendable monitor arms must extend a depth of at least 457mm to 864mm (18" to 34") and a height range of at least 229mm (9").

5.6.10.5 When the monitor arm is to support two monitors, both flat screen monitors must be positioned side-by-side.

5.6.10.6 The flat screen monitor must be fasten to the extendable arm by means of a bracket that is Video Electronics Standards Association (VESA) compatible.

5.7 MARKING

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

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

## 5.8 FINISHES

- 5.8.1 Fabric must be a minimum of two grades above the lowest standard fabric grade.
- 5.8.2 Fabric: A minimum of 6 fabric card options, which include 4 patterns and 2 solids.
- 5.8.3 The fabric must have an abrasion resistance rating of 30,000 double rubs or more.
- 5.8.4 Paint: A minimum of 12 paint color options.
- 5.8.5 Plastic Laminate: A minimum of 25 plastic laminate options, which include 10 solids, 10 wood-grain and 5 patterns.
- 5.8.6 Wood Veneer: A minimum of 4 wood veneer options.

## **ANNEX A-2**

### **FURNITURE DATA SHEETS (TYPICALS)**

The Typicals are contained in the electronic disc provided with solicitation no. EP731-112950/A.

During the solicitation period, Offerors are to obtain the electronic disc from the Standing Offer Authority.  
(This Annex will be modified at Standing Offer award.)

The Typicals are based on the desired size for the component. As per Annex A-1, Purchase Description (Product Specifications), ranges apply, if applicable.

The list of the Furniture Data Sheets include:

1. Furniture Data Sheets 'Typicals' Workstations
2. Furniture Data Sheets 'Typicals' Closed Offices

### **ANNEX A-3**

#### **FLOOR PLANS**

The Floor Plans are contained in the electronic disc provided with solicitation no. EP731-112950/A.

During the solicitation period, Offerors are to obtain the electronic disc from the Standing Offer Authority.  
(This Annex will be deleted at Standing Offer award.)

There are six Floor Plans. These Floor Plans are an estimate of the overall requirement. There are four Floor Plans for 22 Eddy and two Floor Plans for 30 Victoria. The List of the Floor Plans include:

For 22 Eddy:

1. Sample Floor 1
2. Sample Floor 2
3. Sample Floor 3
4. Sample Floor 4

For 30 Victoria:

5. Sample Floor 5
6. Sample Floor 6

## ANNEX A-4

### DELIVERY AND INSTALLATION SCHEDULE

The dates in the below Schedule are estimated and may change.

Canada will endeavor to give the Contractor two to six weeks lead time for the delivery and installation of the furniture, however, Canada may need to vary the lead times and the final dates will be confirmed in the Call-up.

The sequence of the work will be completed in two stages. The stages are will consist of the following:

Stage 1: The delivery and installation of all panels and poles on a floor-by-floor basis.

Between Stage 1 and Stage 2, Canada will be responsible for the cabling and ceiling tiles installation. Upon completion of the installation, Stage 2 will commence.

Stage 2: The delivery and installation of the remainder of the components.

Schedule for 22 Eddy			
Stages	Floor Number for Delivery and Installation	Estimated Delivery Date	Estimated Installation Period
Stage 1 & 2	4 (partial floor)	January 8, 2013	1 to 3 weeks
Stage 1 & 2	5, 6 & 7	January 25, 2013	1 to 3 weeks
Stage 1 & 2	8	February 13, 2013	1 to 3 weeks
Stage 1 & 2	9	March 4, 2013	1 to 3 weeks
Stage 1 & 2	2	October 3, 2013	1 to 3 weeks
Stage 1 & 2	3 & 4 (partial floor)	October 21, 2013	1 to 3 weeks
Stage 1 & 2	10	June 28, 2013	1 to 3 weeks
Stage 1 & 2	11	July 16, 2013	1 to 3 weeks
Stage 1 & 2	12	July 31, 2013	1 to 3 weeks
Stage 1 & 2	13	August 16, 2013	1 to 3 weeks
Stage 1 & 2	14	September 10, 2013	1 to 3 weeks
Stage 1 & 2	15	September 18, 2013	1 to 3 weeks

Schedule for 30 Victoria			
Stages	Floor Number for Delivery and Installation	Estimated Delivery Date	Estimated Installation Period
Stage 1 & 2	1	March 7, 2013	1 to 3 weeks
Stage 1 & 2	9	March 28, 2013	1 to 3 weeks
Stage 1 & 2	10	April 15, 2013	1 to 3 weeks
Stage 1 & 2	11	April 29, 2013	1 to 3 weeks
Stage 1 & 2	12	February 5, 2013	1 to 3 weeks
Stage 1 & 2	13	February 12, 2013	1 to 3 weeks
Stage 1 & 2	8	July 11, 2013	1 to 3 weeks
Stage 1 & 2	7	July 4, 2013	1 to 3 weeks

Stage 1 & 2	2	July 18, 2013	1 to 3 weeks
Stage 1 & 2	3	July 25, 2013	1 to 3 weeks
Stage 1 & 2	4	August 1, 2013	1 to 3 weeks
Stage 1 & 2	5	August 8, 2013	1 to 3 weeks
Stage 1 & 2	6	August 15, 2013	1 to 3 weeks

## **ANNEX A-5**

### **LEED ENVIRONMENTAL CRITERIA**

Within 5 days of Standing Offer award, the Contractor must provide the Project Authority with documentation that indicates how the Contractor's products assist, or do not assist, in scoring points for LEED – CI (Commercial Interiors), in the following categories. If the documentation does not pertain to LEED or does not assist in scoring points for LEED, the Contractor is to indicate 'Not Applicable' or explain the difference for each category.

The documentation must be provided in CD/DVD format, written in Adobe Acrobat PDF version 7 or older.

#### **Categories**

##### Materials & Resources

- 4.1 Recycled Content, 10%
- 4.2 Recycled Content, 20%
- 6 Rapidly Renewable materials; and
- 7 Certified Wood

##### Indoor Environmental Quality

- 4.1 Low-emitting Materials, Adhesives and Sealants;
- 4.2 Low-emitting Materials, Paints and Coatings; and
- 4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives



## **ANNEX A-6**

### **POST-DELIVERY AND INSTALLATION SERVICES**

#### **1.0 Ergonomics**

- 1.1 The Offeror is to provide on site assessment(s) to individuals on ergonomic benefits in relation to the products herein. The assessment may be conducted prior or after purchase of product. A Canadian Certified Professional Ergonomist (CCPE) or a recognized equivalent must conduct the assessment(s).
- 1.2 A written report must be provided for each individual assessed. The report must include at a minimum the following categories and ergonomic recommendations:
  1. Work Description (For example, answers calls, uses the computer to send and read emails, uses the computer to read documents, uses the computer to compare documents, reads and writes on paper documents, etc.)
  2. Physical Demands (For example, The majority of work done throughout the day is sedentary. At the office the computer is used 80% of the time.)
  3. Observations and Recommendations of Workplace
  4. Anthropometric Measurements (For example, hip width, buttock-popliteal length, elbow height (sitting), arm length, hand size, height, floor to popliteal fossa, dominance, wears heels, etc.)
  5. Chair Measurements and Recommendation(s) (The Anthropometric Measurement and needs)
  6. Surface of Work Recommendation(s) (height of the actual surface)
  7. Keyboard Tray Recommendation(s) (location of keyboard, mouse, etc.)
  8. Wrist Rest Recommendation(s)
  9. Keyboard Recommendation(s)
  10. Mouse Recommendation(s)
  11. Screen Recommendation(s)
  12. Accessories Recommendations
  13. Lighting Recommendation(s)
  14. Other Recommendation(s), if applicable
  15. Conclusion and Recommended Equipment

#### **2.0 Reconfiguration**

- 2.1 Reconfiguration is defined as to rearrange existing components to enhance the functionality of a current Workstation or Closed Office. This functionality can be the result of an ergonomic assessment or other factors.
- 2.2 A Call-up is to be issued for a Reconfiguration Request. The Call-up must detail the existing components to be reconfigured and any components in storage.
- 2.3 Within 5 business days of receiving the Call-up the Contractor must provide revised installation drawings to accommodate the revised layouts. These revised layouts are limited to revising up to 10 workstations per floor.
- 2.4 If new components are required for the reconfiguration request and are components listed herein. The Call-up needs to be revised to detail the new components and the delivery and installation schedule for these components.
- 2.5 Throughout the above-mentioned process, the Contractor will assist in the Call-up preparation which will but is not limited to, reviewing orders for correctness of components, quantities, sizes/dimensions, finishes, site verifications, etc.

## **ANNEX B**

### **BASIS OF PAYMENT**

#### 1. Pricing Tables

22 Eddy Pricing Table – provided as a separate attachment  
30 Victoria Pricing Table – provided as a separate attachment

For Offeror's that have requested a CD, if the Pricing Tables are amended, an email will be sent automatically to the email address that requested the CD.

#### 2. Standing Offer Pricing

2.1 The following is applicable to both 22 Eddy and 30 Victoria and will be presented in this format.

##### 2.1.1 Table 1 - Goods

Only the following columns of Table 1 – Goods will be added here by the Standing Offer Authority and will form part of the resulting Standing Offer:

- Components
- Model Number(s)
- Series
- Unit Price

##### 2.1.2 Table 2 – Services

All columns of Table 2 – Services will be added here by the Standing Offer Authority and will form part of the resulting Standing Offer.

Normal Working hours is defined as Monday through Friday 7:00am to 5:00pm.

After Normal Working hours is defined as Monday through Friday 5:01pm to 6:59am, Saturdays, Sundays and Statutory Holidays.

## **ANNEX C**

### **CALL-UP PROCESS**

The Work must be carried out using the Call-up Process listed in the Standing Offer.

Separate Call-up(s) will be issued for:

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

in the following order:

#### **1. Site Inspection & Documentation**

1. The Contractor must perform a site condition inspection for each floor. Access to the floors must be prior coordinated with the Project Authority (PA). The inspection must occur no later than the date prescribed in the Call-up.

2. Using the information from the site condition inspection(s), and in conjunction with the Contractor's Standing Offer, by no later than five business days from the date of the inspection(s), the Contractor must prepare and deliver, to the PA, a complete draft installation drawing for the floor(s) inspected.

The draft installation drawing must show the following, as a minimum:

- a) All furniture (including sizes and dimensions)
- b) Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations
- c) Workstation and room numbers
- d) Indications of powered and non-powered screens/panels
- e) Indications of power poles locations
- f) Electrical duplex outlets
- g) Telecommunication/data symbols
- h) Lighting components requirements
- i) Deviations from original floor plans

If, due to site conditions, panel cutting and worksurface cutting are required, the PA must be notified before it is incorporated into the installation drawings.

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

If the PA is satisfied with the above requested documentation, the PA will provide the Contractor with a Call-up. The Call-up must include the following documentation/information:

- a) the final installation drawing
- b) the final component list
- c) the final floor plan
- d) Delivery dates and installation period
- e) Delivery and installation hours

The Contractor must, within one day of the PA's Call-up, provide the PA with written acknowledgement of receipt of the Call-up.

The Contractor must deliver and install the Contractor's components for the floors in accordance with the Call-up.

Prior to all installations, the Contractor's furniture installers must attend an orientation session regarding the standard construction site safety rules at no additional cost to Canada. The Contractor must provide a list of the full names of its installers to the PA at least 5 business days prior to the scheduled installations. The PA will advise the Contractor of the date and location of the orientation sessions to which the installers must attend.

The Contractor must conform to standard construction site safety rules at all times.