

**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 Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

Title - Sujet WORKSTATION RISO	
Solicitation No. - N° de l'invitation EN448-140718/A	Date 2013-11-29
Client Reference No. - N° de référence du client 20140718	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PQ-967-64024
File No. - N° de dossier pq967.EN448-140718	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-15	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Nolet(PQ Div.), Josée	Buyer Id - Id de l'acheteur pq967
Telephone No. - N° de téléphone (819)956-8774 ()	FAX No. - N° de FAX (819)956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité 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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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 Delivery and Installation schedule, the Call-up Process, the Basis of Payment and all associated attachments.

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).

2. Summary

2.1 Requirement

To establish one Regional Individual Standing Offer (RISO) for the supply, delivery and installation and post-installation services of Workstations and Freestanding Furniture for the following location:

90, Elgin Street, Ottawa, Ontario

Throughout this document this location will be referred to as 90 Elgin.

Offerors must fulfill the requirement in accordance with Annex A to be available to 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 Finance Canada.

The period of the Standing Offer is for a three year period wich includes two phases, Phase 1 is for delivery and installation of the goods (one 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.

The expected quantities for the 90 Elgin location are as follows:

Phase 1:	23 Workstations,	2 Enclosed Office;
Phase 2:	90 Workstations,	5 Enclosed Offices;
Phase 3:	138 Workstations,	13 Enclosed Offices;
Phase 4:	88 Workstations,	25 Enclosed Offices;
Phase 5:	97 Workstations,	20 Enclosed Offices;
Phase 6:	108 Workstations,	17 Enclosed Offices;
Phase 7:	106 Workstations,	11 Enclosed Offices;
Phase 8:	167 Workstations,	33 Enclosed Offices;
Phase 9:	39 Workstations,	41 Enclosed Offices.

For a total of: 856 Workstations and 167 Enclosed Offices.

3. Debriefings

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 (2013-06-01) 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) 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 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 (Three (3) hard copies and three (3) soft copies on CD/DVD)

Section II: Financial Offer (Three (3) hard copies and one (1) soft copy on CD/DVD)

Section III: Certifications (One (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 should:

- 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 Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the “Annex E, Basis of Payment”. The total amount of Applicable Taxes must be shown separately.

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 will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

1.1.1. A	Mandatory Technical Specifications Criteria (MTSC) (Workstations, Components and Storage)
MTSC 1	<p><u>MTSC 1.1</u> The Bidder must provide a component listing of the major products proposed which meet the requirements of Annexes A, Part 1 and 2. For the purpose of this solicitation, the major products are defined in MTS 1.2 below.</p> <p><u>MTSC 1.2</u> The major products are defined as:</p> <ul style="list-style-type: none"> a) Panels – powered and non-powered b) Work Surfaces – panel-hung c) Storage Units – pedestals, overhead storage cabinets and storage towers d) Electrical – outlets, power poles, task lights and wiring system details <p>The component listing/information is to be provided in a table format. The bidder to provide in CD/DVD format, written in Adobe Acrobat PDF version 7 or older and submit a printed hard copy.</p>
MTSC 2	<p><u>MTSC 2.1</u> The Bidder must submit one floor plan for each of the floors listed in Annex F supplied by PWGSC with the Bid Package.</p> <p>Each floor plan must show the following, as a minimum:</p> <ul style="list-style-type: none"> 1. the information contained in Annex F on the CD supplied by PWGSC (will be mailed upon demand by email to the Contracting Authority) with the bid Package;

	<p>2. the proposed products must meet the requirements of Annexes A Part 1 and 2. The products that must be shown include those listed below corresponding to the floors they are to be installed on:</p> <ul style="list-style-type: none"> • All interconnecting panel systems and supported components; • all mobile pedestals; • all accessories; • all metal personal storage cabinets; • all wire management and electrical capacity of the proposed products; <p>3. the placement of the proposed products and the placement of the wire management and electrical capacity. The placement must correspond to the requirements of Annex A Part 1;</p> <p>4. the height of the proposed panels must meet the height requirements of Annex A Part 1.</p> <p><u>MTSC 2.2</u> The floor plans in MTS2.1 must be submitted as a .dwg Autocad file in an electronic format and a hard copy printed to a scale of 1:100.</p> <p>-----</p> <p>The Bidder is advised that despite Canada evaluating the above aspects of the bid, the Bidder, if awarded the resulting contract, is responsible for meeting all requirements of the contract in Part 6 herein.</p>
<p>MTSC 3</p>	<p><u>MTSC 3.1</u> 1. The Bidder's proposed products must meet the technical compliance of the following testing requirements:</p> <ul style="list-style-type: none"> a) Flammability - CAN/ULC-S102 b) Work Surface Deflection - CAN/CGSB-44.229-2008 par. 6.2.4 c) ANSI/BIFMA X5.9 (testing on mobile pedestals) c) FSC (Forest Stewardship Council) certified d) Adhesion - ASTM D 3359, Method B (painted metals) <p><u>MTSC 3.2</u> To demonstrate compliance with MTS3.1, the Bidder must submit one copy of the test reports for each of the testing requirements, in CD/DVD format, in Adobe Acrobat PDF version 7 or older and a printed hard copy.</p> <p>For all test reports that are not specific to the product proposed, an explanation is required as to why the product proposed meets the "worst-case condition". Testing based on worst-case condition is acceptable as defined in ANSI/BIFMA X5.6 – Items 2.57, 3.1.4, 3.1.5, ANSI/BIFMA X5.5 – Items 2.56, 3.1.3, 3.1.4 and ANSI/BIFMA X5.9 – Item 3.1.3.</p> <p><u>MTS3.3</u> Age of tests: all test reports must not be more than five years old on the date of Bid Closing.</p>
<p>MTSC 4</p>	<p><u>MTSC 4.1</u> The bidder's proposed products must meet the specified delivery dates as outlined in Annex B Delivery and Installation Schedule.</p> <p>To demonstrate compliance with MTS4.1 the bidder must provide a signed letter from the manufacturer stating the ability to meet the dates provided in Annex B.</p>
<p>MTSC 5</p>	<p><u>MTSC 5.1</u> To demonstrate compliance with MTSC 3, Suppliers must sign and submit the Product Conformance Certification in Part 5, 2.2, that correspond to the product offered.</p>

MTSC 6	<p><u>MTSC 6.1</u> Authorized Dealer (Refer to Part 5, 2.3)</p> <p>If the supplier is not the manufacturer of the products offered but is submitting an arrangement offering the products of a manufacturer(s), the Supplier must:</p> <ol style="list-style-type: none"> i. Be an authorized dealer of the manufacturer(s) for the products offered; ii. Submit a letter of authorization from each manufacturer whose products are being offered. <p>The letter must:</p> <ul style="list-style-type: none"> Be an original version signed by the manufacturer and be under the letterhead of the manufacturer; List the products name / Series offered; List the model number offered; and Confirm that the Supplier is in fact an authorized dealer for the products specified in the letter
MTSC 7	<p><u>MTSC 7.1</u> For the provision workstations and freestanding furniture installation services in accordance with the requirements of the solicitation, the Offeror must submit a single firm hourly rate (see Annex F).</p>

1.1.1. B	Mandatory Technical Specifications Criteria (MTSC) for Freestanding Furniture - Enclosed Offices
MTSC 1	<p><u>MTSC 1.1</u> The Bidder must provide a listing of the products proposed which meet the requirements of the RFSO.</p> <p><u>MTSC 1.2</u> The listing is to be provided in a table format including all sizes and include 3D image of the proposed product.</p> <p><u>MTSC 1.3</u> The listing/information is to be provided in a table format, on CD/DVD format, written in Adobe Acrobat PDF version 7 or older.</p>
MTSC 2	<p><u>MTSC 2.1</u> 1. The Bidder's proposed products must meet the technical compliance of the following performance, testing and certification requirements:</p> <ol style="list-style-type: none"> a) Particleboard (ANSI/NPA A208.1) b) Freestanding Office Desk Products and Components CAN/CGSB-44.227 c) Work Surface Deflection CAN/CGSB-44.227-2008 par. 6.1.1. d) FSC (Forest Stewardship Council) certified <p><u>MTSC 2.2</u> To demonstrate compliance with MTS2.1, the Bidder must submit one copy of the reports and/or certifications for each of the requirements, in CD/DVD format, in Adobe Acrobat PDF version 7 or older.</p> <p>For all test reports that are not specific to the product proposed, an explanation is required as to why the product proposed meets the "worst-case condition". Testing based on worst-case</p>

	<p>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>MTSC 2.3</u> Age of tests: all test reports and certificates must not be more than five years old on the date of Bid Closing.</p>
MTSC 3	<p><u>MTSC 3.1</u></p> <p>The bidder's proposed products must meet the specified delivery dates as outlined in Annex B Delivery and Installation Schedule.</p> <p>To demonstrate compliance with MTS4.1 the bidder must provide a signed letter from the manufacturer stating the ability to meet the dates provided in Annex B.</p>

1.2 Financial Evaluation

1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

1.2.2	Mandatory Financial Criteria (MFC)
MFC 1	<p><u>MFC 1.1</u> The Offeror must submit completed applicable tables at Annex E – Basis of Payment. The Offeror must also complete the series column for information purposes only.</p> <p><u>MFC 1.2</u> To demonstrate MFC1.1 Offerors must submit their pricing in accordance with Part 3 Financial Offer of this solicitation in hard copy.</p>

2. Basis of Selection

2.1 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 will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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 that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional 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 for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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 hard copy of signed Annex C with their offer. Offerors are required to provide with their offer the soft copy in Excel compatible format (.xls) of the completed tables at article 1 of Annex E - Basis of Payment in accordance with Part 3 - Financial Offer of this solicitation on a CD/DVD and 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, parts 1, 2 and 3, along with Annexes B, C, D, E and F.

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 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 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 (applicable tax is extra) specified in the Call-up (as last amended, as applicable);
- iv) the total amount (applicable tax is 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 for making call-ups and providing services against the Standing Offer is from the date of issuance for three (3) years inclusive.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Josée Nolet
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate
11, Laurier Street
6B3, Place du Portage, Phase III
Gatineau (Québec) K1A 0S5

Telephone: 819 956-8774
Facsimile: 819 956-5706
E-mail address: Josee.Nolet@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

The Project Authority for the Standing Offer is: *(Will be completed at Standing Offer award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

Solicitation No. - N° de l'invitation
EN448-140718/A

Amd. No. - N° de la modif.
pq967

Buyer ID - Id de l'acheteur
pq967

Client Ref. No. - N° de réf. du client
20140718

File No. - N° du dossier
pq967EN448-140718

CCC No./N° CCC - FMS No/ N° VME

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 *(please complete legibly)*

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

5. Identified Users

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

6. Call-up Procedures

Refer to Annex D, 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

Individual call-ups against the Standing Offer must not exceed \$ 400,000.00 for PWGSC and 50,000.00 for Department of Finance. (Applicable Taxes included).

Individual call-ups against the standing offer exceeding \$ 400,000 (including applicable taxes) will be issued by the Standing Offer Authority on behalf of the designated users.

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 (2013-04-25) General Conditions - Goods (Medium Complexity);
 - e) Annex A, Requirement (Parts 1, 2 and 3);
 - f) Annex B, Delivery and Installation Schedule;
 - g) Annex C, Mandatory Site Health and Safety information;
 - h) Annex D, Call-up Process;
 - i) Annex E, Basis of Payment;
 - J) Annex F, Floor Plans and Typical (Autocad format will be provided on a CD);
 - k) 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 representative 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 reasonably required 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 specify.

10.2 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.

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

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 (2013-04-25), 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 2010A (2013-04-25) 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 Period of the Contract

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 all applicable taxes are 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 (2011-05-16) Limitation of Price

4.3 Multiple Payments

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

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) Ottawa, Ontario, 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:

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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. At time of walkthrough inspection, Contractor must test functionality of all electrical components;

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6. The Project Authority in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
 7. The deficiency list must be forwarded by the Project Authority to the Contractor;
 8. 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;
 9. 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 seven calendar days from receipt of the deficiency list from the Project Authority; and
 10. 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.

9. Post Installation Services / Reconfiguration Services

1. Post Installation Services include but are not limited to: Lowering, raising, removing or relocating resulting standing offer product.
2. 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.
 - 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.

Solicitation No. - N° de l'invitation

EN448-140718/A

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

20140718

Amd. No. - N° de la modif.

File No. - N° du dossier

pq967EN448-140718

Buyer ID - Id de l'acheteur

pq967

CCC No./N° CCC - FMS No/ N° VME

10. Standard Security Requirements

Pre-occupancy personnel must meet Reliability Status security screening. Post-occupancy personnel must also meet Reliability Status security screening and will require escort by departmental employee or building security personnel.

ANNEX "A" - Part 1

REQUIREMENT

PURCHASE DESCRIPTION

Interconnecting Panels, Supported and Freestanding Components, Mobile Pedestal and Metal Overhead Storage Bins Specifications
Department of Finance - 90 Elgin

1.0 PROJECT DESCRIPTION

- 1.1 This requirement is for a Regional Individual Standing Offer for use by PWGSC - RPB and the Department of Finance at 90 Elgin and is comprised of three parts. Part 1 - Purchase Description for the supply and installation of newly manufactured interconnecting panel systems, supported and freestanding components, mobile pedestals and metal overhead storage bins. The same manufacturer must supply panel systems, supported and freestanding components, mobile pedestals, metal overhead storage bins and metal storage towers (refer to Annex 'A' - Part 2).

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

Metal storage tower must meet all of the mandatory requirements of Annex 'A' - Part 2 for Metal Storage Tower.

- 1.2 The chemical and particle emissions of the furniture proposed must meet Section 7.6.1 of ANSI/BIFMA x7.1-2007 when tested in accordance with ANSI/BIFMA M7.1-2007, Standard Test Method for Determining VOC emissions for Office Furniture Systems, Components and Seating. Listing on GreenGuard, SCS Indoor Advantage or other third-party certification programs which are based upon equivalent office furniture emission standards are acceptable.
- 1.3 The successful bidder is responsible for supplying all necessary components (e.g. Trim, connectors supports, wall mounts, electrical covers etc) to allow the configurations to be integrated as drawn. The successful bidder must configure their system to maintain the footprint and components as illustrated.

1.4 TEST REQUIREMENTS

- 1.4.1 All interconnecting panels, supported and freestanding components must meet the acceptance criteria provided in ANSI/BIFMA X5.6 and CAN/CGSB-44.229 when tested in accordance with the appropriate test (s) from the referenced standard.
- 1.4.2 Mobile pedestals must be tested in accordance with the applicable sections of ANSI/BIFMA X5.9. Any devices used to maintain the stability of the unit, such as counterweights, must be included in all products supplied under the Contract.
- 1.4.3 Flammability: The panels must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102. The test must be conducted on each different fabric composition and interior construction. If panel construction is changed, new flammability tests are required.

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

1.5 TEST REPORTS

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

2.0 ENVIRONMENTAL REQUIREMENTS FOR INTERCONNECTING PANELS AND SUPPORTED COMPONENTS AND MOBILE PEDESTALS

2.1 Resource Input

- 2.1.1 When the substrate for work surfaces, shelving, or any other component is a composite wood product (i.e. particle board, medium density fiberboard, plywood) that contains urea-formaldehyde based resins, the substrates must be fully encapsulated on all six sides.

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- 2.1.2 Holes drilled into the composite wood product components at the factory must be supplied with plugs that can be removed when the holes are required for the assembly of the workstation components. Holes do not need to be plugged if the product does not emit formaldehyde resulting in an indoor air concentration of more than 50 µg/m³. (This can be achieved by product listing on Ecologo, Greenguard, etc.)
- 2.1.3 All paints to be water-based, solvent free, and applied as a powder coat.
- 2.1.4 Adhesives used in the manufacture of interconnecting panel systems and supported components must be free of Hazardous Air Pollutants (HAP's).
- 2.1.5 No office systems component part must contain plastic foam that is manufactured or formulated using CFCs (chlorofluorocarbon) or HCFCs (hydrochlorofluorocarbons).
- 2.1.6 All office systems components must be manufactured at a facility that has an established program for solid waste auditing, has prepared a waste reduction plan and has instituted a means to track progress towards waste reduction and diversion from disposal of materials such as metals, plastics, fabrics, wood, and fiberglass.
- 2.1.7 Packaging must be minimized to that required to adequately protect the furniture system components from mechanical damage or soiling. No packaging may be left on site or landfilled. It must be disposed by the installer at an off-site location where it can be reused, recycled and/or recovered.
- 2.1.8 All major rigid plastic parts must be stamped with a composition code for future recycling. Major plastic part refers to a main part of the component and is integral to the design of the component. Items considered major components are overhead bin door, pencil trays, and base covers. Items not considered major are the work surface edges and panel end trims.

3.0 GENERAL REQUIREMENTS

3.1 General:

- 3.1.1 All necessary hardware attachments, trims, top caps, end caps wall mounts, etc. that are required to ensure a proper installation must be supplied, including but not limited to, all panel-to-panel hinge connectors, all end-of-panel trim, wall mount attachments, electrical harnesses, caps for electrical/communications outlets mounting cantilevers, brackets, task lights, utility poles, etc.
- 3.1.2 In addition to the labeling requirement stated in CAN/CGSB-44.229-2008, all panels and components that consist of primary, secondary or dedicated surfaces must also be

permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

3.1.3 All storage (overhead storage, mobile pedestals and storage towers) within a single workstation must be metal, identical in finishes and must provide a uniform appearance.

3.2 Safety:

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

4.0 SUBSTITUTIONS

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

5.0 PANELS

5.1 Refer to the 'typicals' and floor plans for proposed heights and workstation configurations.

5.2 Interconnected panel system must be complete with integrated wire management and electrical capacity.

5.2.1 Provide capability for interconnected panel system to accommodate industry standard communications modules with one knockout on each side of modular sections.

5.2.2 Supply knockout covers for communication knockouts and access points, which are visible under normal use or installation.

5.3 All interconnecting panels must connect directly to other panels (i.e. panel to panel) except where a single panel support may require it to be connected to an architectural element.

5.4 Interconnecting panel frames must be constructed of cold rolled steel which has a recycled content greater than 10% and must be epoxy powder coated.

5.5 Fully finished interconnecting panel system must carry a minimum acoustical rating of minimum .50 NRC or 17 STC or the acoustic requirements for the Canadian Government.

5.6 All interconnecting panels must have leveling glides with a vertical adjustment of at least 38mm.

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- 5.7 All interconnecting panels to have a covered and concealed base raceway finish to match panel frame finish.
- 5.8 All interconnecting panels must have fabric upholstered skins unless otherwise noted. Fabric must be the complete selection of standard fabric, refer to section 10.0 Finishes.
- 5.8.1 Upholstered tile: installed concealed edges to prevent fraying, stable free of snags and wrinkles in finished screen.
- 5.8.2 When specified, panels must have the ability to provide different colour (same grade of fabric) on each side of panel.
- 5.9 Interconnecting panels, unless otherwise indicated, must be finished with a tackable fabric skin.
- 5.10 Interconnecting panel thickness: all critical aisle dimensions on plan must not be exceeded and can be no greater than 76mm and no less than 50mm in thickness.
- 5.10.1 Filler panel must be available for gaps larger than 76mm and less than the smallest standard panel width available.
- 5.11 Interconnecting panel trim: the interconnecting panel system must provide low and smooth metal profile top caps no greater than 10mm in projection, panel end and variable height end trims no greater than 10mm projection and corner posts that can be attached to the panel without visible connecting devices in order to provide a uniform appearance.
- 5.12 All exposed interconnecting panel ends at the "X", "L" and "T" connections must be finished with a compatible filler piece. The supplier must provide filler panels for any gaps larger than 76 mm between a panel and any column or wall.
- 5.13 Interconnecting panel frames must have a monolithic base and add-on module(s). Monolithic base panel must be no less than 762mm in height and no greater than 1372mm. If more than one add-on module is offered per panel width, the level containing the overhead storage bin must be stable and supported. If monolithic base is 1067mm to 1372mm in height, each side of the panel is comprised of two (2) or three (3) segmented fabric skins, unless otherwise noted. All fabric skin and add-on panels must align horizontally to create a uniform appearance.
- 5.13.1 Framed glazing add-on panels to be single glazed symmetric with frosted standard glass or frosted acrylic. Frame of glazing add-on to match frame of base panel, height of add-on to not be less than 305mm and no greater than 610mm. Width of add-on panel to match base panel.

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- 5.13.1.1 Glazing material used in panels must meet the requirements of UL 1286.
- 5.13.1.2 Safety glass: to CAN/CGSB12.1.
- 5.13.1.3 Glazing to be frosted finish unless otherwise indicated in 'typicals' and floor plans.
- 5.13.1.4 Thickness: designed for area to be glazed, minimum 4.5mm.
- 5.13.1.5 Acrylic is an acceptable substitute and is to conform to 5.13.1.1, 5.13.1.3 and 5.13.1.4.
- 5.13.2 Frame of add-on fabric panel to match frame of base panel. Width of add-on panel to match base panel, height of add-on to not be less than 305mm and no greater than 610mm. Add-on panels must be able to support overhead storage bins with a minimum load capacity of 34 kilograms to a maximum of 90 kilograms.
- 5.13.3 Interconnecting panel systems have been removed at base building perimeter glazing and have been replaced by freestanding furniture, refer to 'typicals' and floor plans for locations.
- 5.14 Interconnected panels through the use of monolithic base and add-on panel(s) (as required) must be available in heights which will accommodate wheelchair access 762mm to 914 mm, work surface privacy 1067mm to 1219 mm, seated privacy 1270mm to 1422mm and seated/standing privacy 1625mm to 1676mm.
- 5.15 Panels must be available in the following widths: 610 mm, 762 mm, 914 mm, 1067 mm, 1219 mm and 1372 mm. A combination of 610 mm and 762 mm is acceptable for the panel width of 1372 mm.
- 5.16 Work surface mounted privacy screen to be provided at locations indicated in furniture plan.
- 5.16.1 Must be fabric skin to match workstation panels. Fabric must be the complete selection of standard fabric, refer to section 10.0 Finishes.
- 5.16.2 Must match the depth of the work surface and securely clamped to prevent movement. Work surface mounted privacy screen must not damage, perforate or deface top of work surface substrate or finish.
- 5.16.3 Must not exceed the height of the tallest panel when mounted 736mm after finished floor (AFF) and must not be less than 1219mm when mounted 736mm AFF.

5.16.4 Privacy screen must not exceed the thickness of the interconnected panels.

6.0 POWER/COMMUNICATIONS

- 6.1 Electrical wiring - The complete electrical system in the panels and all components must comply with CSA C22.2 No. 203 or CSA C22.2 No. 203.1
- 6.2 Receptacles must be interchangeable anywhere along the wiring harness and must be located at the base of the panel.
- 6.3 Panel system product must be able to accommodate electrical and communication installation at the base raceway.
- 6.4 Each workstation must be provided with vertical and horizontal cable management systems to conceal any external cables.
- 6.5 Modular panel electrical system: Must be made of components which are modular and are capable of providing power only at needed locations, and of being rearranged without altering or disassembling the panel system. The system shall provide for ceiling access feeds, except where base feeds are indicated on drawings.
- 6.6 Modular panel raceways: All powered panels and non-powered panels must have a raceway capable of accommodating an eight wire, four circuit electrical systems and an eighteen cable telecommunication system. The telecommunication section of the raceway shall have no more than a 60% fill capacity
- 6.7 Raceways: All powered panels and non-powered panels must have a raceway capable of accommodating at least four (4) circuits and a minimum of eighteen (18) data and telecommunications cables with no more than a 60% fill capacity.
- 6.8 Utility poles and modular panel raceways must have full metal separation between the power and communication cabling channels, or alternatively, the electrical cabling shall be totally encased in steel, flexible or solid casing along its full length.
- 6.9 Utility poles must:
- 6.9.1 Accommodate both electrical and communication system
- 6.9.2 Have a minimum height of 2750mm
- 6.9.3 Have a junction box at the top of the pole be located so they do not terminate at gypsum board bulkhead or at light fixtures

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- 6.10 The utility pole section for the telecommunication system shall be capable of accepting eighteen telecommunication cables, category 6, with no more than 60% fill capacity.
- 6.11 The utility pole section for the electrical system shall be configured in an eight wire, four circuit (3+1) configurations. The circuits shall be provided as follows.
- 6.11.1 Three circuits share one neutral and one ground (5 wires)
- 6.11.2 One circuit has one dedicated neutral and one ground (3 wires)
- 6.12 Each workstation shall have three (3) duplex power receptacles. One electrical circuit shall provide power to two workstations.
- 6.13 Each workstation shall have one (1) voice/data outlet.
- 6.14 Provide 3048mm whip for Electrical connection to junction box (by others).
- 7.0 SUPPORTED COMPONENTS AND FREESTANDING WORK SURFACES**
- 7.1 Work surfaces must be available in various widths, depths and shapes and finishes as specified in the 'typicals' and floor plans.
- 7.2 Tolerances for all dimensions must be -25.4mm/+25.4mm 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 Adjustable Surfaces.
- 7.3 Custom size work surfaces must be available to accommodate on site limitations.
- 7.4 Work surfaces must have wire way cut out(s) or be predrilled to accept installation of grommets and mounting hardware and attachments as noted in the 'typicals'.
- 7.4.1 Work surfaces 1219mm and greater to have two (2) wire way cut outs or be predrilled to accept installation of grommets
- 7.4.2 All work surfaces to have horizontal wire management at underside of surface.
- 7.5 Where work surfaces are adjacent to each other a separate bracket must be installed with each adjacent component.
- 7.6 Work surfaces must be installed level and at a determined height interval with adjacent work surfaces in a secure and stable manner.

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- 7.7 Work surfaces must be capable of being panel mounted by use of cantilevers. All work surfaces are to be predrilled to accept installation of support hardware and attachments. Where two panel supported work surfaces meet, a separate cantilever must support each of the individual work surface edges. All cantilevered work surfaces must be installed level and flush with adjacent work surfaces.
- 7.7.1 Surfaces spanning greater than 1524mm require additional cantilevered support if panel width is greater.
- 7.8 Freestanding work surfaces must be from the same statement of line as all panel hung work surfaces.
- 7.8.1 Freestanding surface must match finishes and edge profiles to the work surfaces in the workstation.
- 7.8.2 All panel hung and freestanding work surfaces to have a flat high density polymer edge trim with 3mm radius edges.
- 7.8.3 Freestanding surface supports: must be height adjustable C-legs ranging from 660mm to 813mm adjustable in 25mm increments with carpet glides, finish to be metal and match panel frame finish.
- 7.9 Floor supports must be C-legs with carpet glides and levers with a vertical adjustment of at least 38 mm must be provided in areas where end-panels are not showing on the floor plan.
- 7.10 All supported component trim finishes must match the trim finish selected for the panels.
- 7.11 Unless otherwise instructed, all work surfaces must be installed at 737mm above the finished floor and have the capability of being height-adjusted in 25 mm increments.
- 7.11.1 Height adjustability of freestanding and panel hung work surfaces must match.
- 7.12 Minimum work surface thickness to be a minimum of 25mm to a maximum of 32mm.
- 7.13 Rectangular connecting work surfaces must be available in widths of: 914 mm, 1067 mm, 1219 mm, 1372 mm, 1524 mm, 1676 mm and 1829 mm.
- 7.14 Rectangular connecting work surfaces must be available in depths of: 610 mm. Custom cuts may be required on site where applicable.

7.15 Transaction work surfaces must not be less than 305 mm deep and no greater than 381 mm deep and widths of: 610 mm, 914 mm, 1067 mm, 1372 mm, 1524 mm and 1676 mm. Minimum work surface thickness to be a minimum of 25 mm to a maximum of 32 mm, thickness to match work surfaces.

7.15.1 Transaction work surfaces must be securely mounted as add-ons to the panels.

7.15.2 Transaction work surfaces must match finishes and edge profiles to the work surfaces in the workstations.

8.0 STORAGE

NOTE: Refer to Annex "A" - Part 2 for Metal Personal Storage Cabinet Requirements

8.1 All storage (overhead bins, mobile pedestals and storage towers) within a single workstation must be keyed alike. There must be two (2) keys provided for each locked unit. The minimum number of key combinations must be 50. A total of three (3) master keys must be provided to the client.

8.2 Metal mobile pedestals:

8.2.1 Must be lockable and be provided with the following configurations of box drawer and file drawers, one per workstation, unless otherwise noted:

- Box/file complete with removable pencil tray (B/F)
- File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.
- Must have carpet casters for carpeted flooring.

8.2.2 Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.

8.2.3 Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.

8.2.4 Must have an integrated seat cushion. Fabric used as upholstery must be the complete selection of standard fabric with anti-microbial properties must meet section 10.1 Fabrics.

8.2.5 Must fit underneath the work surface mounted at standard height of 737mm after finished floor, must be no less than 355mm wide and no greater than 406mm wide, and must be no deeper than the depth of the work surface and must not project past the front edge of the work surface.

8.3 Metal overhead storage bin:

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- 8.3.1 Must have a flipper door with a key lock. Flipper door must open above the storage unit.
 - 8.3.2 The back of the overhead storage bin and shelf must have as a minimum a lip height of at least 6 mm.
 - 8.3.3 Must be available in widths of 914 mm.
 - 8.3.4 Must be support mounted on the add-on upholstered panel.
 - 8.3.5 Must come complete with at least one shelf divider, finish to match metal overhead storage bin.
 - 8.3.6 Must accept separately specified LED task light to mount on the underside of the metal overhead storage bin.
 - 8.3.7 Must not be an up-mount style.

9.0 ACCESSORIES

- 9.1 Under overhead mounted LED task lights: must be available in at least two (2) lengths, of which the shortest length must be no less than 610 mm or alternatively can be re-positioned laterally by the user without the use of special tools. One (1) task light must be provided for each workstation with overhead.
 - 9.1.1 The task light must be equipped with an on/off switch, a diffusion lens and must comply with CSA 22.2. No.9.0.
 - 9.1.2 The task light must be securely but not permanently affixed. A mechanical fastener or magnetic system must be used.
 - 9.1.3 All task lights must be LED technology. The lighting system provided must have a minimum lamp life of 35,000 hours.
- 9.2 Freestanding desk LED task light: must have a height adjustable stem, pivoting light head horizontally and vertically and must have a minimum lamp life of 35,000 hours. Light must conform to CAN/CGSB-44-227 and CAN/CGSB-44-229. Provide one (1) freestanding desk LED task light per workstation without an overhead storage bin.
- 9.3 Accessory Rail system must be securely mounted on the panel mounting system ensuring that there is no damage to panel or work surface, width of accessory rail to correspond with panel width.

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- 9.3.1 Accessory rail must be able to accommodate a minimum of three (3) accessories. Allow for a selection of three (3) different paper management accessories from a minimum of five (5) options.
- 9.3.2 Refer to 'typicals' for accessory rail locations.
- 9.3.3 Accessory rail finish and all paper management accessories to be metal, all metal options to be submitted.
- 9.3.4 Must be an additional accessory over-top of the fabric skin, cannot be specified in place of a fabric skin.
- 9.4 White board/dry erase board must be the hang-on panel type, board to be magnetic or non-magnetic with a bottom tray complete with all required hanging hardware.
- 9.4.1 Allow for one set of dry erase markers and eraser per workstation with white board/dry erase board.
- 9.4.2 To be hung in workstation without covering or blocking glazing add-on units or in place of a fabric skin.
- 9.4.3 Sizing to correspond with panel width, refer to 'typicals'.
- 9.5 Coat Hook: Provide one (1) hang-on panel rail coat hook in metal finish to match panel frame.
- 9.5.1 Must not exceed a horizontal projection of 40mm and must be mounted no more than 1200mm AFF.

10.0 FINISHES

10.1 Fabrics:

- 10.1.1 Fabrics must contain a minimum recycled content of 40% polyester or other environmentally appropriate material.
- 10.1.2 Fabrics must have a minimum weight of 10oz. per linear yard.
- 10.1.3 Fabrics must have a minimum of 100,000 double rub count.
- 10.1.4 Fabric must have a Colorfastness to Light AATCC-16A-2004 Class 4 rating minimum.

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- 10.1.5 All fabric must have a Class A fire rating base on ASTM E84 - Surface Burning Characteristics for Building Materials.
- 10.1.6 The submission must include complete selection of standard fabric offerings of panel fabric upholstery group conforming to 10.1.1, 10.1.2, 10.1.3, 10.1.4 and 10.1.5 at time of bid closing.
- 10.1.7 The submission must include complete selection of standard fabric offerings of anti-microbial upholstery group for mobile pedestal seat cushions conforming to 10.1.1, 10.1.2, 10.1.3, 10.1.4 and 10.1.5 at time of bid closing.
- 10.2 Horizontal Surfaces:
- 10.2.1 Horizontal work surfaces must meet the performance requirements for high-pressure laminate.
- 10.2.2 The submission must include the complete selection of standard horizontal finishes include all solid, pattern and wood grains.
- 10.2.3 The submission must include the complete selection of standard metal finishes.
- 10.2.3.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
- 10.3 All other surfaces:
- 10.3.1 All other surfaces, except fabric covered surfaces, must meet the performance requirements for laminates, painted wood or painted non-wood.
- 10.3.2 The submission must include the complete selection of paint and component finishes.
- 10.3.3 The submission must include a minimum of 5 different high density polymer edge trim colours.

11.0 REPORTING OF TESTS

- 11.1 As a minimum, the test report must include the following information:
- a) a title;
 - b) name and address of laboratory;
 - c) unique identification of the report (such as serial number);
 - d) name and address of the client (where applicable);

-
- e) description and unambiguous identification of the item;
 - f) characterization and condition of the test item;
 - g) date of receipt of the test item;
 - h) date(s) of the performance of test;
 - i) identification of the test methods used;
 - j) any additions to, deviations from, or exclusions from the test methods (such as environmental conditions);
 - k) a signature and title, or an equivalent identification of the person(s) accepting date of issue of the report;
 - l) date of issue of the report;
 - m) test results, including all relevant test data, diagrams, charts and photographs; and
 - n) a statement that the report must not be reproduced without the written approval of the laboratory.

12.0 MANUFACTURER'S IDENTIFICATION

12.1 The successful bidder must mark each cabinet permanently and legibly with his recognized trademark or name.

END OF TECHNICAL SPECIFICATION OF ANNEX "A" - PART 1

Annex “A” – Part 2

PURCHASE DESCRIPTION Metal Storage Tower Specification

Department of Finance – 90 Elgin

1.0 PROJECT DESCRIPTION

- 1.1 This requirement is for a Regional Individual Standing Offer for use by The Department of Finance at 90 Elgin and is comprised of three parts. **Part 2** – Purchase Description for the supply and installation of metal storage towers. The metal storage tower must be manufactured from steel and must meet all of the mandatory requirements detailed herein. The same manufacturer must supply metal storage towers, panel systems, supported and freestanding components, mobile pedestals and metal overhead storage bins.

2.0 APPLICABLE PUBLICATIONS

The following publications are applicable:

- 2.1 American Society for Testing and Materials (ASTM)
ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test
ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
- 2.2 American National Standards Institute (ANSI)
ANSI/BIFMA X 5.9 American National Standard for Office Furnishings –Storage Units - Tests
ANSI/BIFMA X 5.3 American National Standard for Office Furnishings – Vertical Files Tests
- 2.3 Canadian General Standards Board (CGSB)
1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light
- 2.4 American Association of Textile Chemists and Colorists (AATCC) EP1 - Grey Scale for Color Change – Instructions

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

3.0 TERMINOLOGY

- 3.1 Storage Towers: are cabinets that contain a combination of two or more of the following: drawer, doors, shelves and provides storage for personal wardrobe items and day-to-day filing for an individual's workstation.

4.0 ENVIRONMENTAL REQUIREMENTS

- 4.1 The chemical and particle emissions of the furniture proposed must meet Section 7.6.1 of ANSI/BIFMA x7.1-2007 when tested in accordance with ANSI/BIFMA M7.1-2007, Standard Test Method for Determining VOC emissions for Office Furniture Systems, Components and Seating. Listing on GreenGuard, SCS Indoor Advantage or other third-party certification programs which are based upon equivalent office furniture emission standards are acceptable.
- 4.2 Metal components – All metal components must be finished using a low VOC emitting technology.
- 4.3 Recycled Material – Storage towers must be manufactured utilizing a minimum of 25% recycled content of structural and/or non-structural steel.
- 4.4 Wear susceptible parts must be designed to be replaceable.
- 4.5 The packaging being used must be designed to minimize waste. It must be disposed at an off-site location where it can be reused, recycled and/or recovered.

5.0 TEST REQUIREMENTS

- 5.1 The storage towers offered under this solicitation must successfully complete all tests to ANSI/BIFMA x5.3 or ANSI/BIFMA x5.9, as applicable, as well as meet all of the requirements of the purchase description.

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

- 5.2 Test Reports – The bidder must meet the requirements of Annex 'A' – Part 1, Section 1.5.

6.0 GENERAL REQUIREMENTS

- 6.1 Workmanship - The finished cabinets must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.

- 6.1.1 All edges with which the user, public or persons maintaining the cabinets may come in contact with must have all corners and edges eased or radius.
- 6.1.2 Doors and drawers must fit squarely and evenly into the openings on all sides.
- 6.1.3 Welds - All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 6.1.4 All storage (overhead storage, mobile pedestals and storage towers) within a single workstation must be metal, identical in finishes and must provide a uniform appearance. Refer to Item 3.1.3 of Annex 'A' – Part 1.

7.0 DETAILED REQUIREMENTS

- 7.1 All storage (overhead bins, mobile pedestals and storage towers) within a single workstation must be keyed alike. Refer to Item 8.1 of Annex "A" – Part 1.
- 7.2 Storage towers must be available from 584mm (23") to 610mm (24") deep and in width no greater than 610mm (24").
- 7.3 Storage tower must be available in heights 1574mm to a maximum of 1676mm to accommodate standing privacy and must match but not exceed the height of the tallest interconnected panel, refer to 5.14 of Annex "A" – Part 1.
- 7.4 Storage towers must be comprised of the following: One (1) 150mm (6") wide X full height space to hang a coat complete with all hardware for coat hanging (metal hang rod), One (1) 460mm (18") wide adjustable shelf complete with door; and two (2) 460mm (18") wide file drawers. File drawers must be able to accommodate files of letter and legal sizes. All hardware required to suspend files must be included in each drawer.
- 7.5 Storage towers must be available in handed option refer to 'typicals' and floor plans.
- 7.6 Locks – storage tower must be provided with three (3) locks: one (1) for the full height door, one (1) for the shelf door, and one (1) for the file drawers. Two (2) keys must be provided. The locks must have a minimum of 50 key changes.
- 7.7 Glides – Cabinets must be equipped with 4 glides with a minimum vertical adjustment of 38 mm.
- 7.8 Suspension - The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.
- 7.9 Doors – The cabinet doors must be capable of opening a minimum of 110°.

- 7.10 Shelves - Shelves must be adjustable on increments of no more than 63.5 mm (2.5"). Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment.
- 7.11 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.
- 7.12 Counterweights - Counterweights must be supplied and installed with cabinets when required through ANSI/BIFMA x5.3 and ANSI/BIFMA x5.9 compliancy.

8.0 DETAILED REQUIREMENTS FOR FINISHES

- 8.1 Metal Finishes - The metal components must meet the following performance requirements:
- 8.1.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
- 8.1.2 Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3.
- 8.1.3 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.

9.0 REPORTING OF TESTS

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

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

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

10.0 MANUFACTURER'S IDENTIFICATION

- 10.1 The successful bidder must mark each cabinet permanently and legibly with his recognized trademark or name.

END OF TECHNICAL SPECIFICATION OF ANNEX "A" - PART 2

ANNEX “A”- Part 3

PURCHASE DESCRIPTION Freestanding Enclosed Office Furniture

Department of Finance – 90 Elgin

1.0 SCOPE

This requirement is for a Regional Individual Standing Offer for use by The Department of Finance at 90 Elgin and is comprised of three parts. **Part 3** – Purchase Description for the supply and installation of freestanding enclosed office furniture. The freestanding enclosed office furniture must meet all of the mandatory requirements detailed herein. The same manufacturer must supply metal storage towers, panel systems, supported and freestanding components, mobile pedestals and metal overhead storage bins (refer to Annex “A” - Part 2).

2.0 APPLICABLE PUBLICATIONS

The following publications are applicable:

- 2.1 American Society for Testing and Materials (ASTM)
 - ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test
 - ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
 - ASTM E84 – Standard Test Method for Surface Burning Characteristics of Building Materials
- 2.2 American National Standards Institute (ANSI)
 - ANSI/BIFMA X 5.9 American National Standard for Office Furnishings –Storage Units - Tests
 - ANSI/BIFMA X 5.3 American National Standard for Office Furnishings – Vertical Files Tests
 - ANSI/BIFMA X 5.5 American National Standard for Office Furnishings – Desk Productions
 - ANSI/BIFMA X 7.1 American National Standard for Office Furnishings – Standard for Formaldehyde & TVOC Emissions
 - ANSI/BIFMA M 7.1 American National Standard for Office Furnishings – Standard Test Method for Determining VOC Emissions
 - ANSI/NEMA LD3 – High Pressure Decorative Laminates Standards.
- 2.3 Canadian General Standards Board (CGSB)

1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light

- 2.4 CAN/CGSB 44.227 – Freestanding Office Desk Products.
- 2.5 CAN/ULC S102 - Standard Method of Test for Surface Burning Characteristics of building Materials and Assemblies
- 2.6 American Association of Textile Chemists and Colorists (AATCC) EP1 - Grey Scale for Color Change – Instructions
- 2.7 ATCM 93120 – Airborne Toxic Control Measure – Ultra Low Emitting Formaldehyde (ULEF).
- 2.8 Greenguard - Children and Schools Standard

3.0 TERMINOLOGY

- 3.1 Freestanding Enclosed Office Furniture: Freestanding and self-supporting, mobile or non-mobile furniture including desks, mobile/fixed pedestals, hutches, credenzas, computer and meeting tables, and bookcases.

4.0 ENVIRONMENTAL REQUIREMENTS

- 4.1 The chemical and particle emissions of the furniture proposed must meet Section 7.6.1 of ANSI/BIFMA x7.1-2007 when tested in accordance with ANSI/BIFMA M7.1-2007, Standard Test Method for Determining VOC emissions for Office Furniture Systems, Components and Seating. Listing on GreenGuard, SCS Indoor Advantage or other third-party certification programs which are based upon equivalent office furniture emission standards are acceptable.
- 4.2 Metal components – All metal components must be finished using a low VOC emitting technology.
- 4.3 Recycled Material – Furniture must be manufactured utilizing a minimum of 25% recycled content of structural and/or non-structural steel.
- 4.4 Wear susceptible parts must be designed to be replaceable.
- 4.5 The packaging being used must be designed to minimize waste. It must be disposed at an off-site location where it can be reused, recycled and/or recovered.

5.0 TEST REQUIREMENTS

- 5.1 All supported and freestanding components must meet the acceptance criteria provided in ANSI/BIFMA X5.5 when tested in accordance with the appropriate test (s) from the referenced standard.
- 5.2 Mobile pedestals must be tested in accordance with the applicable sections of ANSI/BIFMA X5.9 and ANSI/BIFMA X5.3. Any devices used to maintain the stability of the unit, such as counterweights, must be included in all products supplied under the Contract.
- 5.3 Bookcases and hutches must meet the acceptance criteria provided in ANSI/BIFMA X5.9 when tested in accordance with the appropriate test(s) from the referenced standard.
- 5.4 Flammability: Any fabrics and exposed materials 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 ASTM E84. The test must be conducted on each different fabric composition and interior construction. If furniture construction is changed, new flammability tests are required.
- 5.5 Test Reports
- 5.5.1 Age of tests: test reports must be not more than five years old at the time of bid closing date.
- 5.5.2 An independent testing laboratory and a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program. Test reports must be not more than five years old at the time of bid closing date.

6.0 GENERAL REQUIREMENTS

- 6.1 Quality of Workmanship - The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety. When assembled in all possible configurations there must be not visible unfinished edges or surfaces. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping.

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- 6.1.1 Metal edges, corners and parts with which the user is intended to come in contact, must have rounded corners or be covered with protective caps.
- 6.1.2 Doors and drawers must fit squarely and evenly into the openings on all sides.
- 6.1.3 Welds - All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 6.1.4 Mobile pedestals must be metal, identical in finishes and must provide a uniform appearance.
- 6.1.5 Safety – Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 6.2 All work surfaces to have a flat high density polymer edge trim with 3mm radius edges chosen from a minimum selection of 5 colours. All finish options to be submitted with bid.
- 6.3 The tolerance for all dimensions must be +/- 25.4mm (+/- 1”) unless otherwise specified and where edge shapes preclude.
- 6.4 Supports – All components to have their own supports. Legs are not to be shared in furniture configurations.
- 6.6 Style and finish must coordinate between all freestanding pieces.

7.0 DETAILED REQUIREMENTS FOR: FS1 – OFFICE MEETING TABLE

- 7.1 Table sizes:
- 7.1.1 FS1A table work surface must be rectangular and sizes must be 1676mmW x 762mmD x 737mmH (66”W x 30”D x 29”H).
- 7.1.2 FS1B table work surface must be rectangular and sizes must be 1524mmW x 762mmD x 737mmH (60”W x 30”D x 29”H).
- 7.1.3 FS1C table work surface must be rectangular and sizes must be 1829mmW x 762mmD x 737mmH (72”W x 30”D x 29”H).
- 7.1.4 FS1D table work surface must be rectangular and sizes must be 2134mmW x 914mmD x 737mmH (84”W x 36”D x 29”H).

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- 7.2 Table substrate must be minimum 25.4mm (1") thick.
- 7.3 Table must have fixed T-legs.
- 7.4 Casters - minimum of four carpet castors of which a minimum two castors, front and back, must be lockable.
- 7.5 Finishes – Table must be available in light wood look plastic laminate and dark grey plastic laminate.
- 7.7 Refer to pages 8-12 for approximated quantities.
- 8.0 DETAILED REQUIREMENTS FOR: FS2 – COMPUTER TABLE**
- 8.1 Table sizes:
- 8.1.1 FS2A table work surface must be rectangular and sizes must be 1524mmW x 610mmD x min. 559mmH, max. 889mmH (60"W x 24"D x min. 22"H, max. 35"H).
- 8.1.2 FS2B table work surface must be rectangular and sizes must be 1219mmW x 610mmD x min. 559mmH, max. 889mmH (48"W x 24"D x min. 22"H, max. 35"H).
- 8.2 Table substrate must be minimum 25.4mm (1") thick.
- 8.3 Table must have C-legs. Table must be incrementally height adjustable in 1" increments.
- 8.4 Table must have leveling mechanism with vertical adjustment of min. 25mm (1") and max. 76mm (3").
- 8.5 Horizontal cable management – Table to have a horizontal cable management tray attached to the underside of the worksurface which extends the width of the legs. Cable tray cavity to be min. 52mm (2") and max. 102mm (4").
- 8.6 Vertical cable management – Table to have concealed cable management which runs the length of the legs with at least one leg.
- 8.7 Finishes – Table must be finished in light wood look plastic laminate.
- 8.8 Refer to pages 8-12 for approximated quantities.

9.0 DETAILED REQUIREMENTS FOR: FS3 - CREDENZA

9.1 Credenza sizes:

9.1.1 FS3A credenza work surface must be rectangular and sizes must be 1829mmW x 610mmD x 737mmH (72"W x 24"D x 29"H).

9.1.1 FS3B credenza work surface must be rectangular and sizes must be 1524mmW x 508mmD x 737mmH (60"W x 20"D x 29"H).

9.2 Credenza substrate must be minimum 25.4mm (1") thick.

9.3 Credenza must have full gables on both sides

9.4 Finishes – Table must be finished in light wood look plastic laminate.

9.5 Credenza FS3A must coordinate with and be from same statement of line as freestanding furniture component FS4.

9.6 Refer to pages 8-12 for approximated quantities.

10.0 DETAILED REQUIREMENTS FOR: FS4 - HUTCH

10.1 FS4 hutch width to match width of credenza FS3A. Hutch cabinet to be a min. 355mmD (14") max. 406mmD (16").

10.2 Hutch substrate must be minimum 25.4mm (1") thick.

10.3 Hutch must be freestanding and self-supportive.

10.4 Hutch must have tackable fabric surface under cabinet which extends the full width and height of the vertical surface under the overhead cabinet.

10.5 Doors – Must have lockable hinged doors capable of opening a minimum of 110°.

10.6 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.

10.7 Hutch must coordinate and be from same statement of line as freestanding office furniture component FS3a.

10.8 Finishes –Table must be finished in light wood look plastic laminate.

10.9 Refer to pages 8-12 for approximated quantities.

11.0 DETAILED REQUIREMENTS FOR: FS5 – BOX/BOX/FILE

11.1 Mobile Pedestal must be 381mmW x 457mmD x min. 660mmH (15”W x 18”D x min. 26”H). Mobile pedestal must be able to roll under FS1,FS3a and FS3b.

11.2 Mobile Pedestal must be a Box/Box/File.

11.3 Drawers must be lockable and be keyed alike to all other mobile pedestal within the same office.

11.4 Drawers must fit squarely and evenly into the openings on all sides.

11.5 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.

11.6 Mobile Pedestal must have castors.

11.7 Must include pencil tray and all accessories required to hang legal and letter files.

11.8 Finishes – to be constructed of factory finished steel.

11.9 Refer to pages 8-12 for approximated quantities.

12.0 DETAILED REQUIREMENTS FOR: FS6 – FILE/FILE

12.1 Mobile Pedestal must be 381mmW x 457mmD x 660mmH (15”W x 18”D x 26”H).

12.2 Mobile Pedestal must be a File/File.

12.3 Drawers must be lockable and be keyed alike to all other mobile pedestals within the same office.

12.4 Drawers must fit squarely and evenly into the openings on all sides.

12.5 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.

12.6 Mobile Pedestal must have castors.

12.7 Must include all accessories required to hang legal or/and letter files.

12.8 Finishes – to be constructed of factory finished steel.

12.9 Refer to pages 8-12 for approximated quantities.

13.0 DETAILED REQUIREMENTS FOR: FS7 - BOOKCASE

13.1 Bookcase must be 914mmW x 356mmD x min. 1676mmH, max. 1829mmH (36”W x 14”D x max. 66”H, min. 72”H).

13.2 Shelves – Bookcase must have five shelves. Shelves must be adjustable on increments of no more than 63.5 mm (2.5”). Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment.

13.3 Bookcase must be self-supportive and not require bracing to wall when fully loaded.

13.4 Bookcase must have solid back panel, sides, top, and shelves.

13.5 Finishes – to be constructed of factory finished steel.

13.6 Refer to pages 8-12 for approximated quantities.

14.0 DETAILED REQUIREMENTS FOR FINISHES

14.1 **Plastic Laminate Surfaces:** Range of finishes for all plastic laminate surfaces must include a light wood pattern similar to ash and/or a plastic laminate in a dark grey. See detailed requirements of each furniture item for finish selections.

14.1.1 Plastic laminate surfaces must meet the performance requirements for high-pressure laminate.

14.1.2 The submission must include the complete selection of standard horizontal finishes include all solid, pattern and wood grains.

14.2 **Metal Finishes:** Supports must be constructed of factory finished steel or anodized aluminum. Factory finished metal to be chosen from a minimum selection of 5 colours.

14.2.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.

14.2.2 Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the

Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3.

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

14.3 **Fabrics:** Tackable fabric to be chosen from a minimum selection of 2 patterns with minimum 3 colour ways each.

14.3.1 Fabrics must contain a minimum recycled content of 40% polyester or other environmentally appropriate material.

14.3.2 Fabrics must have a minimum weight of 10oz. per linear yard.

14.3.3 Fabrics must have a minimum of 100,000 double rub count.

14.3.4 Fabric must have a Colorfastness to Light AATCC-16A-2004 Class 4 rating minimum.

14.3.5 All fabric must have a Class A fire rating based on ASTM E84 or meet the standards outlined in CAN/ULC S102.

14.4 Deflection – The horizontal work surface must meet the deflection requirement of work surfaces as stated in CAN/CGSB-44.227 – par. 6.1.1.

14.5 **All other surfaces:**

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

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

14.5.3 Vertical surfaces and supports must meet the performance requirements for finished as stated in CAN/CGSB-44.227 – Table 1.

15.0 REPORTING OF TESTS

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

- a) a title;
- b) name and address of laboratory;

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- c) unique identification of the report (such as serial number);
 - d) name and address of the client (where applicable);
 - e) description and unambiguous identification of the item;
 - f) characterization and condition of the test item;
 - g) date of receipt of the test item;
 - h) date(s) of the performance of test;
 - i) identification of the test methods used;
 - j) any additions to, deviations from, or exclusions from the test methods (such as environmental conditions);
 - k) a signature and title, or an equivalent identification of the person(s) accepting date of issue of the report;
 - l) date of issue of the report;
 - m) test results, including all relevant test date, diagrams, charts and photographs; and
 - n) a statement that the report must not be reproduced without the written approval of the laboratory.

16.0 MANUFACTURER'S IDENTIFICATION

- 16.1 In addition to the labeling requirement stated in CAN/CGSB-44.229-2008, all panels and components that consist of primary, secondary or dedicated surfaces must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

END OF TECHNICAL SPECIFICATION OF ANNEX "A"

ANNEX "B"

DELIVERY AND INSTALLATION SCHEDULE

The Work will be carried out in accordance with the Schedule listed below, at 90 Elgin Street, Ottawa, Ontario. The dates in the Schedule are estimated and may change if authorized by the Technical Authority. Canada will endeavour to give the Contractor two to six weeks lead time for the delivery and installation of the furniture for the Phases, however, Canada may need to vary the lead times and the final dates will be confirmed by the Technical Authority.

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

- 1) The Contractor will deliver and install all panels and poles first on a floor by floor basis unless otherwise indicated per the phases listed below;
- 2) All deliveries will be outside of regular business hours (see Annex E for “normal” and “after hours” definitions).
- 3) Canada will be responsible for cabling and ceiling tiles installation;
- 4) Upon completion of cabling/ceiling tiles installation, the Contractor will deliver and install the remainder of the furniture.

Estimated Schedule			
Phases & the Required Furniture			
Floor Number for Delivery and Installation of the Furniture by Phase			
Delivery to Floor			
Period for Installation of Furniture			
Phases	Floors	Estimated dates	Duration
Phase 1 <ul style="list-style-type: none"> • Panels and Poles • Worksurfaces and balance of furniture 	P1, 00 & 01	Estimated date: May 1-2, 2014	1 week
Phase 2A <ul style="list-style-type: none"> • Panels and Poles 	9	Estimated date: May 8-9, 2014	1-2 weeks
Phase 2B <ul style="list-style-type: none"> • Worksurfaces and balance of furniture • Enclosed office furniture 	9		

Phase 3A •Panels and Poles	10	Estimated date: May 23-24, 2014	1-2 weeks
Phase 3B • Worksurfaces and balance of furniture •Enclosed office furniture	10		
Phase 4A •Panels and Poles	11	Estimated date: June 5-7, 2014	1-2 weeks
Phase 4B • Worksurfaces and balance of furniture •Enclosed office furniture	11		
Phase 5A •Panels and Poles	12	Estimated date: June 12-14, 2014	1-2 weeks
Phase 5B • Worksurfaces and balance of furniture •Enclosed office furniture	12		
Phase 6A •Panels and Poles	13	Estimated date: June 23-24, 2014	1-2 weeks
Phase 6B • Worksurfaces and balance of furniture •Enclosed office furniture	13		
Phase 7A •Panels and Poles	14	Estimated date: July 7-8, 2014	1-2 weeks
Phase 7B • Worksurfaces and balance of furniture •Enclosed office furniture	14		
Phase 8A •Panels and Poles	15, 16	Estimated date: July 21-22, 2014	1-2 weeks
Phase 8B • Worksurfaces and balance of furniture •Enclosed office furniture	15, 16		

Solicitation No. - N° de l'invitation
EN448-140718/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client
20140718

File No. - N° du dossier
pq967EN448-140718

ppq967

CCC No./N° CCC - FMS No/ N° VME

Phase 9A •Panels and Poles	17, 2	Estimated date: August 5-6, 2014	1-2 weeks
Phase 9B • Worksurfaces and balance of furniture •Enclosed office furniture	17, 2		

DELIVERY & INSTALLATION INFORMATION

1. Loading dock can accommodate a 35' truck.
2. All deliveries must be through loading dock only, not pedestrian entrances.
3. All products must be delivered immediately to the designated floor.

ANNEX “C”**MANDATORY SITE HEALTH AND SAFETY INFORMATION****CONTRACTOR’S COMPETENCY AND
OCCUPATIONAL HEALTH AND SAFETY ACKNOWLEDGMENT
90 ELGIN STREET PROJECT**

This is to attest that the undersigned is a competent person as defined in the occupational health and safety act of Ontario and regulations thereto.

The undersigned acknowledges that it and all of its subcontractors and employees will be required to follow the Health and Safety site specific program for this project initiated and controlled by Ron Engineering and Construction (Eastern) Ltd. (Constructor), and further acknowledges that:

1. The Constructor controls access to the site of the Work and under what terms and conditions access to the site of the Work is permitted, and the undersigned must abide by the Constructor’s directives and requirements relating to access to the site of the Work;
2. The Constructor controls the co-ordination and scheduling of the Work of the undersigned with the Work of the other Contractors and Workers at the site of the Work, and the undersigned must abide by the Constructor’s directives and requirements relating to coordinating the Work of the undersigned with such other Contractors and Workers;
3. The Constructor controls the overall project schedule and the integration of the construction schedule of the undersigned with the Work of other Contractors in accordance with the integrated overall project schedule and the undersigned must abide by the Constructor’s directives and requirements relating to scheduling the Work of the undersigned with the Work of such other Contractors and Workers;
4. The Constructor controls and is responsible for the Health and Safety Program at the site of the Work, and the undersigned must abide by the Constructor’s authority (i) of initiating , maintaining and supervising all safety precautions and programs in connection with the performance of the Work, (ii) to stop Work, (iii) to refuse access to the site of the Work, and (iv) to enforce the site Health and Safety Plan and Protocols to be followed by all persons at the site of the Work, including the removal of workers who fail to comply with and observe the Health and Safety Directives, Precautions and Programs initiated by the Constructor.

Solicitation No. - N° de l'invitation

EN448-140718/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq967

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

20140718

File No. - N° du dossier

pq967EN448-140718

CCC No./N° CCC - FMS No/ N° VME

The undersigned will personally ensure the full compliance by it, its Subcontractors and employees with the Ontario Occupational Health and Safety Act and all its pertinent regulations. The undersigned further acknowledges that the Constructor is not responsible for the payment of any fees, costs or charges relating to the Work of the undersigned, such fees, costs and charges being the responsibility of _____, and that the undersigned shall therefore look to _____ and not the Constructor for payment.

Contractors name: _____

Address: _____

Date: _____

Job location: _____

Job number: _____

Offeror's signature: _____

ANNEX "D"

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

- 1.1 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.
- 1.2 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) Telecommunications/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.

ANNEX "E"

BASIS OF PAYMENT

1. Pricing Tables

90 Elgin Pricing Table - provided as a separate attachment (An editable Excel file, (.xls) will be provided by email, upon demand to the Contracting Authority).

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

2. Standing Offer Pricing

2.1 The following is applicable 90 Elgin and will be presented in this format.

2.1.1 Table 1 - Workstation Goods

Only the following columns of Table 1 - Workstation 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 - Enclosed Office Goods

Only the following columns of Table 2 - Enclosed Office 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

2.1.3 Table 3 - Services

All columns of Table 3 - 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.

90 Elgin Financial Pricing Evaluation Table

1. Bidder to fill out below tables in order to provide firm pricing for financial evaluation.

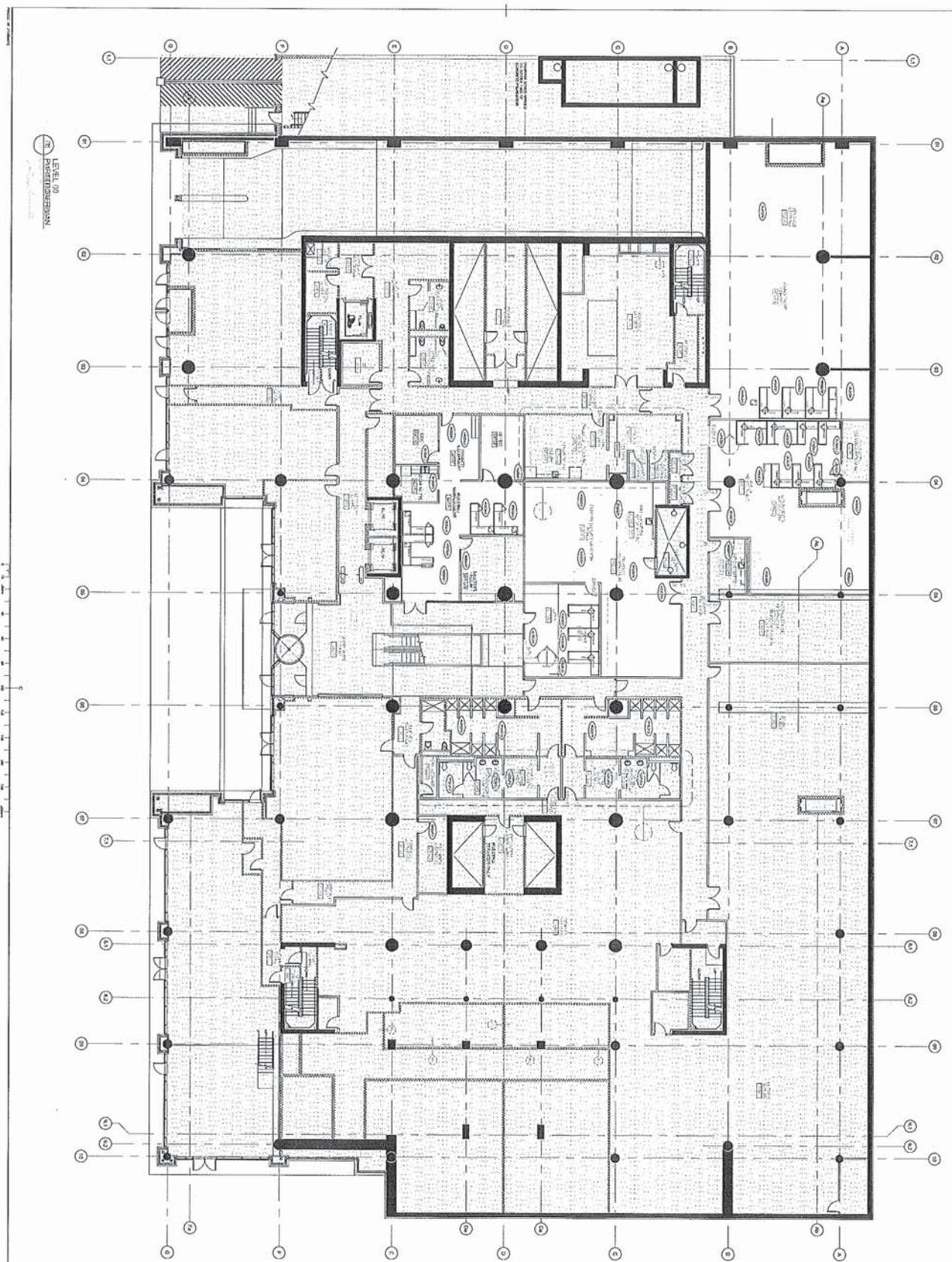
2. All required component product codes used to create workstation and office layouts to be listed and must correspond to typical provided in Annex F (Typicals Drawings and Floor Plans)

Phases	Product Components <i>*bidder to add rows as necessary</i>	Firm Unit Price per Phase	Approximate Quantity per Phase	Delivery - Firm % _____ of Firm Lot Price per Phase	Installation - Firm % _____ of Firm Lot Price per Phase	Extended Price
Workstations						
PHASE 1		\$ -	23	\$ -	\$ -	\$ -
PHASE 2		\$ -	90	\$ -	\$ -	\$ -
PHASE 3		\$ -	138	\$ -	\$ -	\$ -
PHASE 4		\$ -	88	\$ -	\$ -	\$ -
PHASE 5		\$ -	97	\$ -	\$ -	\$ -
PHASE 6		\$ -	108	\$ -	\$ -	\$ -
PHASE 7		\$ -	106	\$ -	\$ -	\$ -
PHASE 8		\$ -	167	\$ -	\$ -	\$ -
PHASE 9		\$ -	39	\$ -	\$ -	\$ -
Subtotal for Workstations						\$ -

Department of Finance
90 Elgin

Phases	Product Components *bidder to add rows as necessary	Firm Unit Price per Phase	Approximate Quantity per Phase	Delivery - Firm % _____ of Firm Lot Price per Phase	Installation - Firm % _____ of Firm Lot Price per Phase	Extended Price
Enclosed Offices						
PHASE 1		\$ -	2	\$ -	\$ -	\$ -
PHASE 2		\$ -	5	\$ -	\$ -	\$ -
PHASE 3		\$ -	13	\$ -	\$ -	\$ -
PHASE 4		\$ -	25	\$ -	\$ -	\$ -
PHASE 5		\$ -	20	\$ -	\$ -	\$ -
PHASE 6		\$ -	17	\$ -	\$ -	\$ -
PHASE 7		\$ -	11	\$ -	\$ -	\$ -
PHASE 8		\$ -	33	\$ -	\$ -	\$ -
PHASE 9		\$ -	41	\$ -	\$ -	\$ -
Subtotal for Enclosed Offices						\$ -
Subtotal for Products						\$ -
Total Pricing for Delivery						\$ -
Total Pricing for Installation						\$ -
Grand Total (excluding all applicable taxes)						\$ -

90 Elgin Pricing Table				
Table 1. Workstation Goods	Manufacturers Size - length x height mm (Inches)	Model Number	Series	Firm Unit Price (Unit is defined as 1 quantity)
WORKSTATION COMPONENTS				
Non Powered Panels (length x height)				
610mm x 762-914mm (24" x 30-36")				
762mm x 762-914mm (30" x 30-36")				
914mm x 762-914mm (36" x 30-36")				
1067mm x 762-914mm (42" x 30-36")				
1372mm x 762-914mm (54" x 30-36")				
610mm X 1067-1219mm (24" x 42-48")				
762mm x 1067-1219mm (30" x 42-48")				
914mm x 1067-1219mm (36" x 42-48")				
1067mm x 1067-1219mm (42" x 42-48")				
1372mm x 1067-1219mm (54" x 42-48")				
Powered Panels (length x height)				
610mm x 762-914mm (24" x 30-36")				
762mm x 762-914mm (30" x 30-36")				
914mm x 762-914mm (36" x 30-36")				
1067mm x 762-914mm (42" x 30-36")				
1372mm x 762-914mm (54" x 30-36")				
610mm X 1067-1219mm (24" x 42-48")				
762mm x 1067-1219mm (30" x 42-48")				
914mm x 1067-1219mm (36" x 42-48")				
1067mm x 1067-1219mm (42" x 42-48")				
1372mm x 1067-1219mm (54" x 42-48")				
Framed fabric add-on panels (length x height)				
610mm x 305-610mm (24" x 12-24")				
762mm x 305-610mm (30" x 12-24")				
914mm x 305-610mm (36" x 12-24")				
1067mm x 305-610mm (42" x 12-24")				
1372mm x 305-610mm (54" x 12-24")				
Framed glazed add-on panels (length x height)				
610mm x 305-610mm (24" x 12-24")				
762mm x 305-610mm (30" x 12-24")				
914mm x 305-610mm (36" x 12-24")				
1067mm x 305-610mm (42" x 12-24")				
1372mm x 305-610mm (54" x 12-24")				
Electrical Components				
Duplex Outlet				
Voice and Data Communications Outlet				
Power Pole ceiling feed				
Base feed				
Rectangular Worksurfaces (length x depth)				
914mm x 610mm (36" x 24")				
1067mm x 610mm (42" x 24")				
1219mm x 610mm (48" x 24")				
1372mm x 610mm (54" x 24")				
1524mm x 610mm (60" x 24")				
1676mm x 610mm (66" x 24")				
1829mm x 610mm (72" x 24")				
Transaction Top (length x width)				
610mm x 305-381mm (24" x 12-15")				
914mm x 305-381mm (36" x 12-15")				
1067mm x 305-381mm (42" x 12-15")				
1372mm x 305-381mm (54" x 12-15")				
1676mm x 305-381mm (66" x 12-15")				
Accessories				
Accessory Rail - 610mm (24")				
Accessory Rail - 762mm (30")				
Accessory Rail - 914mm (36")				
Accessory Rail - 1067mm (42")				
Accessory Rail - 1372mm (54")				
Accessories (kit of 3)				
Accessories unit price option 1				
Accessories unit price option 2				
Accessories unit price option 3				
Accessories unit price option 4				
Accessories unit price option 5				
Under overhead mounted LED light (size 1)				
Under overhead mounted LED light (size 2)				
Freestanding LED Task Light				
Hang-on White board				
Set of Dry erase markers and eraser				



LEVEL 00
 00.2
 00.2

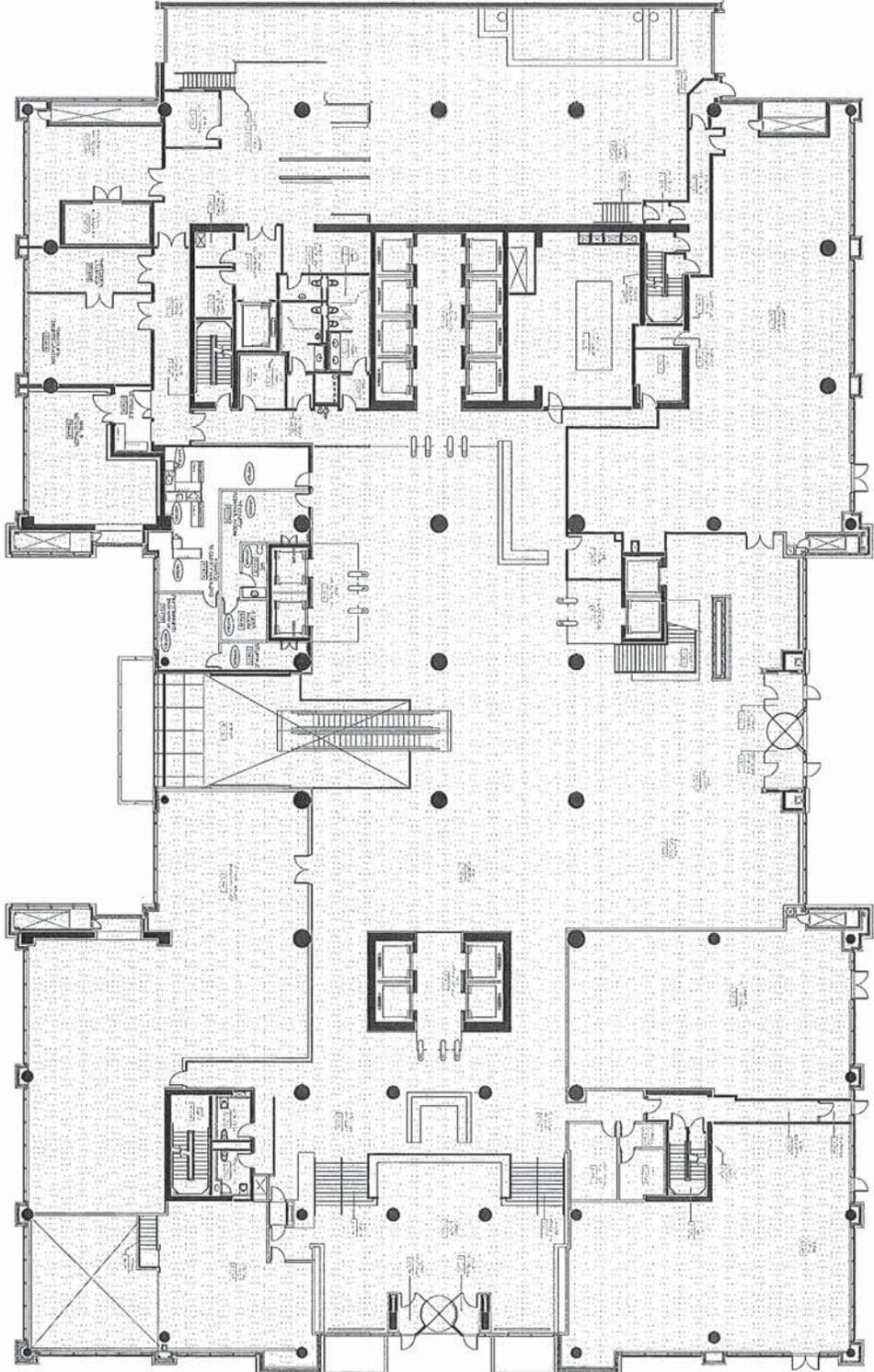
Consider to verify all dimensions
 and to check for any discrepancies
 between the drawings and the
 information provided in the
 schedule of materials.

DEPT. OF FINANCE
 50 ELGIN STREET
 REDEVELOPMENT
 00.2

LEVEL 00
 WORKSTATIONS

00.2

104
 Canada
 90 | ELGIN



LEVEL 01
 FINISH LINE PLAN

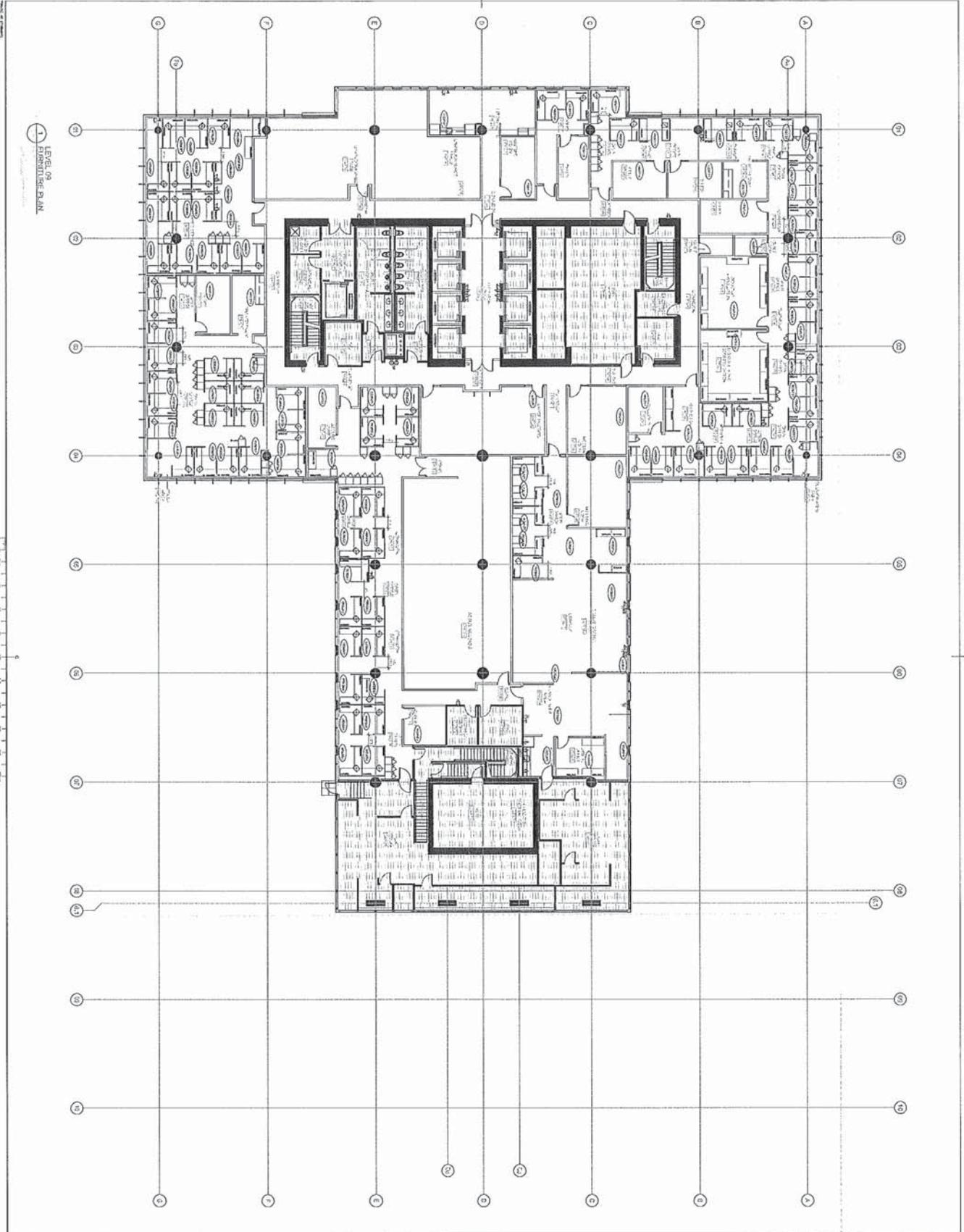
Consultant to verify all dimensions and the accuracy of all information and the integrity of all drawings.

NO.	REVISION	DATE	BY	CHKD.
1	ISSUE FOR PERMIT	10/04/17	AW	AW
2	ISSUE FOR PERMIT	10/04/17	AW	AW

DEPT. OF FINANCE
 90 ELGIN STREET
 REDEVELOPMENT
 90 ELGIN STREET, OTTAWA, ONTARIO

LEVEL 01
 WORKSTATIONS

Designed by: ARCHITECT
 Drawn by: ARCHITECT
 Checked by: ARCHITECT
 Date: 10/04/17
 Project No.: 1707789
 Drawing No.: 01-2



LEVEL 09
 REDEVELOPMENT PLAN

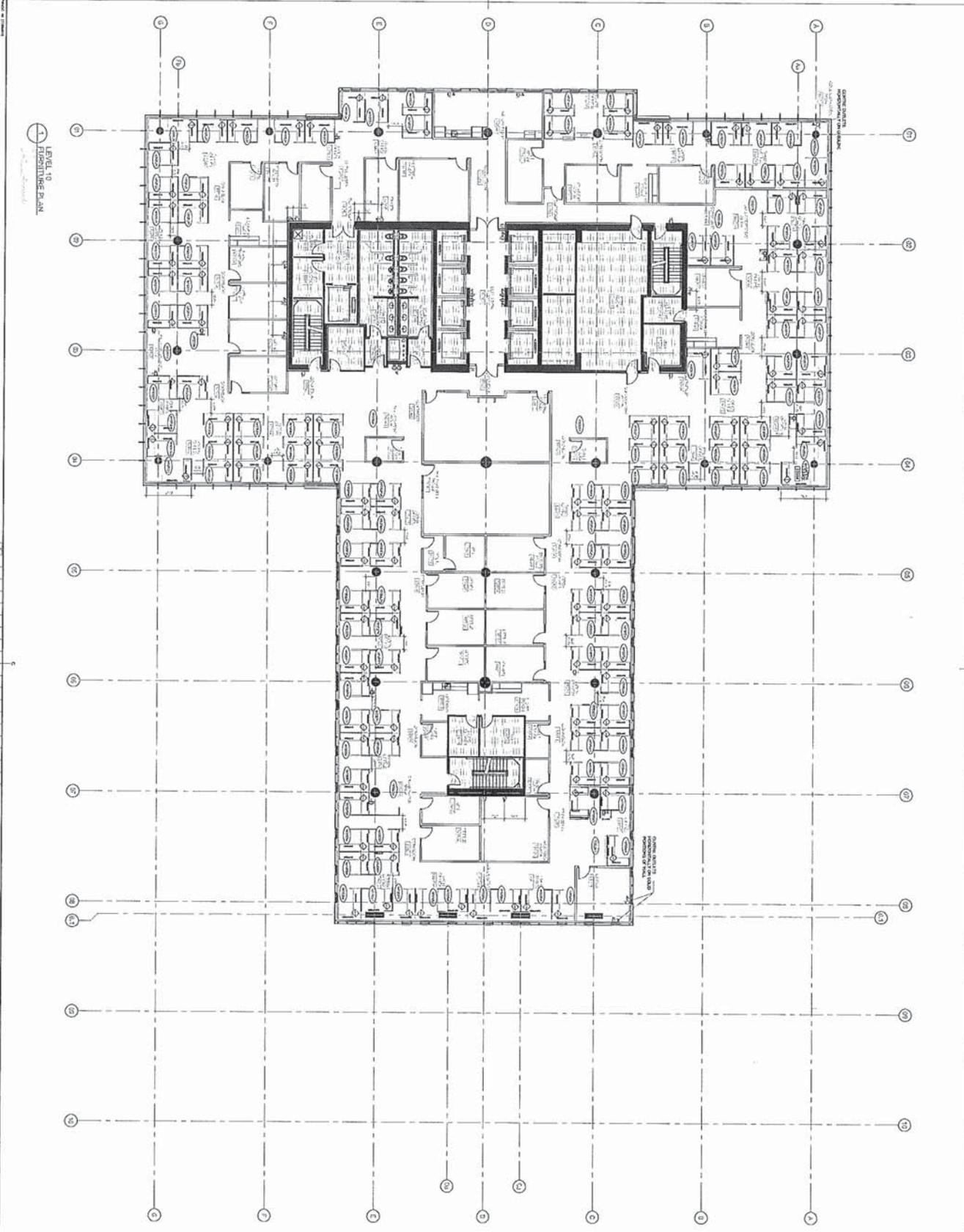
Consultant's liability is limited to the scope of the contract and does not extend to any other work or services. The Consultant is not responsible for any errors or omissions in the drawings or specifications, or for any consequences arising therefrom, whether or not such errors or omissions are caused in whole or in part by the negligence of the Consultant.

DATE OF ISSUE: 1/10/2018
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

DEPT. OF FINANCE
 50 ELGIN STREET
 REDEVELOPMENT
 90 ELGIN STREET, OTTAWA, ONTARIO

LEVEL 09
 WORKSTATIONS

Project No. 09-2018
 Revision No. 01
 Date: 1/10/2018



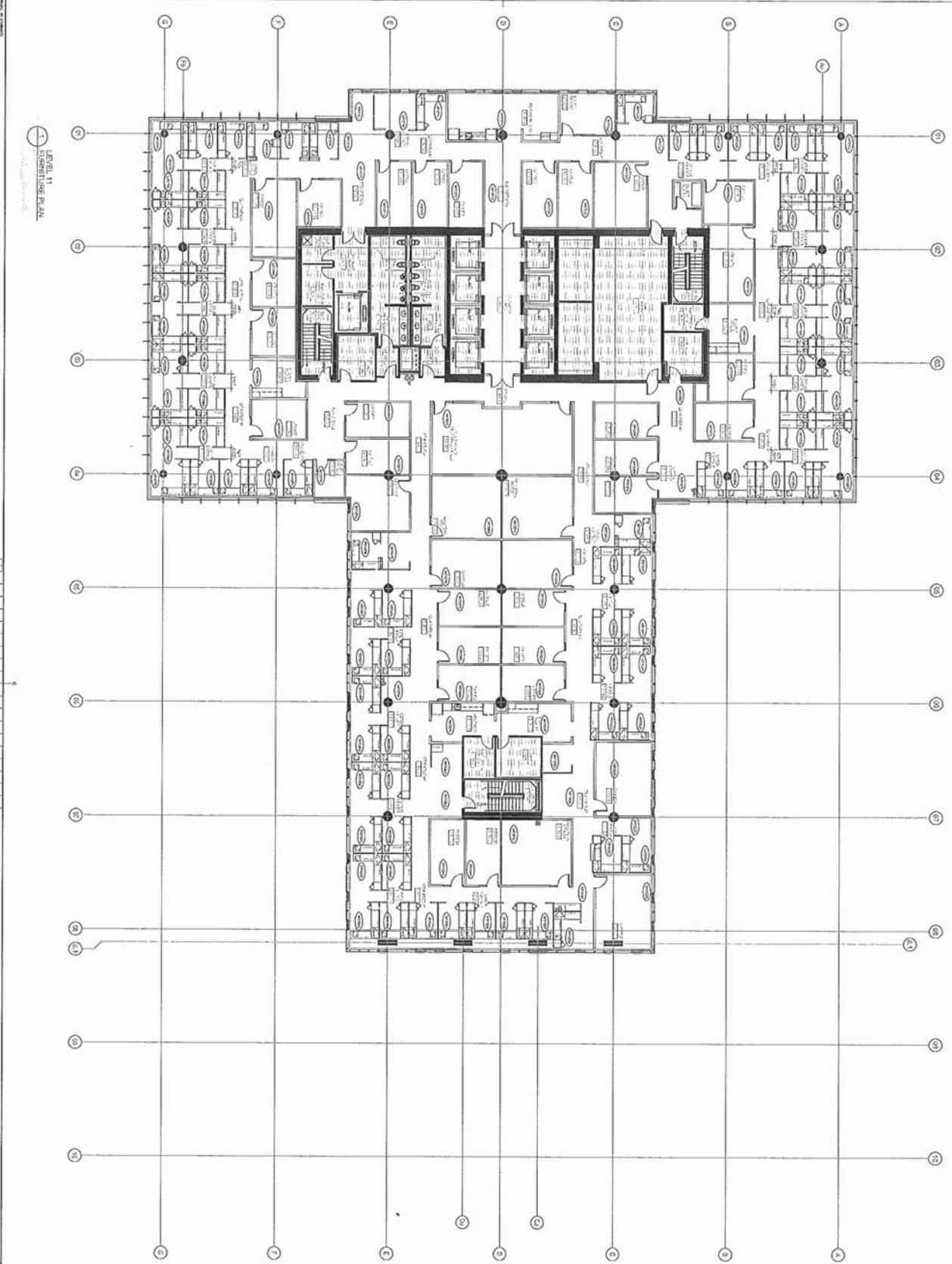
LEVEL 10
 REDEVELOPMENT PLAN

10.2
 90 ELGIN STREET
 REDEVELOPMENT
 WORKSTATIONS

LEVEL 10
 WORKSTATIONS

10.2
 R007789

Consent to work and drawings
 is given on the basis of the
 information provided by the
 client and is not to be used
 for any other purpose.



LEVEL 11
 REFINISH PLAN

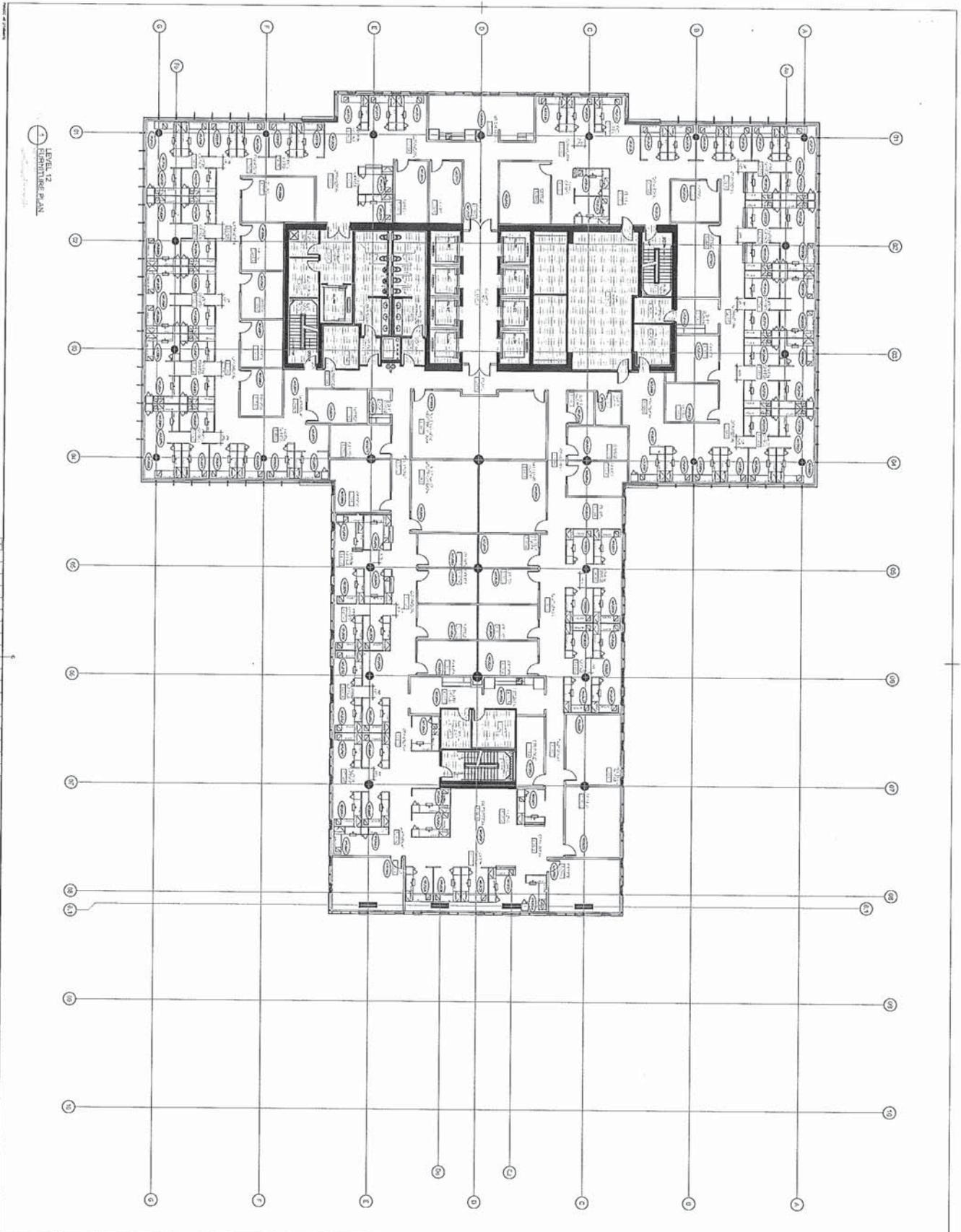
Consultant to verify all dimensions & coordinate with all other disciplines. Verify all dimensions with the contractor.

DATE: 11/20/2018
 DRAWN BY: [Name]
 CHECKED BY: [Name]

PROJECT:
 DEPT. OF FINANCE
 90 ELGIN STREET
 REDEVELOPMENT

LEVEL 11
 WORKSTATIONS

Approved By: [Name]
 Date: [Date]
 Design: [Name]
 Architect: [Name]
 Project No: R007789
 11.2



LEVEL 12
 FURNITURE PLAN

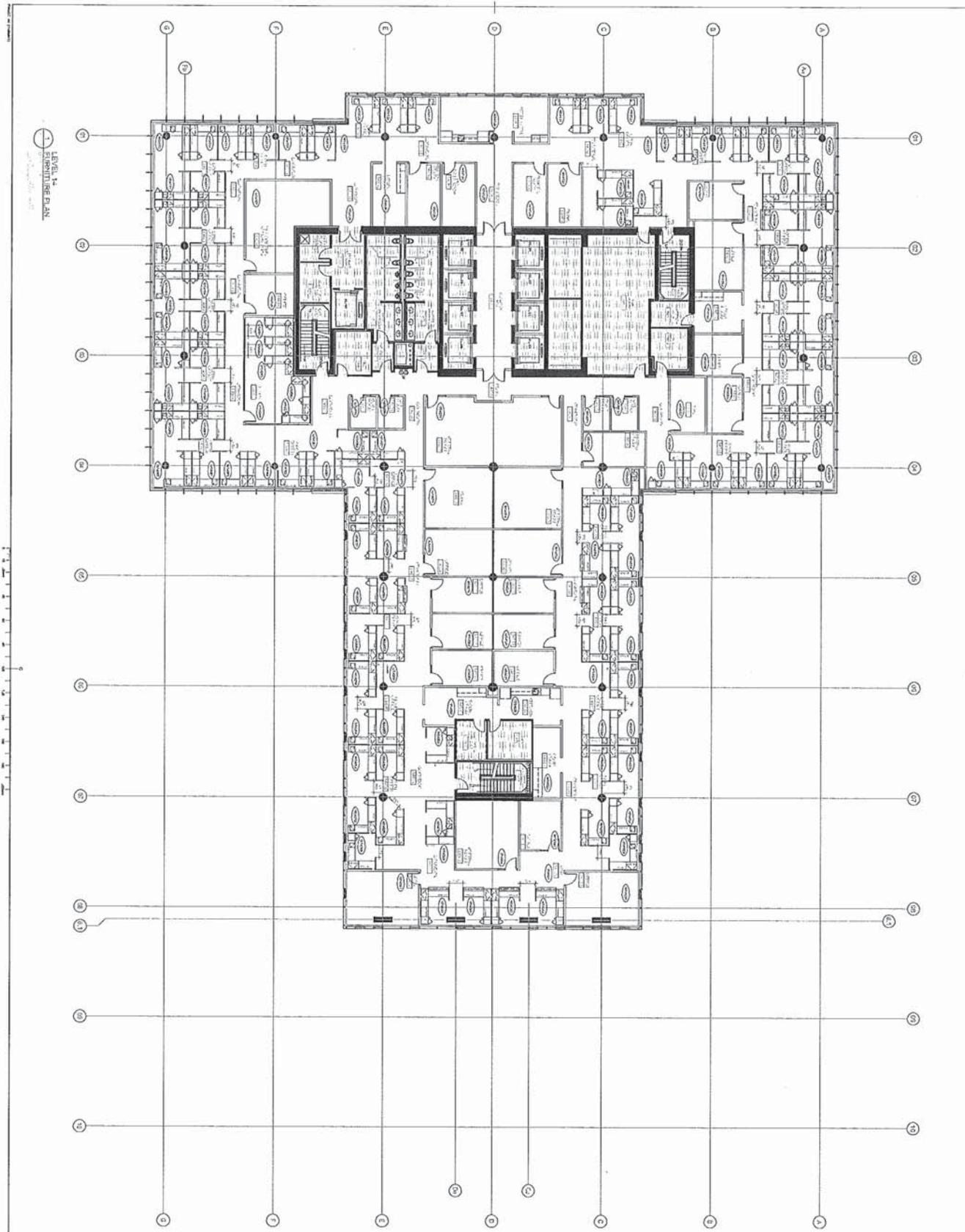
Consultant to verify all dimensions & quantities on site and immediately notify the engineer of all discrepancies.

NO.	DESCRIPTION	QUANTITY	UNIT
1	DESKS	100	EA
2	CHAIRS	100	EA
3	STORAGE	100	EA

DEPT. OF FINANCE
 90 ELGIN STREET
 REDEVELOPMENT
 WILSON STREET, OTTAWA, ONTARIO

LEVEL 12
 WORKSTATIONS

PROJECT NO. 1007789
 DATE: 12.2



LEVEL 14
WORKSTATION PLAN

14.2

Prepared by: [Name]
 Checked by: [Name]
 Date: [Date]
 Project: [Project Name]
 Drawing No.: R007789
 No. of Sheets: 14.2

LEVEL 14
WORKSTATIONS
 DEPT. OF FINANCE
 90 ELGIN STREET
 REDEVELOPMENT
 90 ELGIN STREET, OTTAWA, ONTARIO

Consistent to work, all dimensions
 shall be given in millimeters and
 rounded off to the nearest millimeter.
 All dimensions shall be given in
 millimeters unless otherwise
 specified.

104
 Canada
 BILAL WARSHE ARCHITECTS
90 | ELGIN

