

# ANNEX 'A' - FURNITURE MANDATORY CRITERIA

Reference Section	Technical Requirement	Comply (Bidder shall indicate Yes or No)	Supporting Information (Bidder shall indicate cross-reference)	Comments (For use by Evaluation Team Only)
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## MANDATORY CRITERIA:

### PART 1: General

#### 1.0 Section Includes:

1.0.1	Panels, worksurfaces, supports, mobile pedestals with seat, storage towers, panel mounted slatwall and accessories.	____ YES ____ NO		
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#### 1.1 Testing Requirements

1.1.1	Manufacturer's product must comply with <i>CAN/CGSB 44.229-2002 Interconnecting Panels and Supporting Components</i> with the exception of storage products (i.e. pedestal) which shall meet <i>ANSI/BIFMA X5.9 - 2004</i> . In addition, panels & panel support components shall meet the additional technical requirements detailed herein. Submit NMSO contract number for products on the National Master Standing Offer list in lieu of <i>CAN/CGSB 44.229-2002</i> . For product not on NMSO list, submit testing to demonstrate compliance to <i>CAN/CGSB 44.229-2002 &amp; ANSI/BIFMA X5.9 - 2004</i> .	____ YES ____ NO		
1.1.2	Additional test for mobile pedestals with seat surface must meet <i>California Technical Bulletin 117 Requirements, Test Procedures and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture</i> . For product not on NMSO list, submit testing to demonstrate compliance to <i>California Technical Bulletin 117</i> .	____ YES ____ NO		
1.1.3	Panels (i.e. complete panel assembly including the core, adhesive, fabric, frame, cable raceways and joining components must meet applicable requirements of National Building Code of Canada for flame spread rating & smoke density developed classification when tested in accordance with <i>CAN/ULC-S102-07</i> . For product not on NMSO list, submit testing to demonstrate compliance to <i>CAN/ULC-S102-07</i> .	____ YES ____ NO		
1.1.4	In addition to the mandatory labeling requirement for <i>CAN/CGSB-44.227</i> , all major components (e.g. panels, work surfaces, overhead storage units, storage pedestals, etc.) must be individually marked with the date of manufacture located in an inconspicuous location.	____ YES ____ NO		
1.1.5	All panel supported worksurfaces & freestanding furniture items must comply with <i>CAN/CGSB 44.227-2000 Freestanding Office Desk Products and Components</i> . For product not on NMSO list, submit testing to demonstrate compliance to <i>CAN/CGSB 44.227-2000</i> .	____ YES ____ NO		
1.1.6	Electrical systems must comply with <i>CAN/CSA-C22.2, No.203-M91 (R2005) Modular Wiring Systems for Office Furniture</i> .	____ YES ____ NO		
1.1.7	All electrical components must be UL and ULC listed will meet the applicable requirements of the National Electrical Code (NEC)/Canadian Electrical code (CEC).	____ YES ____ NO		
1.1.8	Manufacturer's product must comply with <i>CAN/CGSB-44.227-2000 Freestanding Office Desk Products and Components</i> . Submit NMSO contract number for products on the National Master Standing Offer list in lieu of <i>CAN/CGSB-44.227-2000</i> . For product not on NMSO list, submit testing to demonstrate compliance to <i>CAN/CGSB-44.227-2000</i> .	____ YES ____ NO		

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<b>1.2 General Requirements</b>				
1.2.1	Bidders must have local representation in Winnipeg Manitoba, Canada for after installation support & service.	____ YES ____ NO		
1.2.2	Bidders must have a local installation team.	____ YES ____ NO		
1.2.3	Bidder must provide a letter outlining the Dealer Manufacturer Relationship signed by the Dealer and Manufacturer.	____ YES ____ NO		
1.2.4	Bidder must provide documentation that the Dealer Manufacturer Relationship agreement is reviewed on an annual basis.	____ YES ____ NO		
1.2.5	Bidder must provide documentation that the Dealer Manufacturer Relationship agreement has been in place for a minimum of two (2) years.	____ YES ____ NO		
1.2.6	Bidders performing the work must provide documentation that the Dealer specializes in the supply and installation of these products with a minimum of five (5) years documented experience.	____ YES ____ NO		
1.2.7	Supervision must be performed by manufacturer's certified personnel (i.e. a direct employee of the manufacturer). Provide Supervisor's name at bid close.	____ YES ____ NO		
1.2.8	Successful Bidders installation staff on site must be supervised by a minimum of one team leader that is certified by the manufacturer. Documentation is required that certification is reviewed and updated on a regular basis not to exceed three (3) years.	____ YES ____ NO		
1.2.9	Product supplied must have a guaranteed non-obsolescence policy. Vendor's Non-obsolescence policy must be submitted at bid close and must be compliant with Article 1.2.3.	____ YES ____ NO		
1.2.10	All laminates must be available for future purchase for a period of five (5) years from Issuance of Standing Offer, all fabrics for three (3) years from Issuance of Standing Offer.	____ YES ____ NO		
1.2.11	All standard product supplied must be available for future purchase within an industry-standard six to eight week production / delivery schedule.	____ YES ____ NO	N/A	
1.2.12	All electrical components, connectors and legs must be available for future purchase within two (2) weeks from date of request/contact with supplier.	____ YES ____ NO	N/A	
1.2.13	All necessary hardware attachments required to ensure a proper installation must be supplied. This includes but is not limited to, all panel to panel hinge connectors, all ends of panel trim, top and end caps, corner covers, electrical harnesses, mounting cantilevers, brackets, task lights, utility poles, etc.	____ YES ____ NO		
<b>1.3 Delivery and Installation</b>				
1.3.1	Manufacturer's must submit written production schedule detailing lead time requirements is required within one (1) week of award of Contract.	____ YES ____ NO	N/A	
1.3.2	Upon award of contract, the successful bidder must confirm site dimensions to ensure that all furniture fit prior to installation.	____ YES ____ NO		

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1.3.3	A total of <b>50</b> workstations may be installed over a <b>5 week</b> period (Aug 15-Sept 15)	____ YES ____ NO	N/A	
1.3.4	The installation of <b>50</b> workstations must be installed on the 5th floor at 111 Lombard Avenue, Winnipeg, Manitoba, Canada. Panel installation must be completed leaving top caps and raceways clear for wiring in order to permit power connections and installation of LAN / communication wiring by Owner's trades. Remainder of panel, worksurfaces, storage & accessories installations must follow the completion of LAN/communication installation . Successful bidder must coordinate installation dates with Owner & PWGSC. Installation staging area must be provided by the successful dealer on site via mobile trailer or other means acceptable to owner.	____ YES ____ NO	N/A	
1.3.5	Panel installation procedure must guarantee that panels are level within run.	____ YES ____ NO	N/A	
1.3.6	Work surfaces must be installed at a uniform height of 737mm ± 257mm (29.0" ± 1.0") unless otherwise instructed by the PWGSC Representative.	____ YES ____ NO	N/A	
1.3.7	All freestanding storage units must be installed and adjusted to ensure that they are level.	____ YES ____ NO	N/A	
1.3.8	The supplier must notify the PWGSC Representative when the installation is completed.	____ YES ____ NO	N/A	
1.3.9	The PWGSC Representative will arrange for the initial walk-through inspection with the Supplier.	____ YES ____ NO	N/A	
1.3.10	A walk-through inspection will take place within three (3) working days after panel installation is completed and again when the installation of all components is completed.	____ YES ____ NO	N/A	
1.3.11	The PWGSC Representative in consultation with the Supplier will prepare the deficiency list documenting all problems in every workstation.	____ YES ____ NO	N/A	
1.3.12	The deficiency list must be submitted by the PWGSC Representative to the Supplier.	____ YES ____ NO	N/A	
1.3.13	Within three (3) working days of receipt of this deficiency list, the supplier must complete all minor deficiencies and make all adjustments not requiring new parts.	____ YES ____ NO	N/A	
1.3.14	For all outstanding issues identified on the deficiency list including new parts, the supplier must submit the plan of action with delivery dates of components and completion dates of outstanding work.	____ YES ____ NO	N/A	
1.3.15	Upon completion of the deficiencies and adjustments the supplier must notify the PWGSC Representative that all deficiencies have been completed. The Owner must then submit to the Contracting Authority a final sign-off that the contract is complete.	____ YES ____ NO	N/A	
1.3.16	Successful bidder must be able to convert the furniture floor plans provided by the PWGSC into specific plans reflecting the systems products proposed. This must be done with AutoCad Version 2008 or higher. The plans provided to the Owner will maintain all applicable building and fire codes as per original PWGSC drawings. The product specific drawings will be complete floor plans coded for installation / ordering and inventory. The successful bidder will update and maintain complete plans on CAD files throughout the duration of a project and must submit CAD files to the Owner on CD/DVD/memory stick format upon completion of the project. The drawings must be in metric.	____ YES ____ NO	N/A	
<b>1.4 Clean-Up</b>				
1.5.1	All product must be left clean inside and out after installation.	____ YES ____ NO	N/A	

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1.5.2	Supplier must be responsible for waste/recycling management as a result of product installation. Usage of Owners waste/recycling facilities is not acceptable.	____ YES ____ NO	N/A	
<b>1.5 Warranties</b>				
1.5.1	Manufacturers must provide a minimum ten (10) year full parts and labour warranty on product. Fabric, user adjustable components and electrical components must have a minimum of five (5) years warranty. Submit manufacturer's complete written warranty statement.	____ YES ____ NO		
1.5.2	On-site service must be provided within five (5) working days from day of request/contact.	____ YES ____ NO	N/A	
<b>1.6 Service</b>				
1.6.1	Provide documentation of a Quick Ship / Rush Delivery program that is capable of providing a broad offering of systems products within seven (7) days.	____ YES ____ NO		
<b>1.7 Submittals</b>				
1.7.1	Performance tests must be valid at time of bid submission.	____ YES ____ NO		
1.7.2	Submit three copies product descriptive literature, application guide & price list for furniture with labelled tabs indicating locations of cross references.	____ YES ____ NO		
1.7.3	Submit WHMIS MSDS acceptable to Service Canada Labour and Health Standards.	____ YES ____ NO		
1.7.4	Submit detailed instructions for repair and/or replacement of worn furniture parts.	____ YES ____ NO		
<b>MANDATORY CRITERIA: SECTION 2: Panels</b>				
<b>2.1 Panel Construction Standard</b>				
2.1.1	Panel support must be an integral part of the system. It is the responsibility of the supplier to ensure that all panel runs are stable.	____ YES ____ NO		
2.1.2	Panels, connectors and all necessary hardware installed must be no greater than the size denoted on the work station layouts.	____ YES ____ NO		
2.1.3	All panel heights and widths must be available in both powered and non-powered options.	____ YES ____ NO		
2.1.4	Panels must be non-progressive (I.e. a panel must be able to be removed from middle/centre of run without removing other panels.	____ YES ____ NO		
2.1.5	All panels must be capable of in-field retrofit to add, delete or replace panel stack ons and inserts in the future without dismantling the workstation.	____ YES ____ NO		
2.1.6	All powered and non-powered, cabled and non-cabled panels in any one of the specified heights (i.e. 54") must be the same height.	____ YES ____ NO		
2.1.7	All non - powered panels must have off - module capability without damage to the surface finish of panels.	____ YES ____ NO		
<b>2.3 Sizes</b>				
2.3.1	Panels and stack-on components must be nominally available in the following widths: 24", 30", 36", 42" and 48".	____ YES ____ NO		

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2.3.2	Panels must be comprised of any combination to create a base panel height no more than 54" and no less than 50" and must be able to accept at minimum one load-bearing stack-on components to create a combined height of (±2") 66".	____ YES ____ NO		
2.3.3	Panels must also be able to accommodate a transaction worksurface at a height of (±3") 42".	____ YES ____ NO		
2.3.4	Panel thickness must be a minimum of 2.5" (+ 1/2"). Panels are shown as 2.5" thick on the drawings. If they are thicker than 2.5" manufacturer will be responsible to confirm site dimensions to confirm/adjust panel sizes as shown on the plans will fit within the column grids prior to placing order.	____ YES ____ NO		
<b>2.4 Connectors</b>				
2.4.1	Panel connection must provide a continuous sight and sound seal, top & bottom.	____ YES ____ NO		
2.4.2	Panel creep must be a maximum of 1/4" at 180 degree "I" connections and a maximum of 1/4" plus the panel thickness at 90 degrees in "L", "T", "U" or "X" connections.	____ YES ____ NO		
2.4.3	All panels must be load bearing and capable of supporting hang-on components such as worksurfaces and storage units at heights that are adjustable by a maximum of 38.1 mm (1.5") increments over the full height of the panel.	____ YES ____ NO		
2.4.4	The panel system must provide for panels of the same or different heights to be connected at 90 degrees and 180 degrees in combinations "I", "L", "T", "U" or "X" configurations	____ YES ____ NO		
<b>2.5 Panel Alignment</b>				
2.5.1	Panels must have an inherent vertical alignment feature ensuring that all panels maintain height consistency.	____ YES ____ NO		
<b>2.6 Leveling Glides</b>				
2.6.1	All panels must have leveling glides with a minimum vertical adjustment of 25mm (1").	____ YES ____ NO		
2.6.2	All panels must have easy access to panel glide levelers.	____ YES ____ NO	N/A	
2.6.3	Glides must be adjustable within panel run.	____ YES ____ NO	N/A	
<b>2.7 Finishes: Panel Trim</b>				
2.7.1	All trim colour must match with component colour.	____ YES ____ NO		
2.7.2	All exposed panel ends at the "L", "U" and "T" connections must be finished with a compatible filler piece.	____ YES ____ NO		
2.7.3	All panels supplied must not have unfinished corners, intersections or ends of runs.	____ YES ____ NO		
2.7.4	The system must provide panel top caps, panel end trims and variable height end trims and corner covers that can be attached to the panel without visible connecting devices in order to provide an aesthetically pleasing and uniform appearance.	____ YES ____ NO		
2.7.5	All trim top caps, panel ends, variable height end trims and corner covers must be made from metal.	____ YES ____ NO		
<b>2.8 Finishes: Removable Tiles</b>				
2.8.1	All removable tile frames must be constructed of metal.	____ YES ____ NO		
2.8.2	Removable tiles must be available in fabric, glass, metal slats, perforated metal, embossed metals and whiteboard.	____ YES ____ NO		

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2.8.3	All fabric removable tiles must be acoustical / tackable unless noted otherwise.	____ YES ____ NO		
2.8.4	Panels must provide tackable fabric surfaces from above desk height of 29" or from above the height of (±3") 34" on both sides of panels unless otherwise noted on drawings.	____ YES ____ NO		
2.8.5	All panels must have metal tiles below desk height of 29" or below a height of (±3")34".	____ YES ____ NO		
2.8.6	All panel tiles must be field-replaceable.	____ YES ____ NO		
2.8.7	The availability of the selected fabric must be guaranteed for a minimum of three (3) years from the time of the award of the project.	____ YES ____ NO		
2.8.8	Bidders must submit a minimum of three (3) fabric cards/patterns, each with a distinct pattern and a full range of colour options, from their standard published catalogue complete with full specifications.	____ YES ____ NO		
2.8.9	Panel fabric must be at minimum one level above manufacturer's lowest grade in their standard published catalogue.	____ YES ____ NO		
2.8.10	Fabrics must have recycled content.	____ YES ____ NO		
2.8.11	All vertical & horizontal reveal lines must be consistent from panel to panel.	____ YES ____ NO		

### MANDATORY CRITERIA:

#### SECTION 3: Panels - Electrical / Communication

3.1 Standard				
3.1.1	The raceways in both powered and non-powered panels must accommodate at minimum 7 #12 AWG wire (three circuit with three separate neutrals system and one common ground) applied through one harness. All components and connections must be CSA rated and approved.	____ YES ____ NO		
3.1.2	Panels of each pod of a typical workstation must accommodate:			
	18 CAT 6a cables (1 voice & 2 data per workstation), or 18 fiber optic cables (3 fiber optic cables per workstation).	____ YES ____ NO		
	3 separate circuits - each with separate neutral. 1 shared ground for all 3 circuits.	____ YES ____ NO		
3.1.3	Each workstation must have the following outlets located:			
	Three duplex receptacles. See furniture legend and plan for notes regarding placement of outlets on panels.	____ YES ____ NO		
	Two data receptacles & one voice receptacle at the base of the panel, or three fiber optic receptacles at the base of the panel.	____ YES ____ NO		
3.1.4	Non-powered panels must be capable of field conversion to powered panels without the requirement of the workstation being dismantled and at no additional cost to Owner except for the necessary electrical components.	____ YES ____ NO		
3.1.5	Internal cable management hooks within panel cavities must be provided at every 150-200 mm (6-8") on center horizontally and in multiple locations along the entire height of the panels.	____ YES ____ NO		
3.2 Power Poles				
3.2.1	Power poles must be able to accommodate a 2438 mm (8'-0") high ceiling. Ceiling heights will vary +100mm (+6") to - 30mm (-2") from this height throughout all floor areas (90% chance of variance.)	____ YES ____ NO		

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3.2.2	Power poles must be able to open on one side of pole to allow for lay-in for wires/cables.	____ YES ____ NO		
3.2.3	Power poles must be an integral part of the panel system. Each panel or system must be capable of accepting a power pole anywhere along the length of a panel or at minimum 6" from the end of a panel.	____ YES ____ NO		
3.2.4	Power poles must have full metal separation between the power and communication wiring channels.	____ YES ____ NO		
3.2.5	Each power pole must be capable of accommodating the power cables along with 18 Category 6a or 18 optical fiber cables, with no more than a 40% fill capacity.	____ YES ____ NO		
3.2.6	The finishes within and at top of the power poles must be smooth to avoid any damage to wires or cables.	____ YES ____ NO		
3.2.7	One power pole to accommodate a maximum of 6 workstations.	____ YES ____ NO		
<b>3.3 Electrical Components</b>				
3.3.1	Panels must accept minimum of two duplex receptacle on each face in back-to-back locations. See 3.1.3.	____ YES ____ NO		
3.3.2	All connectors must be colour coded as per CSA Standards.	____ YES ____ NO		
3.3.3	Each of the circuits must be identified and labeled on outside of the outlet receptacles.	____ YES ____ NO		
3.3.4	Power assembly components must be modular and non-handed capable of providing power at needed locations without disassembling workstation.	____ YES ____ NO		
3.3.5	Power/data assembly must be able to be functionally relocated within a minimum of three locations in panel of the same width at: - below desk height, - desk height, - top of panels in lay in cable trough.	____ YES ____ NO		
<b>3.4 Raceways</b>				
3.4.1	All powered and non - powered panels must have a raceway capable of accommodating at least 7 #12 AWG wires (three circuit with three separate neutrals system and one common ground) and another raceway capable of accommodating a minimum of eighteen (18) CAT 6A data and telecommunications cables or 18 fiber optic cables with no more than 40% fill capacity. The minimum individual cable diameter is 0.30" with a cross sectional area = 0.071 sq. in. Samples of the channel system and/or scaled and fully noted shop drawings detailing the channel system must be supplied with the tender to ensure it is fully compliant.	____ YES ____ NO		
3.4.2	The raceways must have access points to receive back-to-back electrical and data / voice outlets as required.	____ YES ____ NO		
3.4.3	The raceway access point covers must be capable of being opened without the use of special tools and closed tightly without any gap and be capable of being re - used if the outlet has been relocated or removed.	____ YES ____ NO		
3.4.4	All unused knockout access points, which are visible under normal use or installation, must be capable of being covered to prevent unsightly holes.	____ YES ____ NO		
<b>3.5 Vertical Wire Management</b>				
3.5.1	The external wire management must accommodate outlet cords as well as electrical and communication wiring.	____ YES ____ NO		

Reference Section	Technical Requirement	Comply (Bidder shall indicate Yes or No)	Supporting Information (Bidder shall indicate cross-reference)	Comments (For use by Evaluation Team Only)
3.5.2	Each workstation must be provided with an external vertical wire management system to conceal wires running from the base outlets to desk height.	____ YES ____ NO		
3.5.3	Finish and colour of the vertical wire management system must be compatible with the manufactures system finish and colour.	____ YES ____ NO		
<b>3.6 Horizontal Wire Management</b>				
3.6.1	Each workstation must be provided with an external horizontal wire management system (i.e. a cable management trough or tray to lay in power and patch cords beneath the desk off the floor).	____ YES ____ NO		
3.6.2	To ensure cable security, there must be NO exposed voice and data cables accessible to users during normal use. Voice and data cables must NOT be visible. Only the data/voice outlet can be visible and accessible to the users at panel's base. Voice and data cabling is to be concealed inside channel and terminate in a fixed jack located in panels.	____ YES ____ NO		
<b>3.7 Communication Cabling</b>				
3.7.1	Communication cabling must be lay-in horizontally in metal cable trough at panel tops.	____ YES ____ NO		
3.2	Panel must accommodate minimum of 18 CAT 6A cables or 18 fiber optic cables and not exceed 40% capacity in the panel cavity.	____ YES ____ NO		
3.7.3	Panel must have ability to accommodate non-proprietary zone cabling distribution panels. Interior of panel cavity to be sufficient to house a non - specified zone_distribution system & to allow for its access by removal of panel skins.	____ YES ____ NO		
3.7.4	All vertical cables must be managed by vertical cable covers and integrated along the panel's vertical standards.	____ YES ____ NO		
3.7.5	Voice/Data face plate trims must be provided by manufacturer which will accommodate three (3) termination points from CAT 6A or three (3) fiber optic termination points.	____ YES ____ NO		
3.7.6	All panels must be capable of accommodating the industry standard data and voice modules and be able to accept back-to-back DVO's when required. The standard modular voice and data outlet being used is the RJ45 jack. For the location of these outlets, refer to the attached drawings. The standard outlet for optical fiber is Duplex SC type.	____ YES ____ NO		
3.7.7	The DVO's must be interchangeable along the raceway.	____ YES ____ NO		
<b>3.8 Fibre Optic</b>				
3.8.1	Cable routing locations within the panel must maintain the cable manufacturer's recommended minimum bend radius for fiber optic cables.	____ YES ____ NO		
<p align="center"><b>MANDATORY CRITERIA:</b></p> <p align="center"><b>SECTION 4: Components - Work Surfaces</b></p>				
<b>4.1 Material / Construction</b>				
4.1.1	Work surface edges must be PVC. Plastic laminate self edge is not acceptable.	____ YES ____ NO		
4.1.2	All work surfaces must be finished in high-pressure plastic laminate. Bidders must submit visuals to demonstrate compliance (i.e brochures or actual plastic laminate samples).	____ YES ____ NO		



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4.1.3	All supported component trim finishes must match the trim finish selected for the panels.	____ YES ____ NO		
4.1.4	All panel supported work surfaces must have off - module capability.	____ YES ____ NO		
<b>4.2 Types / Sizes</b>				
4.2.1	Rectangular worksurfaces must be available in 24" and 30" nominal depth and in nominal widths of 30", 36", 42, 48", 60" & 72".	____ YES ____ NO		
<b>4.3 Work Surface Support</b>				
4.3.1	Work surfaces must be panel hung or a combination of panel hung and supported by adjustable legs that must accommodate work surface height range of 26" to 32" minimum.	____ YES ____ NO		
<b>4.4 Notched Surfaces &amp; Continuous Gap</b>				
4.4.1	Notched surface or continuous gap between worksurface and panel in rear of the worksurface to be standard. Notched surfaces or continuous gap between worksurface and panel must accommodate all sizes of office equipment & computer plugs.	____ YES ____ NO		
<b>MANDATORY CRITERIA:</b>				
<b>SECTION 5: Components - Mobile Pedestals &amp; Multi - Function Storage Cabinets</b>				
<b>5.1 Standard</b>				
5.1.1	Mobile pedestals, bookcases & multi - function storage cabinets must be metal.	____ YES ____ NO		
5.1.2	All mobile storage pedestals & multi - function storage cabinets must have the top and all four sides finished.	____ YES ____ NO		
5.1.3	The width of the mobile pedestal must have a nominal width of 15" and nominal depth of 24"	____ YES ____ NO		
5.1.4	Colour and finish must match systems components.	____ YES ____ NO		
5.1.5	Casters must be carpet type on mobile pedestals.	____ YES ____ NO		
5.1.6	Mobile pedestals must be supplied with two (2) front/back casters to be locking swivel, two (2) front/ back casters to be non-swivel.	____ YES ____ NO		
5.1.7	Multi - function storage cabinet shelves & shelving supports must be all metal construction. Adjustable shelving must adjust in maximum of 50 mm (2") increments over entire height range of storage compartment.	____ YES ____ NO		
5.1.8	All storage drawers and doors pulls must be operable with a closed fist.	____ YES ____ NO		
<b>5.2 Types and Sizes</b>				
5.2.1	Manufacturer must provide one (1) mobile drawer pedestal configuration:  - Type B/F: combination locking box/file drawers complete with pencil tray, box drawer divider(s) and all inserts necessary to accommodate hanging files, with cushioned seat top to fit under nominal 24" deep worksurface.	____ YES ____ NO		

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5.2.2	Multi - function storage cabinet must be freestanding 24" (± 1") wide x 24" (± 1") deep x 54" maximum and 51" minimum high complete with an enclosed full height coat storage unit with hinged locking door and filing/storage component as follows:  2H: two (2) locking file drawers and three (3) shelves in storage compartment , two (2) of these adjustable. Shelves of storage compartment must have open access from the side of the unit.  Provide all inserts necessary to accommodate hanging files in each drawer. Provide one (1) coat rod per coat storage unit. Coat storage door lock and file drawer lock must function independently of each other.	____ YES ____ NO		
<b>5.3 Finishes</b>				
5.3.1	Finish and colour must match panel system trim colour and components.	____ YES ____ NO		
5.3.2	Cushioned seat fabric must be a minimum of one (1) grade above the lowest available in the standard published catalogue.	____ YES ____ NO		
5.3.3	Bidders must submit a minimum of three (3) upholstery fabric cards/patterns each with a distinct pattern and a full range of colour options from their standard published catalogue, complete with full specifications.	____ YES ____ NO		
<b>MANDATORY CRITERIA: SECTION 6: Components - Accessories</b>				
<b>6.1 Locks</b>				
6.1.1	All mobile pedestals, multi - function storage cabinets must have locks with capability to change cylinders easily and retrofit on site.	____ YES ____ NO		
6.1.2	All storage units within a single workstation, which have locks, must be keyed alike. There must be two (2) keys provided for each workstation with a master key for entry to all key lock combinations.	____ YES ____ NO		
6.1.3	Key blanks, in the amount of 5% of the total number of keys offered, must be provided for the exclusive use of Owner.	____ YES ____ NO		
6.1.4	Lock cylinders, in the amount of 10% of the total number of lock cylinders being offered, must be provided. At least four (4) lock tools for the removal and installation of lock cylinders shall be provided.	____ YES ____ NO		
6.1.5	A single master key must be able to accommodate a minimum of 600 different key lock combinations. Provide four (4) master keys in total.	____ YES ____ NO		
<b>6.2 Slat Wall Organizers</b>				
6.2.1	Provide one (1) phone shelf, two (2) file sorters, two (2) letter trays, one (1) pencil holder, one (1) paper clip holder per work station.	____ YES ____ NO		
<b>MANDATORY CRITERIA: SECTION 7: Training</b>				
<b>7.1 Facilities Personnel Training</b>				

# ANNEX 'A' - FURNITURE MANDATORY CRITERIA

Reference Section	Technical Requirement	Comply (Bidder shall indicate Yes or No)	Supporting Information (Bidder shall indicate cross-reference)	Comments (For use by Evaluation Team Only)
7.1.1	Successful Bidder in conjunction with the Manufactuer must provide a product maintenance handbook , which as a minimum shall include: .1 general guidelines, limitations and warnings .2 contact point(s) (name, telephone numbers, addresses email addresses) for different types of problems .3 guidelines for each type of product i.e. panels, work surfaces, hanging storage components, listing how to properly do general cleaning, spot cleaning, repairs, replacement etc. .4 guidelines for each type of surface (fabric, plastic laminate, metal etc.) listing how to properly do general cleaning, spot cleaning, repairs, replacement etc.	____YES ____NO		
7.1.2	Successful Bidder in conjunction with the Manufactuer must provide a detailed installation manual for the product(s) proposed.	____YES ____NO		
7.1.3	Successful Bidder in conjunction with the Manufactuer must provide training to end users on the benefits of ergonomics and on how to adapt the height adjustable components in order to meet their needs and to gain the greatest benefit from the correct positioning of their work tools .	____YES ____NO	N/A	
7.1.4	The user training program must be approved by Owner.	____YES ____NO	N/A	