

Solicitation No. - N° de l'invitation

EN448-150239/A

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

20150239

Amd. No. - N° de la modif.

File No. - N° du dossier

pq967EN448-150239

Buyer ID - Id de l'acheteur

pq967

CCC No./N° CCC - FMS No/ N° VME

See next page;

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer
3. Additional Information not associated with Certifications

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

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

B. RESULTING CONTRACT CLAUSES

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

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5. Invoicing Instructions
6. Shipping Instructions
7. Installation Services
8. Deficiency Procedures
9. Post Installation Services / Reconfiguration Services
10. Standard Security Requirements

List of Annexes:

- Annex A - Requirement
- Annex B - Delivery and Installation Schedule
- Annex C - Mandatory Site Health and Safety Information
- Annex D - Call-up process
- Annex E - Basis of Payment (including an editable Excel file send upon demand by email to the Contracting Authority)
- Annex F - "Typical" Floor plan and Typical (an Autocad file will be send by email upon demand to the Contracting Authority)

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 & post-installation/reconfiguration services of Workstations and Enclosed Office 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 Annexes A, B, C, D, E and F to Public Works and Government Services Canada (PWGSC), Real Property Branch (RPB) on the behalf of Treasury Board of Canada Secretariat.

The period of the Standing Offer is for three (3) years which includes two (2) distinct periods: Period 1 is for initial delivery and installation of the goods (approximately one year period) and

Period 2 is for post initial delivery and installation & reconfiguration services (approximately two year period). Both periods are on an "as and when requested" basis.

For Period 1, the expected quantities and delivery phasing for the 90 Elgin location are as follows:

Phase 1: (01 & 8 th Floors)	18 +169 Workstations,	17 Enclosed Offices;
Phase 2: (00, 2 nd W & 9 th Floors)	22 + 7 Workstations;	
Phase 3: (7 th Floor)	220 Workstations,	22 Enclosed Offices;
Phase 4: (5 th Floor)	236 Workstations,	19 Enclosed Offices;
Phase 5: (3 rd Floor)	256 Workstations,	10 Enclosed Offices;
Phase 6: (6 th Floor)	245 Workstations,	15 Enclosed Offices;
Phase 7: (4 th Floor)	262 Workstations,	16 Enclosed Offices.

For a total of: 1435 Workstations and 99 Enclosed Offices.

For Period 2, the estimated quantities are:

An estimated 15 % of the expected quantities delivered during Period 1.

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) (<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 (2014-03-01) 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 (2011-15-16) 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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 Part 6, article 4.1 and with 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 Criteria (MTC) (Workstations, Components and Storage)
MTC 1	<p><u>MTC 1.1</u> The Offeror must provide a component listing of the major products proposed which meet the requirements of Annex A, Part 1. For the purpose of this solicitation, the major products are defined in MTS 1.2 below.</p> <p><u>MTC 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, storage towers and metal shelves d) Electrical – outlets, base-feed/ power poles/ceiling feed, task lights and wiring system details <p>The component listing/information in Annex E is to be provided in a table format, on CD/DVD format, written in Adobe Acrobat PDF version 7 or older and on a printed paper format.</p>
MTC 2	<p><u>MTC 2.1</u> The Offeror must submit one floor plan for the “Typical” floor listed in Annex F supplied by PWGSC with the Solicitation Package.</p> <p>The typical floor plan must show the following, as a minimum:</p> <ol style="list-style-type: none"> 1. The information contained in Annex F on the table supplied by PWGSC (an editable format will be sent by email upon demand the Standing Offer Authority) with the Solicitation Package ; 2. The proposed products must meet the requirements of Annex A. The products that must be shown include those listed below corresponding to the floors they are to be installed on: <ul style="list-style-type: none"> - All interconnecting panel systems and supported components; - All free-standing/ height adjustable tables; - All mobile pedestals; - All accessories; - All metal personal storage towers and shelves; - All wire management and electrical capacity of the proposed products, including circuit numbers;

	<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>MTC 2.2</u> The floor plans in MTC2.1 must be submitted as a .dwg Autocad file in an electronic format and a paper version printed to a scale of 1:100. ----- The Offeror is advised that despite Canada evaluating the above aspects of the offer, the Offeror, if awarded the resulting contract, is responsible for meeting all requirements of the contract in Part 6 herein.</p>
MTC 3	<p><u>MTC 3.1</u> 1. The Offeror's proposed products must meet the technical compliance of the following testing and certifications requirements:</p> <ul style="list-style-type: none">a) Flammability - CAN/ULC-S102b) CAN/CGSB-44.229-2008 - Interconnecting Panel Systems and Supported Componentsc) CAN/CGSB-44.227-2008 - Free-standing Office Desk Products and Componentsd) ANSI/BIFMA X5.3, X5.6 & X5.9-2012 (Storage Units – Tests)e) 7.6 of ANSI/BIFMA x7.1-2007f) FSC (Forest Stewardship Council) certifiedg) Adhesion - ASTM D 3359, Method B (painted metals) <p><u>MTC 3.2</u> To demonstrate compliance with MTC3.1, the Offeror 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 in paper format.</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>MTC3.3</u> Test reports: Reports issued by an independent testing laboratory or 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.</p> <p>Age of tests: all test reports must not be more than five years old on the Solicitation Closing date.</p> <p>As a minimum, the test report must include the following information:</p> <ul style="list-style-type: none">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;

	<ul style="list-style-type: none"> 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.
MTC 4	<p><u>MTC 4.1</u> The Offeror's proposed products and services must meet the specified delivery and installations dates as outlined in Annex B Delivery and Installation Schedule.</p> <p>To demonstrate compliance with MTC4.1 the Offeror must provide a signed letter from the manufacturer stating the ability to meet the dates provided in Annex B.</p>
MTC 5	<p><u>MTC 5.1</u> To demonstrate compliance with MTSC 3, Offerors must sign and submit the Product Conformance Certification in Part 5, 2.2, that correspond to the product offered.</p>
MTC 6	<p><u>MTC 6.1</u> Authorized Dealer</p> <p>If the offeror is not the manufacturer of the products offered but is submitting an offer offering the products of a manufacturer(s), the Offeror must:</p> <ul 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> <p>Be an original version signed by the manufacturer and be under the letterhead of the manufacturer;</p> <ul style="list-style-type: none"> List the products name / Series offered; List the model number offered; and <p>Confirm that the Offeror is an authorized dealer for the products specified in the letter.</p>

1.1.1. B	Mandatory Technical Criteria (MTC) for Enclosed Offices
MTC 1	<p><u>MTC 1.1</u> The Offeror must provide a listing of the products proposed which meet the requirements of the Annex A, Part 2.</p> <p><u>MTC 1.2</u> The listing is to be provided in a table format including all sizes provided in Annex E and</p>

	<p>include 3D image of the proposed product.</p> <p><u>MTC 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 and on a printed paper format.</p>
MTC 2	<p><u>MTC 2.1</u> 1. The Offeror's proposed products must meet the technical compliance of the following performance, testing and certification requirements:</p> <ul style="list-style-type: none">a) Particleboard (ANSI/NPA A208.1)b) Freestanding Office Desk Products and Components CAN/CGSB-44.227c) Work Surface Deflection CAN/CGSB-44.227-2008 par. 6.1.1.d) FSC (Forest Stewardship Council) certified <p><u>MTC 2.2</u> To demonstrate compliance with MTC2.1, the Offeror must submit one copy of the test reports 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 and certifications 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>MTC 2.3</u> Tests reports : Reports issued by an independent testing laboratory or 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.</p> <p>Age of tests: all test reports and certificates must not be more than five years old on the date of Solicitation Closing.</p> <p>As a minimum, the test report must include the following information:</p> <ul style="list-style-type: none">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 date, diagrams, charts and

	<p>photographs; and</p> <p>n) a statement that the report must not be reproduced without the written approval of the laboratory.</p>
MTC3	<p><u>MTC 3.1</u></p> <p>The Offeror'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 Offeror 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.</p> <p>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 for standing offers. Canada will be using the Soft Copy for administrative purposes.</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>
MFC 2	<p><u>MFC 2.1</u> The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.</p> <p>Offerors must submit firm prices for all items and services listed in Annex "A".</p> <p><u>MFC 2.2</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 E).</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 and financial 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 associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

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

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 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 Employment and Social Development Canada-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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2. Additional Certifications Required 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 inform the Offeror of a time frame within which to

provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

2.1 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

3. Additional Information not associated with Certifications

Offerors are required to provide hard copy of signed Annex C with their offer.

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, 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 (2014-03-01) 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 Senior Purchasing Assistant (AB Invoice Authority) by email: ncrfurniture.rcnameublement@tpsgc-pwgsc.gc.ca

The data must be submitted to the Senior Purchasing Assistant 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 taxes are extra) specified in the Call-up (as last amended, as applicable);
- iv) The total amount (applicable taxes are 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:

- Period 1: From months 1-12 (approximately) from date of issuance
Period 2: From months 13-36 (approximately) from date of issuance

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)*

Solicitation No. - N° de l'invitation
EN448-150239/A
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
File No. - N° du dossier
pq967EN448-150239

Buyer ID - Id de l'acheteur
pq967
CCC No./N° CCC - FMS No./N° VME

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

4.3 Offeror's Representative (Please, complete legibly)

Name: _____
Telephone: _____
Facsimile: _____
Email: _____

5. Identified Users

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

Period 1: Acquisitions and Real Property Branches of PWGSC and Treasury Board of
Canada Secretariat
Period 2: Treasury Board of Canada Secretariat

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 for Period of Initial Delivery and Installation (Period 1) must not exceed \$ 400,000.00 for Acquisitions and Real Property Branches of PWGSC and for the Period of Post delivery and installation (Period 2), \$ 50,000.00 for Treasury Board of Canada Secretariat. (Applicable Taxes included)

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 (2014-03-01), General Conditions - Standing Offers - Goods or Services
- d) The general conditions 2010A (2014-03-01) General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- 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 (an Autocad format file will be provided by email, upon demand to the Standing Offer Authority);
- 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 Offeror warrants that the Product Conformance Certification submitted by the Offeror is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Offeror must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Offeror 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 Offeror 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 Offeror 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 Offeror must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

10.2 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, 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 provide the items and the services detailed in the call-up against the Standing Offer.

The quantity of goods and/or level of services specified in the Request for Standing Offers (RFSO) and the resulting standing offer(s) are only an approximation of the requirements given in good faith by Canada to the offerors.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2014-03-01), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 09 - Warranty of general conditions 2010A is amended as follows:

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 (2014-03-01) 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.

DELETE:

Section 7.45 – Disclosure of Information

- c. To ensure a consistent approach to the public disclosure of information, PWGSC will release on a routine basis the unit prices and labour rates contained in standing offers for goods and services. Offerors must be informed of PWGSC's intention to disclose unit prices and labour rates contained in successful offers in the event of a resulting standing offer. General conditions 2005 of the Standard Acquisition Clauses and Conditions (SACC) Manual include a provision to this effect.

There may be circumstances where the provisions related to the disclosure of information, as set out above, cannot be applied. Such circumstances must be handled on a case-by-case basis and would require the approval of the manager or higher, depending on the approval authority, before issuing the RFSO or RFSA.

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 per item. All the products are to be delivered FOB destination, 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 Multiple Payments

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

4.3 SACC Manual Clauses

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

4.4 Payment by Credit Card *(this article will be deleted if Credit Cards are not accepted)*

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

- 5.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6. 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:

- 7.1 Receive, unload, store and transport all products/pieces to the staging and/or installation area;
- 7.2 Unpack all pieces and inspect products for shipping damage;
- 7.3 Install all products in accordance with the manufacturer's specifications;
- 7.4 Ensure all other products function properly and make minor adjustment/repairs;
- 7.5 Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
- 7.6 Clean the product once installed;
- 7.7 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;
- 7.8 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 products in accordance with the deficiency procedures.

8. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

- 8.1 The Contractor must notify the Project Authority when the installation is completed;
- 8.2 The Project Authority must arrange for the initial walk-through inspection with the Contractor;
- 8.3 The walk-through inspection must take place no later than three business days after installation is completed;
- 8.4 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;
- 8.5 At time of walkthrough inspection, Contractor must test functionality of all electrical components;
- 8.6 The Project Authority in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
- 8.7 The deficiency list must be forwarded by the Project Authority to the Contractor;
- 8.8 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;
- 8.9 For all deficiencies other than those identified in point 8.7, within seven calendar days from receipt of the deficiency list from the Project Authority, the Contractor must submit the plan of action with delivery dates or completion dates. Canada expects the delivery and completion dates to occur within an estimated 25 days from the date of the deficiency list, however, all deliveries and deficiencies must be completed by the Contractor no later than the final cleaning of the subject phase site(s) as stipulated in Annex E; and
- 8.10 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

- 9.1 Post Installation Services include but are not limited to: Lowering, raising, removing or relocating installed standing offer products.
- 9.2 Reconfiguration:
 - 9.2.1 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.
 - 9.2.2 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.
 - 9.2.3 Within 5 business days of receiving the Call-up the Contractor must provide revised installation drawings to accommodate the revised layouts.

Solicitation No. - N° de l'invitation
EN448-150239/A
Client Ref. No. - N° de réf. du client
20150239

Amd. No. - N° de la modif.
File No. - N° du dossier
pq967EN448-150239

Buyer ID - Id de l'acheteur
pq967
CCC No./N° CCC - FMS No./N° VME

- 9.2.4 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.
- 9.2.5 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.

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.

**REQUIREMENT
Annex A – Part 1**

Technical Specifications

**Interconnecting Panels, Supported and Freestanding
Components and Storage Specifications**

Treasury Board Secretariat– 90 Elgin

1.0 PRODUCT REQUIREMENTS

- 1.1 This is the Technical Specifications for the supply, the delivery and installation of newly manufactured interconnecting panel systems, supported and freestanding components and storage. The same manufacturer must supply panel systems, supported and freestanding components, mobile pedestals and metal storage towers, with the exception of height adjustable electric tables.

The interconnecting panel systems and supported components must meet CAN/CGSB-44.229-2008 (Interconnecting Panel Systems and Supported Components).

The freestanding components must meet CAN/CGSB-44.227-2008 (Free-standing Office Desk Products and Components).

Mobile Pedestals and Storage Towers must meet the testing requirements of ANSI/BIFMA X5.9-2012 (Storage units – Tests)

In addition; all interconnecting panel systems, supported and freestanding components must meet the detailed requirements stated in this document.

- 1.2 The chemical and particle emissions of the furniture proposed must meet Section 7.6.1 of ANSI/BIFMA x7.1-2007 (Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture Systems and Seating).
- 1.3 The Offeror must supply all necessary components (e.g. trim, connectors, supports, wall mounts, electrical covers, etc) to allow the configurations to be integrated as drawn. The Offeror must configure its system to maintain the footprint and components as illustrated in Annex F.

1.4 TEST REQUIREMENTS

- 1.4.1 All interconnecting panels and supported components must meet CAN/CGSB-44.229-2008 (Interconnecting Panel Systems and Supported Components).
- 1.4.2 All interconnecting panel frames must meet the load bearing requirements of ANSI/BIFMA X5.6-2010 (Panel Systems – Tests).
- 1.4.3 All freestanding components must meet CAN/CGSB-44.227-2008 (Free-standing Office Desk Products and Components).
- 1.4.4 Mobile pedestals and Metal Storage Towers must meet ANSI/BIFMA X5.9. (Storage Units – Tests).

- 1.4.5 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
- 1.4.6 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
- 1.4.7 Canadian General Standards Board (CGSB)
1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light
- 1.4.8 American Association of Textile Chemists and Colorists (AATCC) EP1 - Grey Scale for Color Change – Instructions
- 1.4.9 All fabrics (upholstery and wrapped panels) must perform and pass all applicable testing as specified by the Association for Contract Textiles (ACT).
- 1.4.10 The storage towers 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 technical specifications.
- 1.4.11 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
- 1.4.12 Adhesion – The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
- 1.4.13 High pressure decorative laminate (HPDL) must meet CAN3 A172 or ANSI/NEMA LD3.

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

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.
- 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 the client's site or land filled. It must be disposed by the installer at an off-client 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 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 trims, wall mount attachments, electrical harnesses, caps for electrical/communications outlets, mounting cantilevers, brackets, task lights, base feeds, 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.

3.2 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 SUBSTITUTION

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

5.0 PANELS

- 5.1 Refer to the 'typicals' and typical floor plan in Annex "F" for approximate panel heights and workstation configurations.

- 5.2 Interconnected panel systems must be complete with integrated wire management and electrical capacity.
- 5.2.1 Interconnected panel systems must accommodate industry standard communications modules with one knockout on each side of modular sections.
- 5.2.2 The Offeror must 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 or aluminum which has a recycled content greater than 10%.
- 5.5 All interconnecting panels must have leveling glides with a vertical adjustment of at least 38mm (1.5").
- 5.6 All interconnecting panels must have fabric upholstered skins unless otherwise noted in Annex F. Fabric must be from a full color range of standard fabric available, refer to section 10.0 Finishes.
- 5.6.1 Upholstered tile: installed concealed edges to prevent fraying, stable free of snags and wrinkles in finished screen.
- 5.6.2 When specified in Annex F, panels must have the ability to provide different colour fabric of the same grade on each side of panel.
- 5.7 Accessory Rail Panel - 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, height of accessory rail to match height of framed and frameless glazing add-on of adjacent panel.
- 5.7.1 The panel must have a skin installed in place of fabric skin.
- 5.7.2 Accessory rail panel must be able to accommodate a package of a minimum of three (3) accessories. Allow for a selection of three (3) different paper management accessories from the full line(s) of available accessories.
- 5.7.3 Refer to 'typicals' for accessory rail panel locations.
- 5.7.4 Accessory rail finish and all paper management accessories must be painted metal.
- 5.8 White board/dry erase board must be securely mounted on the panel mounting system ensuring that there is no damage to panel or work surface, width of whiteboard to correspond with panel width, height of whiteboard to match height of integrated framed glazing top of adjacent panel. Whiteboard must not include a bottom marker tray.
- 5.8.1 The board must have a skin installed in place of fabric skin.
- 5.9 Interconnecting panels, unless otherwise indicated in Annex F, must be finished with a tackable fabric skin.

- 5.10 Interconnecting panel thickness: all critical aisle dimensions on plan in Annex F must be maintained. Panel thickness can be no greater than 102mm (4") and no less than 50mm (2") in thickness.
- 5.10.1 Filler panel must be supplied 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 Offeror 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 base panel and add-on module(s). Base panel must be no less than 813mm (32 inches) and no greater than 1067mm (42 inches) in height. Each side of the base panel is comprised of two (2) tackable fabric skins, unless otherwise noted.
- 5.13.1 Add-on framed glazing top panels to be single glazed with frosted standard glass. Height of add-on framed glazing top panel to not be less than 355mm (14") and no greater than 508mm (20"). Width of add-on framed glazing top panel to match base panel. Overall height of base panel and framed glass add-on panel must not exceed seated privacy height of 1372mm (54").
- 5.13.1.2 Glazing to be frosted finish unless otherwise indicated in 'typicals' and floor plans, in Annex F.
- 5.13.2.2 Thickness: designed for area to be glazed, minimum 3mm.
- 5.13.2 Interconnecting panel systems have been lowered to wheelchair access height (see 5.13) at base building perimeter glazing; refer to 'typicals' and floor plans in Annex F for locations.
- 5.14 Interconnecting panel frame must have a fabric base panel and fabric add-on module(s). Base panel must be no less than 863mm in height and no greater than 914mm. Height of base panel to match height of base panel of frameless glazing panel and framed glazing panel assemblies unless otherwise indicated in 'typicals' and floor plan. Each side of the base panel assembly is comprised of two (2) tackable fabric skins, unless otherwise noted in Annex F.
- 5.15 All variations of interconnected panel assemblies through the use of base panels and add-on panel(s) (as required) must be available in heights which will accommodate:
- Wheelchair access 863mm minimum to 914 mm maximum
 - Work surface privacy 1067mm minimum to 1219mm maximum
 - Seated privacy 1270mm minimum to 1372mm maximum
- 5.16 All variations of interconnected panel assemblies must be available in the following widths: 610mm, 762mm, 914mm, 1067mm, 1219mm, 1372mm and 1524mm.

6.0 POWER/COMMUNICATIONS

- 6.1 Receptacles must be interchangeable anywhere along the wiring harness and must be located at the base raceway of the panel or within 457mm above the finished floor, unless otherwise noted in Annex F.
- 6.2 Panel system product must be able to accommodate electrical and communication installation at the base of the panel or within 457mm (18") above the finished floor. The second location of the electrical to be above work surface height between 770mm and 967mm above finished floor at locations indicated in 'typicals'. Both power and communication locations at base raceway and above work surface must be capable of being mounted on the same panel.
- 6.3 Each workstation must be provided with vertical and horizontal cable management systems to conceal any external cables.
- 6.4 Panel electrical system must be made of components which are modular and must provide power only at needed locations, as specified in Annex F. The system must provide for base feeds and for ceiling access feeds, as indicated on drawings in Annex F.
- 6.5 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 must have no more than a 60% fill capacity.
- 6.6 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.
- 6.7 Base feeds must:
- 6.7.1 Accommodate both electrical and communication systems.
 - 6.7.2 Provide whip for Electrical connection to junction box (supplied by other sources) from base-feed location to powered panel.
- 6.8 Utility poles must:
- 6.8.1 Accommodate both electrical and communication system.
 - 6.8.2 Must accommodate a ceiling height of 2750mm.
 - 6.8.3 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.
 - 6.8.4 The utility pole section for the telecommunication system must be capable of accepting eighteen telecommunication cables, category 6, with no more than 60% fill capacity.
 - 6.8.5 Provide 4500mm whip for Electrical connection to junction box (supplied by other sources).

- 6.9 The electrical system must be configured in an eight wire, four circuits (3+1) configuration. The circuits must be provided as follows.
- 6.9.1 Three circuits share one neutral and one ground (5 wires).
- 6.9.2 One circuit has one dedicated neutral and one ground (3 wires).
- 6.10 Each workstation must have three (3) duplex power receptacles. One electrical circuit must provide power to two workstations. Electrical circuits must be alternated to bring evenly distributed power to the furniture system.
- 6.11 Each workstation must have one (1) voice/data outlet.
- 7.0 PANEL SUPPORTED AND FREESTANDING WORK SURFACES**
- 7.1 Work surfaces must be supplied in various widths, depths and shapes and finishes as specified in the 'typicals' and floor plans in Annex F.
- 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 All work surfaces must be installed level at 737mm above the finished floor and have the capability of being height-adjusted in 25 mm (1") increments.
- 7.3.1 Height adjustability of freestanding and panel hung work surfaces must match.
- 7.4 Work surface thickness to be a minimum of 27mm to a maximum of 32mm.
- 7.5 Rectangular connecting work surfaces must be available in widths of: 762 mm, 914 mm, 1067 mm, 1219 mm, 1372 mm, 1524 mm and 1829 mm.
- 7.6 Rectangular connecting work surfaces must be available in depths of: 610 mm and 762 mm.
- 7.7 Panel hung work surface:
- 7.7.1 Work surfaces must be panel mounted by use of cantilevers. All work surfaces are to be predrilled to accept installation of support hardware and attachments. Where two panels 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.
- 7.7.1.1 Surfaces spanning 1524mm or greater require an additional cantilevered support if surface is hung on a panel that the width is 1524mm or greater.
- 7.7.2 Work surfaces must have wire way scoops/scallops or space between the work-surface and panel for wire management noted in the 'typicals'.
- 7.7.2.1 Work surfaces 1219mm and greater to have two (2) wire scoops/scallops if there is no space between the work-surface and panel.

- 7.7.2.2 All work surfaces to have concealed horizontal and vertical wire/cable management.
- 7.7.3 Floor supports must be C-legs, T-legs, P-Legs, or H-Legs with leveling glides with a vertical adjustment of at least 25 mm must be provided in areas where end-panels are not showing on the floor plan.
- 7.7.4 Where work surfaces are adjacent to each other a separate bracket must be installed with each adjacent component except when freestanding work surfaces and panel hung work surfaces abut.
- 7.8 Freestanding work surfaces:
 - 7.8.1 Freestanding surface supports: must be C-leg, T-leg, P-Legs, or H-Legs.
- 7.9 Electronic height adjustable computer table work surface:
 - 7.9.1 Table sizes –table work surface must be rectangular and sizes must be 1320mmW minimum, 1372mmW maximum x 736mmD minimum, 762mmD maximum and 1194mmW minimum, 1219mmW maximum x 736mmD minimum, 762mmD maximum.
 - 7.9.2 Height adjustability - Table must be electronically height adjustable with a minimum of 647mm adjustment range. The table at its lowest, must be at maximum of 559mm A.F.F., and at its tallest, must be no lower than 1206mm A.F.F.
 - 7.9.3 Concealed vertical and horizontal cable/ wire management must be provided.
 - 7.9.4 Electronic controls: must be located at the front of the work surface.
 - 7.9.4.1 Electronic controls must be programmable with a minimum of two (2) settings.
 - 7.9.5 Underside of work surface must have a clear area of 102mm (4") deep for the total width of the work surface is available at the back of the work surface, top and bottom for the future installation of desk clamp mounted monitor arms.
 - 7.9.6 Table to not interfere with any workstation components when being raised and lowered.
 - 7.9.7 Electronic height adjustable computer table may be provided from a different statement line or manufacturer.
- 7.10 Transaction work surfaces must not be less than 305 mm deep and no greater than 381 mm deep and widths of 1219mm and 1372mm.
 - 7.10.1 Transaction work surfaces must be securely mounted as add-ons to the panels.
 - 7.10.2 Transaction work surfaces must match finishes and edge profiles to the work surfaces in the workstations.
- 7.11 Plastic Laminate Round Mobile Table

7.11.1 Plastic Laminate round mobile table must be 762mm in diameter and no greater than 737mm above the finished floor.

7.11.2 Base to be metal four (4) or five (5) star base complete with leveling glides.

8.0 STORAGE

8.1 All storage (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 Identified User.

8.1.1. Locks must be installed so that drawers and doors fit tight against the storage box when in the locked position. Any amount of gap or movement of a locked door or drawer is unacceptable.

8.2 Metal door and drawer pull/handle to be included for each door and drawer in metal storage units, style and finish must match between all components.

8.3 Metal mobile pedestals with seat cushion:

8.3.1 Must be provided with the following configurations of box drawer and file drawers, one per workstation, unless otherwise noted in Annex F:

8.3.1.1 Box/file (B/F) complete with removable pencil tray.

8.3.1.2 File drawers must accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.

8.3.1.3 Must have lockable carpet casters for carpeted flooring.

8.3.1.4 Must have individual fixed handle or inserted pull for ease of mobility which allows the unit to be moved without requiring the drawers in the locked position.

8.3.2 Must have smooth metal surfaces all sides including top and must be covered entirely in a consistent, dust-free paint finish.

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

8.3.4 Must have an integrated seat cushion. Fabric used as upholstery must be from the complete selection of standard fabric and must meet section 10.1 Fabrics.

8.3.5 Must fit underneath the work surface mounted at standard height of 737mm above finished floor.

8.3.5.1 Height must be no less than 546mm and no greater than 585mm.

8.3.5.2 Width must be no less than 381mm and no greater than 457mm

8.3.5.3 Depth must be no less than 558mm and no greater than 597mm.
Front face of pedestal must not project past the front edge of the
work surface when placed under work surface.

8.4 Metal Storage Towers:

- 8.4.1 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.
 - 8.4.1.1 All edges with which the user, public or persons maintaining the cabinets may come in contact with must have all corners and edges eased.
 - 8.4.1.2 Doors and drawers must fit squarely and evenly into the openings on all sides.
 - 8.4.1.3 A metal door and drawer pull/handle to be included for each door and drawer in unit.
 - 8.4.1.4 All storage components are to be accessed from the front of the storage tower.
- 8.4.2 Storage towers must be available from 584mm to 610mm deep and in width no less than 584mm and no greater than 610mm.
- 8.4.3 Storage tower must be available in heights 1270mm to a maximum of 1372mm to accommodate seated privacy and must match but not exceed the height of the tallest interconnected panel.
- 8.4.4 Storage towers must be comprised of the following: One (1) 150mm to 229mm wide full height space to hang a coat complete with all hardware for coat hanging (metal hang rod or minimum two (2) metal coat hooks), One (1) 381mm to 460mm wide adjustable shelf complete with door; and a file/file (F/F) drawer configuration. 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.
- 8.4.5 Storage tower doors must be in handed option. Refers to 'typicals' and floor plans in Annex F.
- 8.4.6 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/file drawers.
 - 8.4.6.1 Locks must be installed so that drawers and doors fit tight against the storage box when in the locked position. Any amount of gap or movement of a locked door or drawer is unacceptable.
- 8.4.7 Glides – Cabinets must be equipped with 4 glides with a minimum vertical adjustment of 25 mm.
- 8.4.8 Suspension - The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.
- 8.4.9 Doors – The cabinet doors must be capable of opening a minimum of 110°.

- 8.4.10 Shelves - Shelves must be adjustable on increments of no more than 63.5 mm. Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment.
- 8.4.11 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.
- 8.4.12 Counterweights - Counterweights must be supplied and installed with cabinets when required through ANSI/BIFMA x5.3 and ANSI/BIFMA x5.9 compliancy.
- 8.5 Panel Hung Metal Shelf:
 - 8.5.1 Must be metal, finish to match panel frames.
 - 8.5.2 Must match the width of the panel it is affixed to, as indicated in 'typicals'.
 - 8.5.3 Depth of shelf must be a minimum of 304mm to a maximum of 381mm.
 - 8.5.4 Shelf must have metal end panels both sides at minimum 76mm to a maximum of 200mm
 - 8.5.5 Each metal shelf must come complete with one (1) adjustable shelf divider.
- 9.0 ACCESSORIES**
- 9.1 Freestanding 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.
- 9.2 Accessory Bar System - must be securely mounted on the panel mounting system ensuring that there is no damage to panel or work surface, width of accessory bar to correspond with panel width, height of accessory bar to be a minimum of 76mm and maximum of 127mm. Accessory bar must be capable of being mounted at wheelchair access height panel (863mm to 914mm) above the panel hung work surface as indicated in 'typicals', Annex F.
 - 9.2.1 Accessory bar system must be able to accommodate a package of a minimum of three (3) accessories. Allow for a selection of three (3) different paper management accessories from the full line(s) of available accessories.
 - 9.2.2 Refer to 'typicals' in Annex F for accessory bar locations.
- 9.3 Accessory bar finish and all paper management accessories must be painted metal.
- 9.4 Single Monitor Arm:
 - 9.4.1 The monitor arm must fasten onto a work surface of minimum of 27mm to a maximum of 32mm thick by a desk clamp mount.
 - 9.4.2 The monitor arm must allow for installation of one flat screen monitor above the work surface.
 - 9.4.3 The extendable monitor arm must support a flat screen monitor of up to 813mm (32 inches) with a weight of at least 20 lbs.

- 9.4.4 The extendable monitor arm must extend a depth range of at least 457mm to 864mm (18 inches to 34 inches) and a height range of at least 229mm (9 inches).
- 9.4.5 The flat screen monitor must be fastened to the extendable arm by means of a bracket that is Video Electronics Standards Association (VESA) compatible.
- 9.4.6 Monitor arm must have full range dynamic motion capability (side to side, up/down, in/out, and rotating).
- 9.4.7 Up to two (2) single monitor arms must be specified for each workstation.

10.0 FINISHES

10.1 Fabrics:

10.1.1 Upholstery

- 10.1.1.1 Fabrics must contain a minimum recycled content of 40% polyester or other environmentally appropriate material.
- 10.1.1.2 The offer must include a selection of at least ten fabric style offerings with multiple color ways including of panel fabric upholstery.

10.1.2 Panel Fabric

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

10.2 Horizontal Surfaces:

- 10.2.1 Horizontal work surfaces must meet the performance requirements for high-pressure laminate and be composed of phenolic resin impregnated Kraft paper filler stock for Class 1 Decorative Laminate of Grade required by woodwork quality standard.

- 10.2.2 The offer must include the complete selection of standard horizontal finishes including solid, pattern and wood grains.

Minimum selection of laminates to include 6 wood pattern, 6 solid colours, and 3 patterns.

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 offer must include a minimum selection of 5 standard and/or textured metal finishes.
- 10.3.3 The offer must include the complete selection of paint, metal, glazing film, plastic and other and other component finishes.

- 10.3.4 All supported component trim finishes must match the trim finish selected for the panels.
- 10.3.5 The offer must include the complete selection of polymer or PVC edge trim colours.
- 10.3.6 Freestanding surface must match finishes and edge profiles to the work surfaces in the workstation except for the height adjustable electric table.

11.0 OFFEROR'S IDENTIFICATION

- 11.1 The Offeror must mark each cabinet permanently and legibly with its recognized trademark or name.

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

REQUIREMENT
Annex A – Part 2
Technical Specifications
Freestanding and Enclosed Office Furniture Specifications

Treasury Board Secretariat– 90 Elgin

1.0 PRODUCT REQUIREMENTS

- 1.1 This is the Technical Specifications for the supply, the delivery and the installation of newly manufactured freestanding enclosed office furniture. The same manufacturer must supply all freestanding components and surfaces, mobile pedestals and storage units, with the exception of height adjustable electric tables.

The freestanding components must meet CAN/CGSB-44.227-2008 (Free-standing Office Desk Products and Components).

In addition, all freestanding enclosed office furniture must meet the detailed requirements stated in this document.

- 1.2 The Offeror is responsible for supplying all necessary components to allow the configurations to be integrated as drawn. The Offeror must configure their furniture to maintain the layout and components as illustrated.

1.3 TEST REQUIREMENTS

1.3.1 American Society for Testing and Materials (ASTM)

1.3.1.1 ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test

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

1.3.1.2 ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test.

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

1.3.1.3 ASTM E84 – Standard Test Method for Surface Burning Characteristics of Building Materials

1.3.2 American National Standards Institute (ANSI)

1.3.2.1 ANSI/BIFMA X 5.9 American National Standard for Office Furnishings – Storage Units – Tests

1.3.2.2 ANSI/BIFMA X 5.3 American National Standard for Office Furnishings – Vertical Files Tests

- 1.3.2.2.1 Mobile pedestals must be tested in accordance with the applicable sections of ANSI/BIFMA X5.3
- 1.3.2.3 ANSI/BIFMA X 5.5 American National Standard for Office Furnishings – Desk Productions
 - 1.3.2.3.1 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.
- 1.3.2.4 ANSI/BIFMA X 5.9 American National Standard for Office Furnishings – Storage Units –Tests
 - 1.3.2.4.1 Mobile pedestals must be tested in accordance with the applicable sections of ANSI/BIFMA X5.3
 - 1.3.2.4.2 Hutches must be tested in accordance with the applicable sections of ANSI/BIFMA X5.3
- 1.3.2.5 ANSI/BIFMA X 7.1 American National Standard for Office Furnishings – Standard for Formaldehyde & TVOC Emissions
- 1.3.2.6 ANSI/BIFMA M 7.1 American National Standard for Office Furnishings – Standard Test Method for Determining VOC Emissions
- 1.3.2.7 ANSI/NEMA LD3 – High Pressure Decorative Laminates Standards.
- 1.3.3 Canadian General Standards Board (CGSB)
 - 1.3.3.1 1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light
- 1.3.4 CAN/CGSB 44.227 – Freestanding Office Desk Products.
 - 1.3.4.1 Deflection – The horizontal work surface must meet the deflection requirement of work surfaces as stated in CAN/CGSB-44.227 – par. 6.1.1.
 - 1.3.4.2 Vertical surfaces and supports must meet the performance requirements for finishes as stated in CAN/CGSB-44.227 – Table 1.
- 1.3.5 American Association of Textile Chemists and Colorists (AATCC) EP1 - Grey Scale for Color Change – Instructions.
 - 1.3.5.1 Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrasts by reference to AATCCP EP1 after exposure for 40 h in the Fade-O-meter 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.
- 1.3.6 ATCM 93120 – Airborne Toxic Control Measure – Ultra Low Emitting Formaldehyde (ULEF).
- 1.3.7 Greenguard - Children and Schools Standard

- 1.3.8 All other surfaces, must meet the performance requirements for laminates, painted wood or painted non-wood.

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

2.0 ENVIRONMENTAL REQUIREMENTS FOR FREESTANDING ENCLOSED OFFICE FURNITURE

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. particleboard, medium density fiberboard, plywood) that contains urea-formaldehyde based resins, the substrates must be fully encapsulated on all six sides.
- 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 freestanding enclosed office furniture must be free of Hazardous Air Pollutants (HAP's).
- 2.1.5 No office furniture component part must contain plastic foam that is manufactured or formulated using CFCs (chlorofluorocarbon) or HCFCs (hydrochlorofluorocarbons).
- 2.1.6 All 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 freestanding enclosed office furniture components from mechanical damage or soiling. No packaging may be left on site or land filled. 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 pencil trays. Items not considered major are the work surface edges.

3.0 GENERAL REQUIREMENTS

- 3.1 Quality of Workmanship of any items not included within CAN/CGSB 44.227 – Freestanding Office Desk Products - 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 no 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.
- 3.1.1 Metal edges, must have rounded corners or be covered with protective caps.
 - 3.1.2 Doors and drawers must fit squarely and evenly into the openings on all sides.
 - 3.1.3 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.
 - 3.1.4 All storage (mobile pedestals, overhead storage and wardrobes) as well as any items used to support the overhead storage must be identical in finishes and provide a uniform appearance.
 - 3.1.5 Safety – Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 3.2 All work surfaces, including the file top surface, to have a polymer or PVC edge trim.
 - 3.3 Metal Finishes: Supports must be constructed of factory finished steel or anodized aluminum. Metal finish on all legs and supports must be consistent between components.
 - 3.4 Style and finish must coordinate between all free-standing pieces unless otherwise indicated.
 - 3.5 Mobile pedestal must have a minimum of three (3) door/drawer pull options.
- 4.0 DETAILED REQUIREMENTS FOR: FS1 – OFFICE MEETING TABLE**
- 4.1 Table sizes – FS1 table work surface must be rectangular and sizes must be 1829mm (72") wide x 762mm (30") deep x 737mm (29") high.
 - 4.2 Table work-surface must be a minimum of 25.4mm (1") thick.
 - 4.3 Table must have fixed T-legs, H-leg, Y-leg or open square frame which is inset from either edge by at least 229mm (9") to allow unobstructed knee clearance at both sides of the table.
- 5.0 DETAILED REQUIREMENTS FOR: FS2 – ROUND MEETING TABLE**
- 5.1 Table sizes – FS2 Table work surface must be round and size must be 914mm (36") diameter x 737mm (29") high.
 - 5.2 Table work-surface must be a minimum of 25.4mm (1") thick.
 - 5.3 Table must have a fixed centered four (4) or five (5) star-base with leveling glides.
- 6.0 DETAILED REQUIREMENTS FOR: FS3 – WORK DESK**
- 6.1 Desk sizes – FS3 table work surface must be rectangular and sizes must be 2134mm (84") wide x 762mm (30") deep x 737mm (29") high.

6.2 Table must have fixed T-legs, H-leg, Y-leg or open square frame.

6.3 Partial modesty panel

6.3.1 Must run total width between legs and/or support

6.3.2 Must be recessed a minimum of 229mm (9") from front edge to allow guests to sit on opposite side of user.

6.3.3 Must be available in plastic laminate, frosted acrylic or glass, or painted metal.

6.3.4 Must be suspended from underside of work-surface.

6.3.5 Must be a minimum of 254mm (10") high to a maximum of 559mm (22") high.

7.0 DETAILED REQUIREMENTS FOR: FS4 – COMPUTER TABLE

7.1 Table sizes – FS4 table work surface must be rectangular and sizes must be 1372mm (54") wide x 762mm (30") deep.

7.2 Height adjustability - Table must be electronically height adjustable with a minimum of 647mm adjustment range. The table, at its lowest, must be no higher than 559mm A.F.F., and at its tallest must be no lower than 1206mm A.F.F.

7.3 Weight capacity must be a minimum of 90 kilograms.

7.4 Concealed vertical and horizontal cable/ wire management must be provided.

7.5 Electronic controls: must be located at the front of the work surface.

7.5.1 Electronic controls must be programmable with a minimum of two (2) settings.

7.6 Floor supports must be C-legs or T-legs with carpet glides.

7.7 Underside of work surface must have a clear area of 102mm (4") deep for the total width of the work surface is available at the back of the work surface, top and bottom for the future installation of desk clamp mounted monitor arms.

8.0 DETAILED REQUIREMENTS FOR: FS5 – CREDENZA

8.1 Credenza sizes:

8.1.1 FS5A credenza work surface must be rectangular and sizes must be 1981mm (78") wide x 610mm deep (24") x 737mm (29") high.

8.1.2 FS5B credenza work surface must be rectangular and sizes must be 2440mm (96") wide x 610mm (24") deep x 737mm (29") high.

8.2 Credenza must have full gables on both sides

8.3 Credenza must have modesty panel/back panel which provides a clearance no less than 457mm (18") from the floor to the bottom of the back panel for the entire width of the credenza.

- 8.4 Any intermediate supports under the credenza work surface may not exceed more than half of the depth of the credenza.
- 8.5 Credenza must have a horizontal cable management tray which is secured to the underside of the work-surface. Cable tray must be installed at the back of the credenza as to not impede user knee clearance or file cabinet placement.

9.0 DETAILED REQUIREMENTS FOR: FS6 – HUTCH

- 9.1 FS6 hutch width to match width of credenza FS5A. Hutch cabinet to be a minimum of 356mm (14") deep to a maximum of 381mm (15") deep, and must be minimum of 1016mm (40") high maximum of 1092mm (43") high.
- 9.2 Hutch horizontal and vertical substrates must be minimum 25.4mm (1") thick.
- 9.3 Hutch must be freestanding and self-supportive.
- 9.4 Doors must be metal framed with frosted glazed or acrylic inserts and must be hinged doors capable of opening a minimum of 110°.
- 9.5 Each door must be equipped with a magnetic latch or door pull.
- 9.6 Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.
- 9.7 Back panel on hutch to be tack-board surface for full width and height.
- 9.8 Integrated lighting – Hutch must have integrated under-cabinet LED lighting which is secured to the underside of the hutch cabinet. The lighting must span the entire width of the underside cabinet. Light must come with all necessary mounting brackets and cables. Hutch must have integrated wire and cable management to conceal cables. Must be ULC Standard rated as a minimum.

10.0 DETAILED REQUIREMENTS FOR: FS7 – MOBILE PEDESTAL

- 10.1 Mobile Pedestal must be a minimum of 381mm (15") wide to a maximum 406mm (16") wide x minimum of 533mm (21") deep to a maximum 610mm (24") deep x minimum of 533mm (21") high, to a maximum 558mm (22") high. Mobile pedestal must be able to roll under freestanding unit FS1, FS3 and FS5.
- 10.2 Mobile Pedestal must be a Box/Box/File without a seat cushion.
- 10.3 Drawers must fit squarely and evenly into the openings on all sides.
- 10.4 Sound reducing bumpers must be provided to reduce noise either when opening or closing the doors/drawers.
- 10.5 Mobile pedestal must have a minimum of four carpet casters.
- 10.6 Must include pencil tray and all accessories required to hang legal and letter files.
- 10.7 Drawers must be lockable. There must be two (2) keys provided for each unit. The minimum number for key combinations must be 50. A total of three (3) master keys must be provided to the Identified User.

10.7.1 Locks must be installed so that drawers and doors fit tight against the storage box when in the locked position. Any amount of gap or movement of a locked door or drawer is unacceptable.

10.8 File drawer must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.

11.0 DETAILED REQUIREMENTS FOR: FS8 – WARDOBE

11.1 Wardrobe must be 610mm (24") deep and must be 762mm (30") wide.

11.2 Wardrobe height must be a minimum of 1752mm (69") high to a maximum of 1829mm (72") high. Wardrobe height must align with total height of hutch FS6 when stacked on credenza FS5.

11.3 Wardrobe must be divided equally into the following vertical compartments: Full height coat storage complete with all hardware for coat hanging (metal hanging rod), Adjustable shelves (minimum of three (3) adjustable shelves).

11.4 There must be no shelf above the metal hanging rod.

11.5 Shelves must be adjustable in increments of no more than 63.5mm (2.5"). Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment.

11.6 Doors must be metal framed with frosted glazed or acrylic inserts. Must be hinged doors capable of opening a minimum of 110°.

11.7 Each door must be equipped with a magnetic latch or door pull.

11.8 Sound reducing bumpers must be provided to reduce noise either when opening or closing the doors/drawers.

12.0 DETAILED REQUIREMENTS FOR: FS9 – FILE TOP SURFACE

12.1 File top must be 914mm (36") wide x 457mm (18") deep.

12.2 File top must be secured to file cabinet without mechanical fasteners and without mechanical damage to file cabinet.

13.0 DETAILED REQUIREMENTS FOR ACCESSORIES

13.1 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. Provide one (1) freestanding desk LED task light per office. Must be ULC Standard rated as a minimum.

13.2 Single Monitor Arm:

13.2.1 The monitor arm must be capable of being fasten onto a work surface of minimum of 27mm to a maximum of 32mm thick by a desk clamp mount.

- 13.2.2 The monitor arm must allow for installation of one flat screen monitor above the work surface.
- 13.2.3 The extendable monitor arm must support a flat screen monitor of up to 813mm (32 inches) with a weight of at least 20 lbs.
- 13.2.4 The extendable monitor arm must extend a depth range of at least 457mm to 864mm (18 inches to 34 inches) and a height range of at least 229mm (9 inches).
- 13.2.5 The flat screen monitor must be fastened to the extendable arm by means of a bracket that is Video Electronics Standards Association (VESA) compatible.
- 13.2.6 Monitor arm must have full range dynamic motion capability (side to side, up/down, in/out, and rotating).
- 13.2.7 Up to two (2) single monitor arms must be specified for each workstation in the Enclosed Offices.

14.0 FINISHES

14.1 Hutch Tack-board Fabric:

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

14.2 Horizontal Surfaces:

- 14.2.1 Horizontal work surfaces must meet the performance requirements for high-pressure laminate and be composed of phenolic resin impregnated Kraft paper filler stock for Class 1 Decorative Laminate of Grade required by woodwork quality standard.
- 14.2.2 The offer must include the complete selection of standard horizontal finishes including all solid, pattern and wood grains.

14.3 All Other Surfaces:

- 14.3.1 All other surfaces, except fabric covered surfaces, must meet the performance requirements for laminates, painted wood or painted non-wood.
- 14.3.2 The offer must include the complete selection of standard textured and smooth metal finishes.
- 14.3.3 The offer must include the complete selection of paint, metal, glazing, glazing film, plastic and other and other component finishes.
- 14.3.4 The offer must include the complete selection of polymer or PVC edge trim styles and colors.

Solicitation No. - N° de l'invitation
EN448-150239/A
Client Ref. No. - N° de réf. du client
20150239

Amd. No. - N° de la modif.
File No. - N° du dossier
pq967EN448-150239

Buyer ID - Id de l'acheteur
pq967
CCC No./N° CCC - FMS No./N° VME

15.0 MANUFACTURER'S IDENTIFICATION

- 15.1 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.

END OF TECHNICAL SPECIFICATION OF ANNEX A – PART 2

ANNEX B

(Please note that this Annex could be slightly modified during the solicitation process)

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 Project Authority. Canada will endeavour to give the Contractor four to six weeks lead time for the delivery of the furniture for the Phases, however, Canada may need to vary the lead times and the final dates will be confirmed with the Project Authority. For information on installations, please refer to the Estimated Schedule and indicated durations.

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 base-feed/ ceiling feed/ electrical 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 and IT by others			
Phases	Floors	Estimated Delivery Dates	Installation Period (Calendar Days)
Phase 1	01 & 08	Estimated date: November 18 th , 2014	20 days
Phase 2	00, 09 & 02 West	Estimated date: December 2 nd , 2014	20 Days
Phase 3	07	Estimated date: December 16 th , 2014	20 Days
Phase 4	05	Estimated date: January 8 th , 2015	20 Days
Phase 5	03	Estimated date: January 22 nd , 2015	20 Days
Phase 6	06	Estimated date: February 5 th , 2015	20 Days
Phase 7	04	Estimated date: February 20 th , 2015	20 Days

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
EN448-150239/A
Client Ref. No. - N° de réf. du client
20150239

Amd. No. - N° de la modif.
File No. - N° du dossier
pq967EN448-150239

Buyer ID - Id de l'acheteur
pq967
CCC No./N° CCC - FMS No./N° VME

The Offeror will 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.

Contractor's 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 Offeror must be prepared to conduct a site inspection the day after the award of the Standing Offer.

1.2 The Offeror 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.

1.3 Using the information from the site condition inspection(s), and in conjunction with the Offeror's Standing Offer, by no later than five business days from the date of the inspection(s), the Offeror 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 any)

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 Offeror with a Call-up. The Call-up will 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

Solicitation No. - N° de l'invitation
EN448-150239/A
Client Ref. No. - N° de réf. du client
20150239

Amd. No. - N° de la modif.
File No. - N° du dossier
pq967EN448-150239

Buyer ID - Id de l'acheteur
pq967
CCC No./N° CCC - FMS No./N° VME

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

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

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.

Prior to all installations, the Offeror's furniture installers must attend an orientation session regarding the standard construction site safety rules at no additional cost to Canada. The Offeror 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 Offeror of the date and location of the orientation sessions to which the installers must attend.

The Offeror 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 the editable version by email, if the Pricing Tables are amended, an email will be sent automatically to the email address that requested the file by email.

All boxes as part of the Tables 1 (A and B) and 2 must be filled for the offer to be considered responsive. The offered should indicate "N/A" in areas considered non-applicable. Only the identified columns "for evaluation" will be considered for purposes of financial evaluation.

For columns G to M inclusive of Tables 1 (A and B), the Offeror must put down an estimate required quantity by phase for each item on the list.

2. Standing Offer Pricing

2.1.1 Table 1 (A and B) – Initial purchases, delivery and installation services

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:

All columns of "Table 1" will be added here by the Standing Offer Authority and will form part of the resulting Standing Offer.

2.1.3 Table 2 – Post initial purchases, delivery and installation/reconfiguration services

All columns of "Table 2" 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 7:00 am to 5:00 pm.

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

DIALOG M^CROBIE ARCHITECTS

TREASURY BOARD SECRETARIAT

90 | ELGIN

FREESTANDING AND ENCLOSED OFFICE
FURNITURE

ANNEX "F" FURNITURE 'TYPICALS'



FURNITURE 'TYPICALS' DRAWING LIST

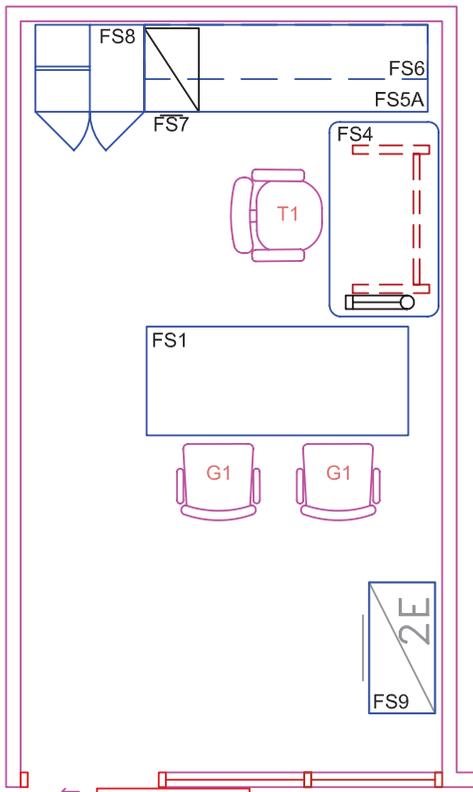
PAGE 1	OFFICE (14m ²) - TYPE 1a
PAGE 2	OFFICE (14m ²) - TYPE 1b
PAGE 3	OFFICE (14m ²) - TYPE 2
PAGE 4	OFFICE (18m ²) - TYPE 3
PAGE 5	OFFICE (10m ²) - TYPE 4
PAGE 6	OFFICE (10m ²) - TYPE 5
PAGE 7	OFFICE (10m ²) - TYPE 6

OFFICE (14m²) - TYPE 1a

3D VIEW



OFFICE TYPE 1a PLAN - SCALE: 1:50



OFFICE TYPE 1a CONSISTS OF:

- FS1 - MEETING TABLE
- FS4 - COMPUTER TABLE
- FS5A - CREDENZA
- FS6 - HUTCH (*OFFICE W08021 HAS NO HUTCH)
- FS7 - MOBILE PEDESTAL
- FS8 - WARDROBE
- FS9 - FILE TOP SURFACE - (FILE CAB. N.I.C.)

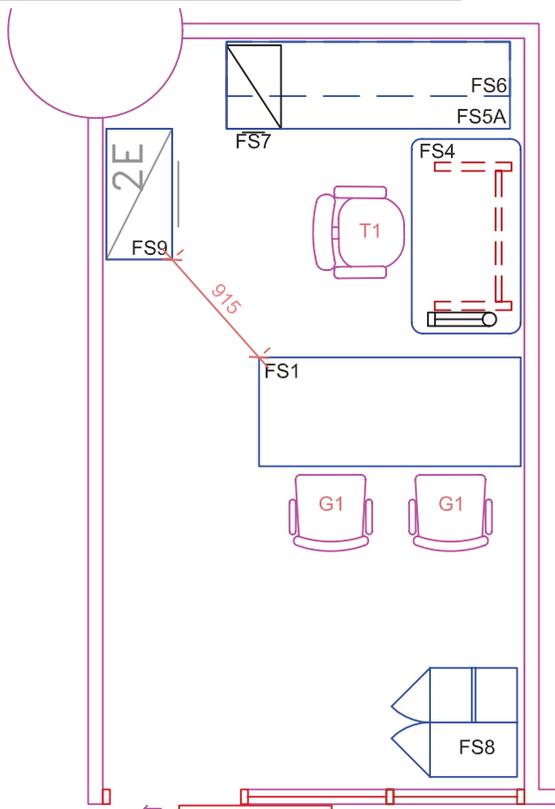
-  DESK LIGHT
-  TWO HIGH FILE N.I.C.
SHOWN FOR REFERENCE ONLY
-  TASK CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY
-  GUEST CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY

OFFICE (14m²) - TYPE 1b

3D VIEW



OFFICE TYPE 1b PLAN - SCALE: 1:50



OFFICE TYPE 1b CONSISTS OF:

- FS1 - MEETING TABLE
- FS4 - COMPUTER TABLE
- FS5A - CREDENZA
- FS6 - HUTCH
- FS7 - MOBILE PEDESTAL
- FS8 - WARDROBE
- FS9 - FILE TOP SURFACE - (FILE CAB. N.I.C.)

-  DESK LIGHT
-  TWO HIGH FILE N.I.C.
SHOWN FOR REFERENCE ONLY
-  TASK CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY
-  GUEST CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY

OFFICE (14m²) - TYPE 2

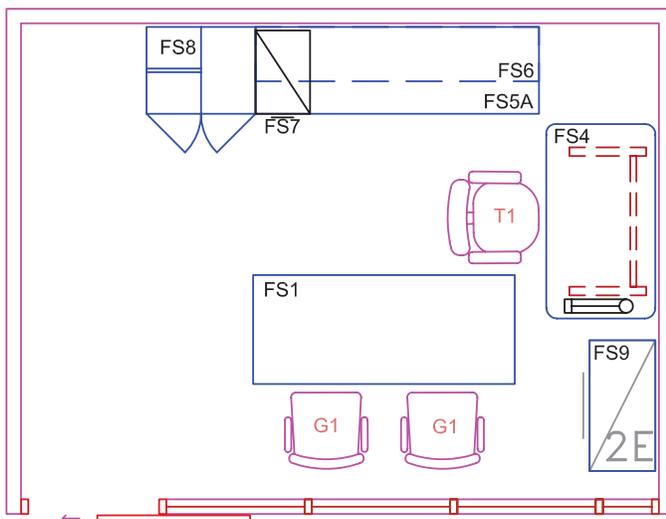
3D VIEW



OFFICE TYPE 2 PLAN - SCALE: 1:50

OFFICE TYPE 2 CONSISTS OF:

- FS1 - MEETING TABLE
- FS4 - COMPUTER TABLE
- FS5A - CREDENZA
- FS6 - HUTCH
- FS7 - MOBILE PEDESTAL
- FS8 - WARDROBE
- FS9 - FILE TOP SURFACE - (FILE CAB. N.I.C.)



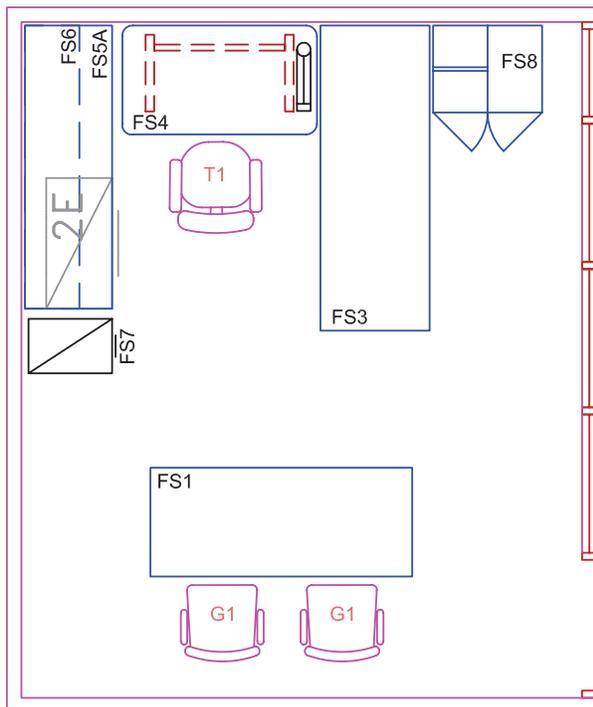
-  DESK LIGHT
-  TWO HIGH FILE N.I.C.
SHOWN FOR REFERENCE ONLY
-  TASK CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY
-  GUEST CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY

OFFICE (18.5m²) - TYPE 3

3D VIEW



OFFICE TYPE 3 PLAN - SCALE: 1:50



OFFICE TYPE 3 CONSISTS OF:

- FS1 - MEETING TABLE
- FS3 - WORK TABLE
- FS4 - COMPUTER TABLE
- FS5A - CREDENZA
- FS6 - HUTCH
- FS7 - MOBILE PEDESTAL
- FS8 - WARDROBE



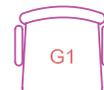
DESK LIGHT



TWO HIGH FILE N.I.C.
SHOWN FOR REFERENCE ONLY



TASK CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY



GUEST CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY

OFFICE (10m²) - TYPE 4

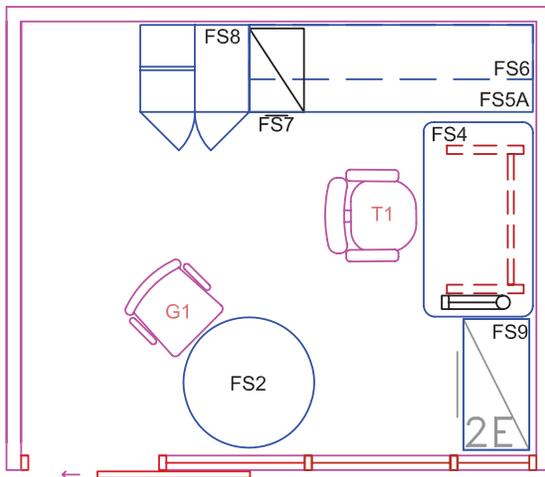
3D VIEW



OFFICE TYPE 4 PLAN - SCALE: 1:50

OFFICE TYPE 4 CONSISTS OF:

- FS2 - ROUND TABLE
- FS4 - COMPUTER TABLE
- FS5A - CREDENZA
- FS6 - HUTCH
- FS7 - MOBILE PEDESTAL
- FS8 - WARDROBE
- FS9 - FILE TOP SURFACE - (FILE CAB. N.I.C.)



-  DESK LIGHT
-  TWO HIGH FILE N.I.C.
SHOWN FOR REFERENCE ONLY
-  TASK CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY
-  GUEST CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY

OFFICE (10m²) - TYPE 5

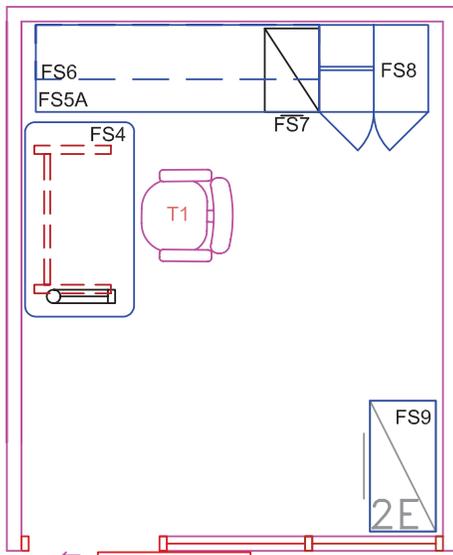
3D VIEW



OFFICE TYPE 5 PLAN - SCALE: 1:50

OFFICE TYPE 5 CONSISTS OF:

- FS4 - COMPUTER TABLE
- FS5A - CREDENZA
- FS6 - HUTCH
- FS7 - MOBILE PEDESTAL
- FS8 - WARDROBE
- FS9 - FILE TOP SURFACE - (FILE CAB. N.I.C.)



DESK LIGHT



TWO HIGH FILE N.I.C.
SHOWN FOR REFERENCE ONLY



TASK CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY

OFFICE (10m²) - TYPE 6

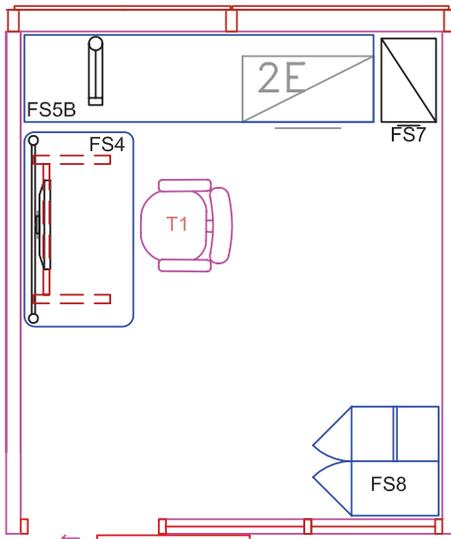
3D VIEW



OFFICE TYPE 6 PLAN - SCALE: 1:50

OFFICE TYPE 6 CONSISTS OF:

- FS4 - COMPUTER TABLE
- FS5B - CREDENZA
- FS7 - MOBILE PEDESTAL
- FS8 - WARDROBE



-  DESK LIGHT
-  TWO HIGH FILE N.I.C.
SHOWN FOR REFERENCE ONLY
-  TASK CHAIR N.I.C.
SHOWN FOR REFERENCE ONLY

DIALOG M^CROBIE ARCHITECTS

TREASURY BOARD SECRETARIAT

90 | ELGIN

INTERCONNECTING PANELS, SUPPORTED
AND FREESTANDING COMPONENTS AND
STORAGE SPECIFICATIONS

ANNEX "F" FURNITURE 'TYPICALS'



FURNITURE 'TYPICALS' DRAWING LIST

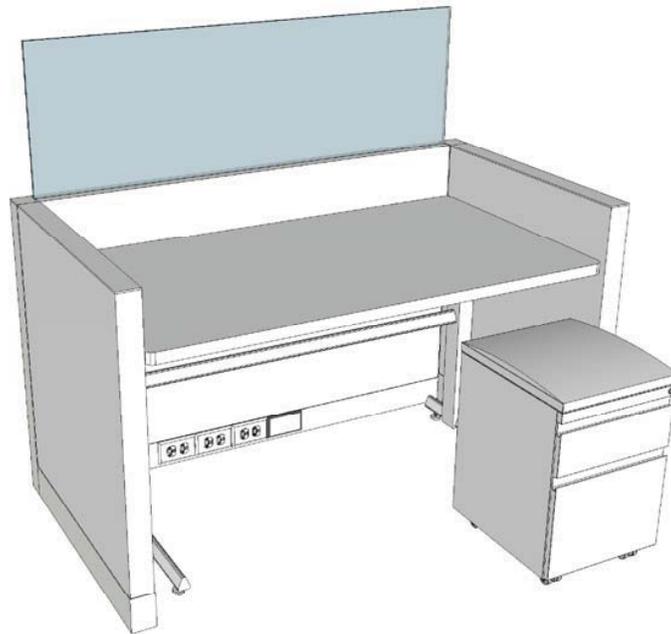
PAGE 1	WORKSTATION A1 (1.5m ²) - WSA1
PAGE 2	WORKSTATION A1 (1.5m ²) - WSA1 CONT'D
PAGE 3	WORKSTATION B1 (3.3m ²) - WSB1
PAGE 4	WORKSTATION B1 (3.3m ²) - WSB1 CONT'D
PAGE 5	WORKSTATION B2 (3.3m ²) - WSB2
PAGE 6	WORKSTATION B2 (3.3m ²) - WSB2 CONT'D
PAGE 7	WORKSTATION B3 (3.3m ²) - WSB3
PAGE 8	WORKSTATION B3 (3.3m ²) - WSB3 CONT'D
PAGE 9	WORKSTATION C1 (4.5m ²) - WSC1
PAGE 10	WORKSTATION C1 (4.5m ²) - WSC1 CONT'D

WORKSTATION A1 (1.5m²) - WSA1

SUMMARY

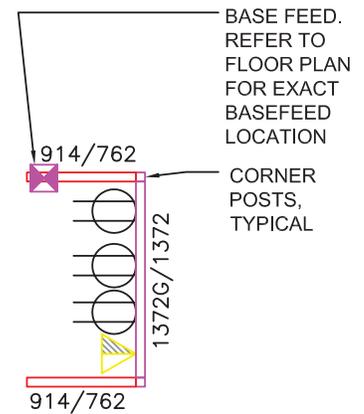
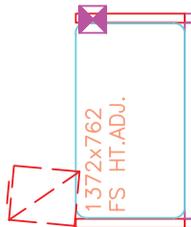
Workstation A1 are standard touch-down stations.

SINGLE STATION - 3D VIEW



WORKSTATION FURNITURE LAYOUT

WORKSTATION PANEL LAYOUT



WORKSTATION A1 (1.5m²) - WSA1 CONT'D

WORKSTATION PANELS

SHOWN IN LAYOUTS		COMPLETE PANEL COMPOSITION		
QTY.	TAG.	QTY.	SIZE(H/W)	DESCRIPTION
2	914/762	1	914/762	Base panel
1	1372G/1372*	1	914/1372*	Base panel
		1	458/1372*	Frameless glazing add-on panel

STORAGE



MOBILE PEDESTAL WITH SEAT
 DIMENSIONS: 381mm W - 457mm W x 558mm D - 597mm D x 546mm H - 585mm H
 SURFACE FINISH: Painted Metal
 DETAILS: Box/File, lockable, c/w counterweight, pencil tray, hanging file rods and integrated handle.

Refer to section 5.0 PANELS of Annex "A" - Part 1 for panel descriptions

ELECTRICAL COMPONENTS



Voice and data communications outlet



Duplex power outlet mounted at base raceway



Duplex power outlet mounted above work surface



Base Feed



Power pole

FREESTANDING SURFACES



DIMENSIONS: 1372mm wide x 762mm deep
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular
 LEGS: Electric Height Adjustable C-Leg or T-Leg

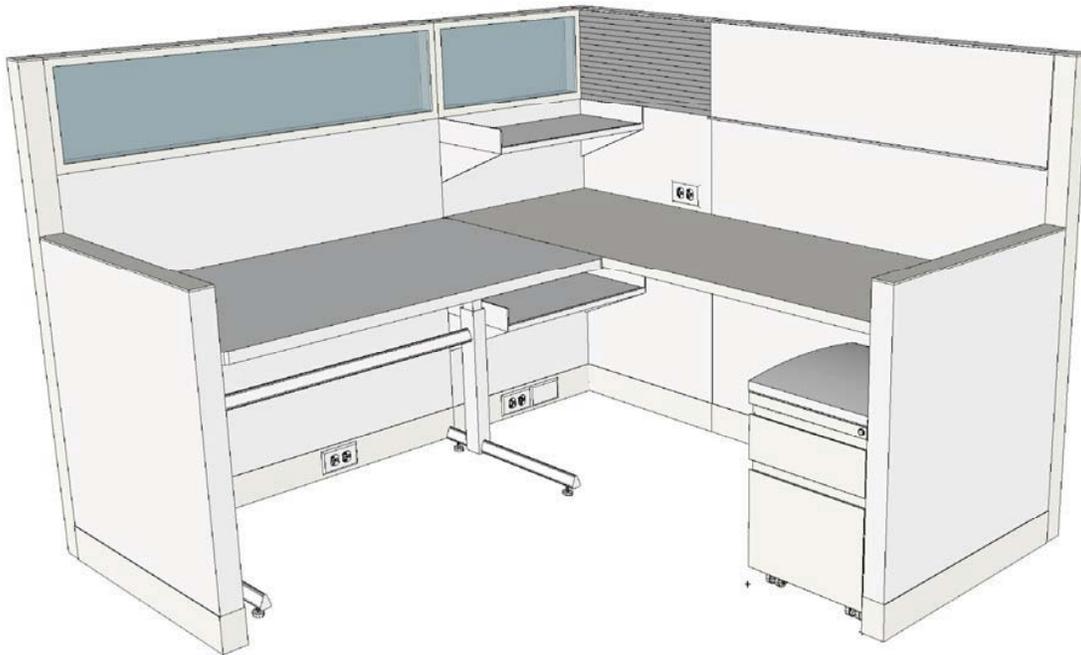
PANELS SHOWN ARE TYPICALS - OTHER CONFIGURATIONS EXIST.
 ALL WORK SURFACES HAVE TO INCLUDE CABLE MANAGEMENT AND WIREWAYS EITHER SCOOPS/SCALLOPS OR SPACE BETWEEN PANEL AND WORK-SURFACE FOR WIRE MANAGEMENT. WORK SURFACES 1219mm AND GREATER TO HAVE TWO (2) WIREWAY SCOOPS/SCALLOPS

WORKSTATION B1 (3.3m²) - WSB1

SUMMARY

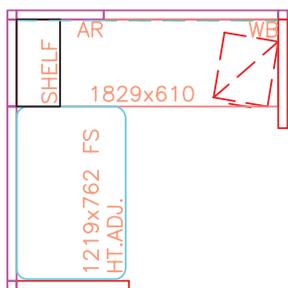
Workstation B1 are standard FTE stations.

SINGLE STATION - 3D VIEW

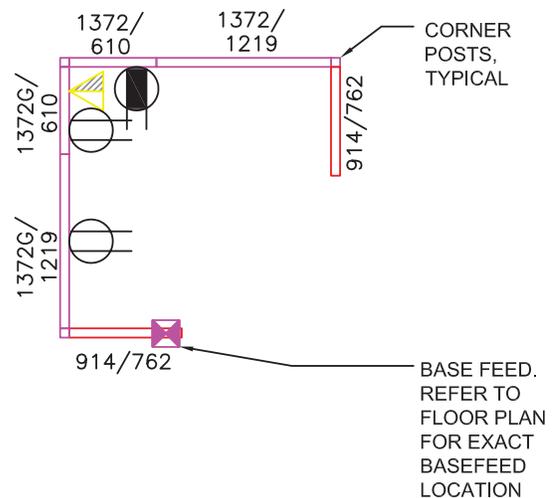


WORKSTATION FURNITURE LAYOUT

WORKSTATION PANEL LAYOUT



SCALE 1:50
90 Elgin, Ottawa, Ontario



SCALE 1:50

WORKSTATION B1 (3.3m²) - WSB1 CONT'D

WORKSTATION PANELS

SHOWN IN LAYOUTS		COMPLETE PANEL COMPOSITION		
QTY.	TAG.	QTY.	SIZE(H/W)	DESCRIPTION
2	914/762	1	914/762	Base panel
1	1372/1219	1	914/1219	Base panel
		1	458/1219	Fabric finished add-on panel
1	1372/610	1	914/610	Base panel
		1	458/610	Fabric finished add-on panel
1	1372G/1219	1	914/1219	Base panel
		1	458/1219	Framed double glazed add-on panel
1	1372G/610	1	914/610	Base panel
		1	458/610	Framed double glazed add-on panel

Refer to section 5.0 PANELS of Annex "A" - Part 1 for panel descriptions

ELECTRICAL COMPONENTS



Voice and data communications outlet



Duplex power outlet mounted at base raceway



Duplex power outlet mounted above work surface



Base Feed



Power pole

PANEL HUNG SURFACES



DIMENSIONS: 1829mm x 610mm
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular

FREESTANDING SURFACES



DIMENSIONS: 1219mm wide x 762mm deep
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular
 LEGS: Electric Height Adjustable C-Leg or T-Leg

STORAGE



MOBILE PEDESTAL WITH SEAT
 DIMENSIONS: 381mm W - 457mm W x 558mm D - 597mm D x 546mm H - 585mm H
 SURFACE FINISH: Painted Metal
 DETAILS: Box/File, lockable, c/w counterweight, pencil tray, hanging file rods and integrated handle.



PANEL HUNG METAL SHELF
 DIMENSIONS: 610mm W x 304-381mm D
 SURFACE FINISH: Painted Metal
 DETAILS: Metal shelf ends and one (1) metal shelf divider per shelf.
 QUANTITY: Total of two (2): One (1) above and one (1) below work surface

ACCESSORIES

ACCESSORY RAIL (AR) PANEL SKIN WHERE SHOWN
 (1) 610mm Wide

WHITE BOARD (WB) PANEL SKIN WHERE SHOWN
 (1) 1219mm Wide

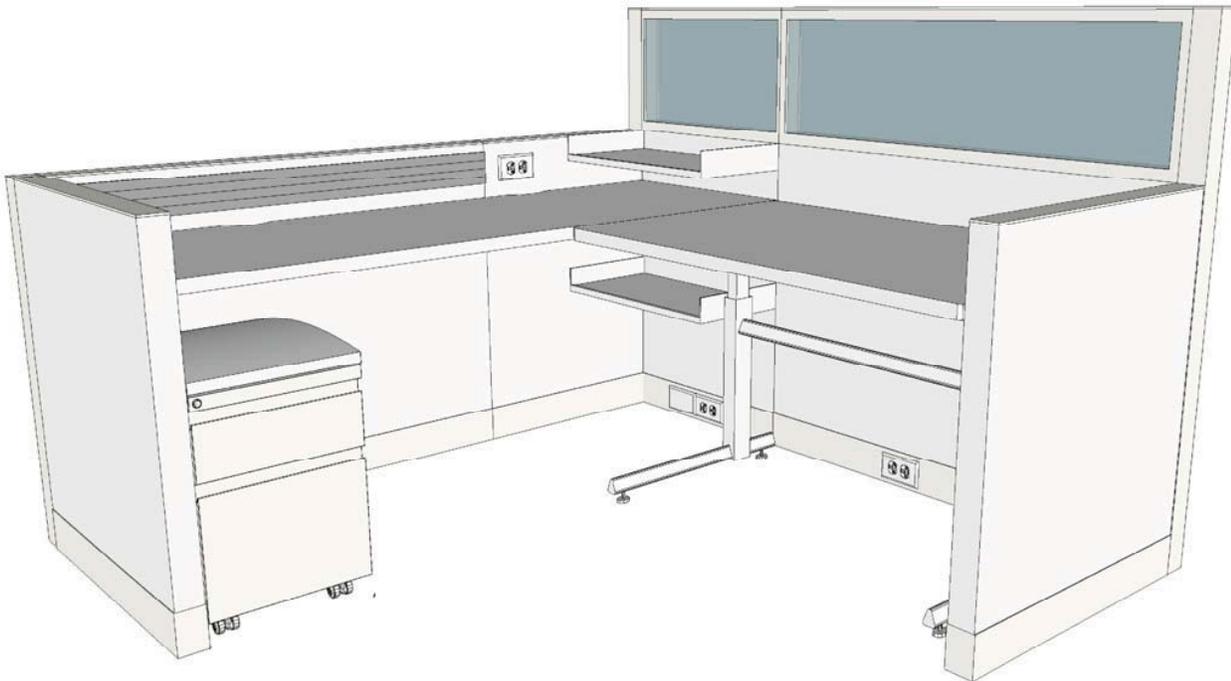
PANELS SHOWN ARE TYPICALS - OTHER CONFIGURATIONS EXIST.
 ALL WORK SURFACES HAVE TO INCLUDE CABLE MANAGEMENT AND WIREWAYS EITHER SCOOPS/SCALLOPS OR SPACE BETWEEN PANEL AND WORK-SURFACE FOR WIRE MANAGEMENT. WORK SURFACES 1219mm AND GREATER TO HAVE TWO (2) WIREWAY SCOOPS/SCALLOPS
 90 Elgin, Ottawa, Ontario

WORKSTATION B2 (3.3m²) - WSB2

SUMMARY

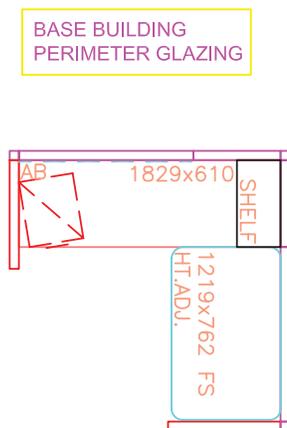
Workstation B2 are standard FTE stations.

SINGLE STATION - 3D VIEW

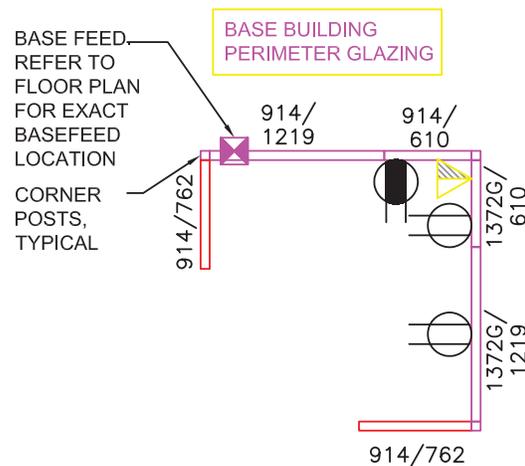


WORKSTATION FURNITURE LAYOUT

WORKSTATION PANEL LAYOUT



SCALE 1:50
90 Elgin, Ottawa, Ontario



SCALE 1:50

WORKSTATION B2 (3.3m²) - WSB2 CONT'D

WORKSTATION PANELS

SHOWN IN LAYOUTS		COMPLETE PANEL COMPOSITION		
QTY.	TAG.	QTY.	SIZE(H/W)	DESCRIPTION
1	914/762	2	914/762	Base panel
1	914/1219	1	914/1219	Base panel
1	914/610	1	914/610	Base panel
1	1372G/1219	1	914/1219	Base panel
		1	458/1219	Framed double glazed add-on panel
1	1372G/610	1	914/610	Base panel
		1	458/610	Framed double glazed add-on panel

Refer to section 5.0 PANELS of Annex "A" - Part 1 for panel descriptions

ELECTRICAL COMPONENTS



Voice and data communications outlet



Duplex power outlet mounted at base raceway



Duplex power outlet mounted above work surface



Base Feed



Power pole

PANEL HUNG SURFACES



DIMENSIONS: 1829mm x 610mm
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular

FREESTANDING SURFACES



DIMENSIONS: 1219mm wide x 762mm deep
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular
 LEGS: Electric Height Adjustable C-Leg or T-Leg

STORAGE



MOBILE PEDESTAL WITH SEAT
 DIMENSIONS: 381mm W - 457mm W x 558mm D - 597mm D x 546mm H - 585mm H
 SURFACE FINISH: Painted Metal
 DETAILS: Box/File, lockable, c/w counterweight, pencil tray, hanging file rods and integrated handle.



PANEL HUNG METAL SHELF
 DIMENSIONS: 610mm W x 304-381mm D
 SURFACE FINISH: Painted Metal
 DETAILS: Metal shelf ends and one (1) metal shelf divider per shelf.
 QUANTITY: Total of two (2): One (1) above and one (1) below work surface

ACCESSORIES

ACCESSORY BAR (AB)
 (1) 1219mm Wide

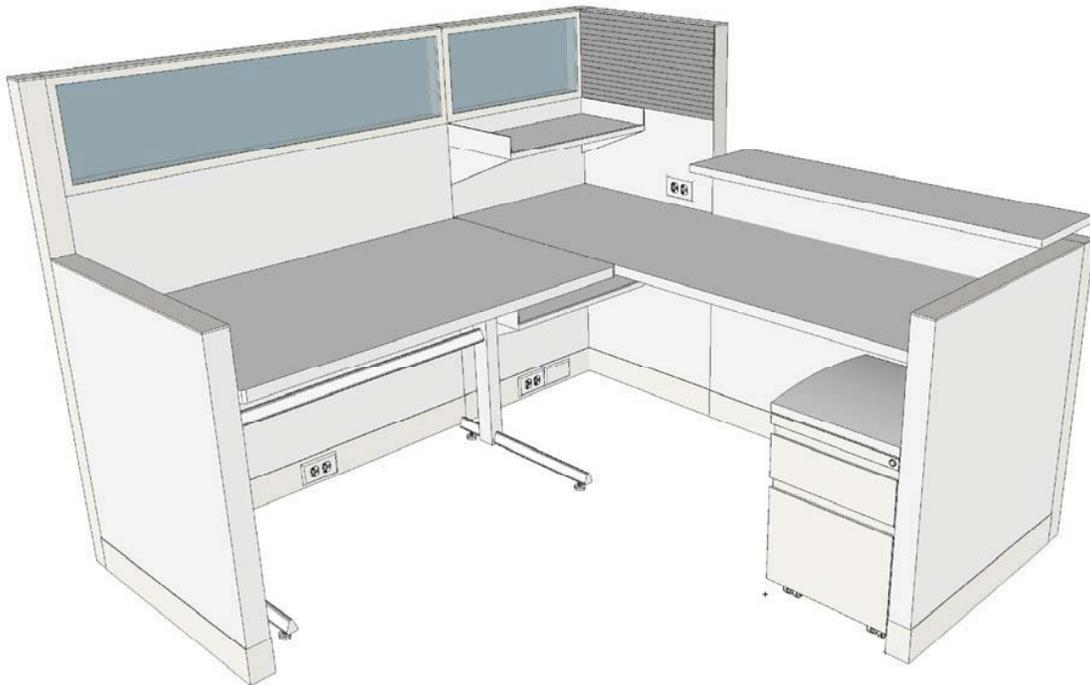
PANELS SHOWN ARE TYPICALS - OTHER CONFIGURATIONS EXIST.
 ALL WORK SURFACES HAVE TO INCLUDE CABLE MANAGEMENT AND WIREWAYS EITHER SCOOPS/SCALLOPS OR SPACE BETWEEN PANEL AND WORK-SURFACE FOR WIRE MANAGEMENT. WORK SURFACES 1219mm AND GREATER TO HAVE TWO (2) WIREWAY SCOOPS/SCALLOPS

WORKSTATION B3 (3.3m²) - WSB3

SUMMARY

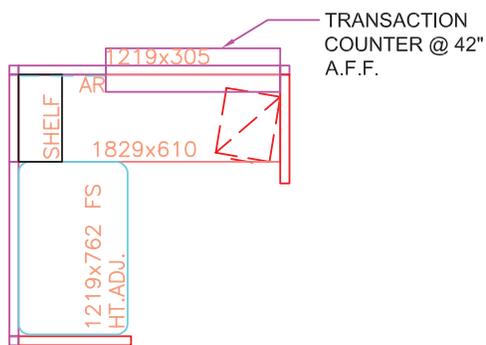
Workstation B3 are standard FTE stations.

SINGLE STATION - 3D VIEW

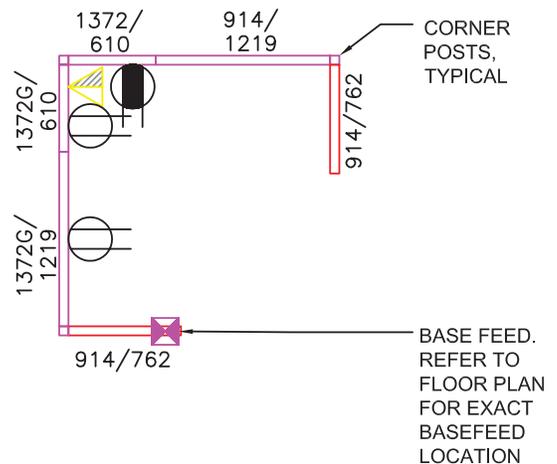


WORKSTATION FURNITURE LAYOUT

WORKSTATION PANEL LAYOUT



SCALE 1:50
90 Elgin, Ottawa, Ontario



SCALE 1:50

WORKSTATION B3 (3.3m²) - WSB3 CONT'D

WORKSTATION PANELS

SHOWN IN LAYOUTS		COMPLETE PANEL COMPOSITION		
QTY.	TAG.	QTY.	SIZE(H/W)	DESCRIPTION
2	914/762	1	914/762	Base panel
1	914/1219	1	914/1219	Base panel
1	1372/610	1	914/610	Base panel
		1	458/610	Fabric finished add-on panel
1	1372G/1219	1	914/1219	Base panel
		1	458/1219	Framed double glazed add-on panel
1	1372G/610	1	914/610	Base panel
		1	458/610	Framed double glazed add-on panel

Refer to section 5.0 PANELS of Annex "A" - Part 1 for panel descriptions

ELECTRICAL COMPONENTS

-  Voice and data communications outlet
-  Duplex power outlet mounted at base raceway
-  Duplex power outlet mounted above work surface
-  Base Feed
-  Power pole

PANEL HUNG SURFACES



DIMENSIONS: 1829mm x 610mm
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular

FREESTANDING SURFACES



DIMENSIONS: 1219mm wide x 762mm deep
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular
 LEGS: Electric Height Adjustable C-Leg or T-Leg

STORAGE



MOBILE PEDESTAL WITH SEAT
 DIMENSIONS: 381mm W - 457mm W x 558mm D - 597mm D x 546mm H - 585mm H
 SURFACE FINISH: Painted Metal
 DETAILS: Box/File, lockable, c/w counterweight, pencil tray, hanging file rods and integrated handle.



PANEL HUNG METAL SHELF
 DIMENSIONS: 610mm W x 304-381mm D
 SURFACE FINISH: Painted Metal
 DETAILS: Metal shelf ends and one (1) metal shelf divider per shelf.
 QUANTITY: Total of two (2): One (1) above and one (1) below work surface

TRANSACTION TOP



DIMENSIONS: 1219mm x 305mm
 SURFACE FINISH: High Pressure Plastic Laminate
 EDGE TRIM: Straight
 SHAPE: Rectangular

ACCESSORIES

ACCESSORY RAIL (AR) PANEL SKIN WHERE SHOWN
 (1) 610mm Wide

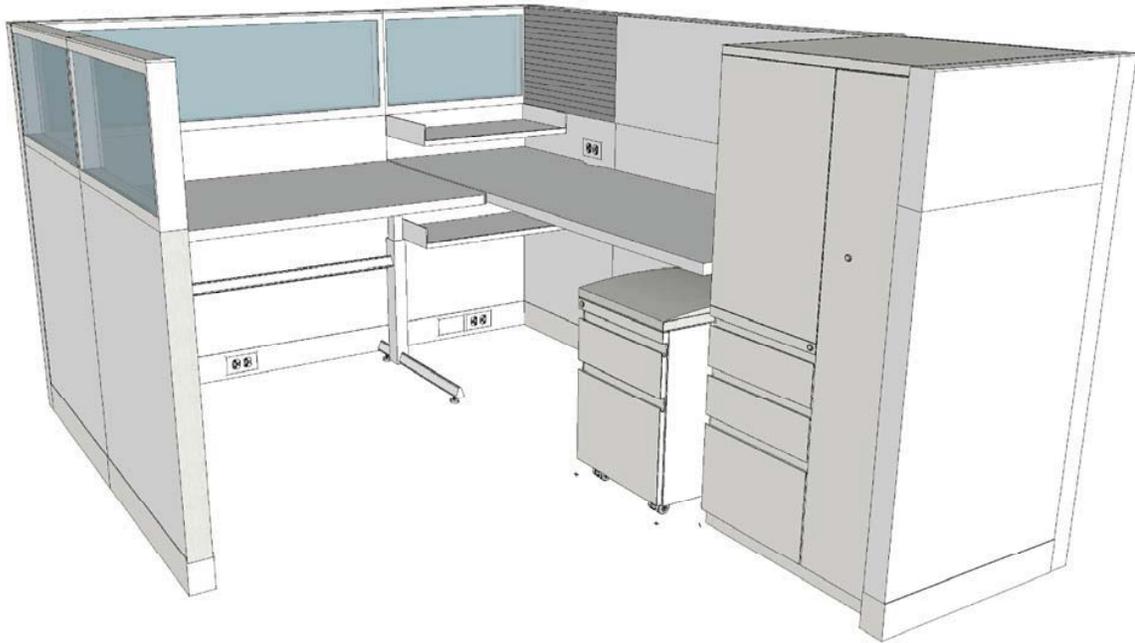
PANELS SHOWN ARE TYPICALS - OTHER CONFIGURATIONS EXIST.
 ALL WORK SURFACES HAVE TO INCLUDE CABLE MANAGEMENT AND WIREWAYS EITHER SCOOPS/SCALLOPS OR SPACE BETWEEN PANEL AND WORK-SURFACE FOR WIRE MANAGEMENT. WORK SURFACES 1219mm AND GREATER TO HAVE TWO (2) WIREWAY SCOOPS/SCALLOPS

WORKSTATION C1 (4.5m²) - WSC1

SUMMARY

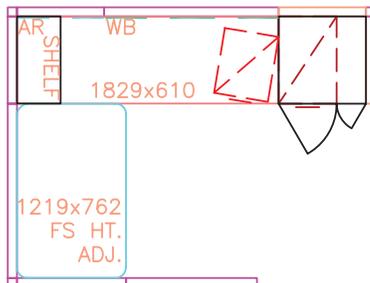
Workstation C1 are standard FTE stations.

SINGLE STATION - 3D VIEW

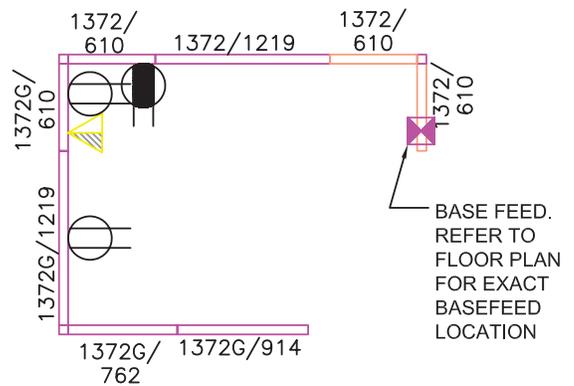


WORKSTATION FURNITURE LAYOUT

WORKSTATION PANEL LAYOUT



SCALE 1:50
90 Elgin, Ottawa, Ontario



SCALE 1:50

WORKSTATION C1 (4.5m²) - WSC1 CONT'D

WORKSTATION PANELS

SHOWN IN LAYOUTS		COMPLETE PANEL COMPOSITION		
QTY.	TAG.	QTY.	SIZE(H/W)	DESCRIPTION
3	1372/610	1	914/610	Base panel
		1	458/610	Fabric finished add-on panel
1	1372/1219	1	914/1219	Base panel
		1	458/1219	Fabric finished add-on panel
1	1372G/1219	1	914/1219	Base panel
		1	458/1219	Framed double glazed add-on panel
1	1372G/610	1	914/610	Base panel
		1	458/610	Framed double glazed add-on panel
1	1372G/914	1	914/914	Base panel
		1	458/914	Framed double glazed add-on panel
1	1372G/762	1	914/762	Base panel
		1	458/762	Framed double glazed add-on panel

Refer to section 5.0 PANELS of Annex "A" - Part 1 for panel descriptions

ELECTRICAL COMPONENTS

-  Voice and data communications outlet
-  Duplex power outlet mounted at base raceway
-  Duplex power outlet mounted above work surface
-  Base Feed
-  Power pole

PANEL HUNG SURFACES



DIMENSIONS: 1829mm x 610mm
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular

FREESTANDING SURFACES



DIMENSIONS: 1219mm wide x 762mm deep
 SURFACE FINISH: High Pressure Plastic Laminate
 SHAPE: Rectangular
 LEGS: Electric Height Adjustable C-Leg or T-Leg

STORAGE

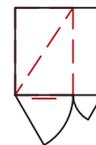


MOBILE PEDESTAL WITH SEAT
 DIMENSIONS: 381mm W - 457mm W x 558mm D - 597mm D x 546mm H - 585mm H
 SURFACE FINISH: Painted Metal
 DETAILS: Box/File, lockable, c/w counterweight, pencil tray, hanging file rods and integrated handle.



PANEL HUNG METAL SHELF
 DIMENSIONS: 610mm W x 304-381mm D
 SURFACE FINISH: Painted Metal
 DETAILS: Metal shelf ends and one (1) metal shelf divider per shelf.

QUANTITY: Total of two (2): One (1) above and one (1) below work surface



METAL STORAGE TOWER
 DIMENSIONS: 610mm W x 610mm D x 1372mm H
 SURFACE FINISH: Painted metal
 DETAILS: B/B/F or F/F, full wardrobe and storage unit

ACCESSORIES

ACCESSORY RAIL (AR) PANEL SKIN WHERE SHOWN
 (1) 610mm Wide

WHITE BOARD (WB) PANEL SKIN WHERE SHOWN
 (1) 1219mm Wide

PANELS SHOWN ARE TYPICALS - OTHER CONFIGURATIONS EXIST.
 ALL WORK SURFACES HAVE TO INCLUDE CABLE MANAGEMENT AND WIREWAYS EITHER SCOOPS/SCALLOPS OR SPACE BETWEEN PANEL AND WORK-SURFACE FOR WIRE MANAGEMENT. WORK SURFACES 1219mm AND GREATER TO HAVE TWO (2) WIREWAY SCOOPS/SCALLOPS

