GUEST CHAIRS

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PART I: GENERAL

1. PROJECT INFORMATION

Public Works and Government Services Canada (PWGSC) is renovating the Wellington Building located at 180 Wellington Street in downtown Ottawa, Ontario. The building is to be occupied by the House of Commons (HoC).

The Wellington Building is a seven-story structure (a penthouse, a mezzanine, six [6] floors and two [2] basement levels) located on the south side of Wellington Street within the Parliamentary Precinct.

2. REQUIRED SERVICES

PWGSC requires the services of a Contractor to supply and install guest chairs for 70 offices located at 180 Wellington Street, Ottawa, Ontario.

There are approximately 840 pieces of furniture to be delivered and installed between October 2015 and November 2015.

PART II: SCOPE OF WORK

1. SCOPE

The scope of work is for the supply, delivery and installation of Guest Chairs, as per the table below, for the offices.

The table below provides, drawing reference code and quantity for the Guest Chair. Drawing codes and quantities are referenced in Annex A.1: Furniture Drawings and Floor Plans for Guest Chairs.

Furniture Type	Drawing Code	Quantity
Guest Chair	S-08	840

The Contractor will supply, deliver and install Guest Chairs for the offices within the Wellington Building as detailed in this document.

2. STANDARDS AND REGULATIONS

All products are to comply with the following standards and regulations:

2.1 **Standards**

2.1.1 AWMAC, Architectural Woodwork Standards

2.1.2 CAN/CGSB-69.34-M90, Materials and Finishes

2.1.3 CAS 108-05-4, Vinyl Acetate

2.1.4 California Technical Bulletin 117A

Note: Undated reference refers to the latest issue.

2.2 **Regulations**

2.2.1 Ontario Regulations 347 “General-Waste Management Regulation R.R.O 1990” (as amended).

2.2.2 Ontario Regulation 92/94 “Waste Audits and Waste Reduction Work Plans”.

2.2.3 Ontario Regulations 93/94 “Industrial, Commercial and Institutional Source Separation Programs”.

3. ENVIRONMENTAL ATTRIBUTES

3.1 Only non-solvent based adhesives MUST be used.

3.2 The furniture MUST be manufactured in such a manner that liquid surface coatings are stored in controlled storage areas as per WHMIS requirements.

3.3 The furniture MUST be exposed to ventilated open air for a minimum of 24 hours prior to packaging for shipping, to allow for off-gassing.

3.4 The furniture MUST contain no plastic foam that is manufactured or formulated using chlorofluorocarbons (CFC's) or hydrochlorofluorocarbon (HCFC's).

3.5 All wood used in the manufacture of furniture MUST originate from a forest certified under the Programme for the Endorsement of Forest Certification (PEFC) International (which includes Sustainable Forestry Initiative (SFI), Canadian Standards Association (CSA)) or Forest Stewardship Council (FSC) International.

3.6 The Manufacturer MUST have a hazardous and toxic material management system in place at its manufacturing facilities.

4. MATERIALS

4.1 Hardwood Lumber

4.1.1 All Hardwood lumber MUST be kiln dried to provide a uniform moisture content value in the range of 5%-9%. All wood MUST be free from open knots (other than occasional pin knot, not more than 3.2 mm [1/8"] in diameter) and other defects that may affect the appearance and serviceability of the finished article.

4.1.2 Exposed parts (visible surfaces) MUST be constructed from plain sawn, select and better grade wood (species to be black walnut) to Architectural Woodwork Manufacturers Association of Canada (AWMAC) Architectural Woodwork Standards for premium grade hardwood lumber, for a transparent finish and MUST have straight grain with no bow or hook.

4.1.3 Concealed parts (non-visible surfaces of furniture) shall be constructed using Birch or Maple species to AWMAC premium grade or better.

4.1.4 Wormholes are not permitted.

4.2 Dowels

4.2.1 Dowels MUST be made of wood. Plastic is not acceptable.

4.3 **Adhesives**

4.3.1 Adhesives for hardwood veneering and joinery MUST be polyvinyl acetate resin emulsion or cross linkable polyvinyl acetate resin emulsion type complying with CAS 108-05.4 Vinyl Acetate. Elastomeric solvent-dispersed adhesives are not acceptable.

4.4 **Wood Finishes**

4.4.1 An example of an acceptable finish is: Mohawk Wiping Stain, 207 Medium Brown Walnut colour.

4.4.2 Finish all solid wood surfaces to premium grade quality standards, transparent, catalyzed lacquer finish system consisting of vinyl wash coat, stain, vinyl sealer, sand (220 grit) and catalyzed lacquer top coat to match colour and sheen.

4.4.3 The colour value and sheen MUST match existing furniture finish and as per the validated and approved sample.

4.5 **Hardware and Accessories**

4.5.1 Glides: Richelieu Nylon Nail Glide MP50260 Color: brown, or equivalent.

4.6 **Upholstery**

4.6.1 Dust panel: Typar – Black, or equivalent

4.6.2 Burlap: 340 to 399g. (12-14 oz.) heavy duty grade

4.6.3 Muslin: light to medium weight, plain fabric

4.6.4 Upholstery Fabric:
Manufacturer: Pollack Fabrics
Pattern: Rebound
Color: Number: 4131/01
Colour Name: Whole Wheat Flour

The Contractor may provide two (2) acceptable equivalent alternates for approval by the Technical Authority. The onus of responsibility is on the Contractor to prove equivalency for acceptance by the Technical Authority.

4.7 **Foam Padding**

4.7.1 Foam MUST be non-allergenic CFC free high density polyurethane, fire retardant foam.

4.7.2 Seat and back foam MUST have a minimum density of 40.0 to 41.6 kg/meter cubed (2.5-2.6 lb/cubic foot).

4.7.3 Seat foam firmness to be between 178 and 267 Newtons (40 and 60 pounds), Velva 40 medium/firm.

4.7.4 Back foam firmness to be between 107 and 156 Newtons (24 and 35 pounds), Velva 30 soft.

4.7.5 Bonding cement to be used MUST be as recommended by foam manufacturer.

4.7.6 Tacking tape to be used MUST be as recommended by foam manufacturer.

4.8 **Webbing**

4.8.1 Jute webbing, Grade A (top grade), 75-100 millimeters (3" to 4 ") wide.

4.8.2 Webbing tacks: number 12 upholstery webbing tacks.

5. CONSTRUCTION

5.1 **General**

5.1.1 Furniture MUST be constructed in accordance with the drawings provided in Annex A.1.

5.1.2 Finger jointed solid hardwood is not acceptable for exposed and semi-exposed locations.

5.1.3 Wood frame MUST be built square and level without wobble.

5.2 **Seat and Back Frame**

5.2.1 All edges and corners of the back and seat frame MUST be eased or rounded to prevent damage, abrasion, wearing and tearing of the fill and cover materials.

5.3 **Wood Joints**

5.3.1 All butt joints MUST be doweled and glued.

5.3.2 Reinforcing blocks MUST be properly fitted, screwed and glued.

5.3.3 Screws for corner blocks MUST be countersunk. Screws to penetrate wood frame a minimum of 12 mm (1/2").

5.3.4 Screws MUST be driven to prevent stripping, splits or swelling of the jointing member and shall be flush or countersunk.

5.4 **Dowels**

5.4.1 Whenever possible use a minimum of two (2) dowels.

5.4.2 Diameter of dowel MUST be no more than one half the thickness of the wood it is to enter.

5.4.3 Dowels MUST go no deeper into either side than the two-thirds of the combined thickness of the wood.

5.4.4 Dowels MUST be grooved to allow excess glue to escape from the hole and squeeze between the edges of the joint.

5.5 **Webbing**

5.5.1 Webbing to be installed in a criss-crossed interlaced pattern.

5.5.2 Webbing to be a maximum 12mm (1/2") apart.

5.6 **Upholstery**

5.6.1 The covering MUST be properly positioned, clean and well-tailored in appearance.

5.6.2 The bottom of the seat MUST be finished without exposed edges.

5.6.3 Outside back panel MUST be padded and upholstered as per section 4.6 and 4.7.

5.6.4 All excess covering MUST be trimmed and any surplus removed.

5.6.5 Seat pan and back method of attachment MUST accommodate ease of removal for reupholstering.

5.6.6 Seaming: seat pan MUST be sewn; single stitch only.

5.6.7 Fastening devices, such as staples, MUST be positioned so as not to be visible.

5.7 **Workmanship**

5.7.1 Wood surfaces and edges MUST be smoothly sanded and free of blemishes or defects such as tool marks, machine marks, sanding marks, surplus glue, raised grain, delamination or water marks.

5.7.2 Solid wood edgings MUST be cleanly run, smoothly sanded, free of machine marks and with sharply defined detail.

5.7.3 Exposed joints MUST be neatly executed, rigid, tight and flush, with no tool, machine or cross sanding marks, slivering or patching which may impair the strength or appearance of the furniture piece.

5.7.4 All fastenings MUST be completely concealed and MUST be set flush.

5.7.5 The application of material, drying time, sanding, cleaning, rubbing and waxing MUST be

controlled to produce items of uniform finish without sags, runs, overspray or other defects detrimental to a smooth quality appearance.

6. WOOD FINISH

6.1 As a minimum, all exposed solid wood surfaces MUST be finished using the following process:

One (1) coat of sub stain
One (1) coat of wiping stain
One (1) coat of sealer
One (1) coat of lacquer
Visible surfaces MUST receive a second coat of lacquer.

6.2 All units will go through the drying oven three (3) times. Once after the wiping stained has been wiped off, once after a coat of sealer has been applied and once after the final coat of lacquer is applied. Every unit MUST be scuff sanded and cleaned of all dust particles.

6.3 The exposed wood finishes MUST enhance the beauty of the wood through colour, clarity and sheen. Finish MUST consist of at least the processing steps stated in paragraph 6.1 and MUST be resistant to minor everyday usage.

7. SUBMITTALS

7.1 The Contractor MUST, prior to final manufacturing, submit the following listed deliverables to the Project Authority: Shop Drawings, Product Data and Prototype as detailed below. Deliverables are to be submitted in accordance with the schedule in PART IV: SUPPLY, DELIVERY AND INSTALLATION REQUIREMENTS.

7.2 The Contractor MUST not proceed with manufacturing until review and acceptance of submittals is complete.

7.3 Submittals not stamped, signed, dated and identified as to specific project may be rejected**.**

7.4 Shop Drawings and Product data

7.4.1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.

7.4.2 The Contractor MUST indicate materials, methods of construction and attachment or anchorage, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated. Indicate cross references to design drawings and specifications.

7.4.3 Allow ten (10) working days for Technical Authority's review of each submission.

7.4.4 The Contractor MUST make changes in shop drawings as the Technical Authority may require, consistent with the requirements. When resubmitting, notify the Technical Authority in writing of revisions other than those requested.

7.4.5 If upon review by the Technical Authority, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, MUST be performed before fabrication and installation of Work may proceed.

7.4.6 The review of shop drawings by the Technical Authority is for the sole purpose of ascertaining conformance with the detail design. The Technical Authority's review of shop drawings MUST not relieve the Contractor of responsibility for errors or omissions in the shop drawings.

7.4.7 The Contractor MUST include a transmittal letter with all submissions. The transmittal letter MUST contain the following:

7.4.7.1 Date

7.4.7.2 Contract title and number

7.4.7.3 Contractor's name and address

7.4.7.4 Identification and quantity of each shop drawing, product data and sample

7.4.8 All submissions made by the Contractor MUST include:

7.4.8.1 Date and revision dates

7.4.8.2 Contract title and number

7.4.8.3 Name and address of Contractor

7.4.8.4 Name and address of Manufacturer

7.4.8.5 Details of appropriate portions of Work as applicable

7.4.8.6 Fabrication

7.4.8.7 Dimensions

7.4.8.8 Performance characteristics

7.4.8.9 Standards

7.4.8.10 Relationship to adjacent components

7.4.9 For Technical Authority's review, the Contractor MUST submit:

7.4.9.1 Six (6) prints of shop drawings for each furniture piece.

7.4.9.2 Six (6) copies of product data sheets or brochures for accessories and finishes where shop drawings will not be prepared due to standardized manufacture of product.

7.4.9.3 Six (6) copies of test reports for specified materials and as requested by the Technical Authority:

7.4.9.3.1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.

7.4.9.3.2 Testing MUST have been on or after January 1, 2011.

7.4.9.4 Six (6) copies of a statement certifying compliance with all environmental attributes detailed in the requirements.

7.4.9.4.1 Certificates MUST be dated after award of contract complete with project name.

7.4.9.5 Six (6) copies of manufacturer’s instructions for materials and components and as requested by the Technical Authority.

7.4.9.6 Pre-printed material describing the product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.

7.5 Prototype

7.5.1 The Contractor MUST prepare one (1) prototype of the Guest Chair. The prototype MUST be built in accordance with the shop drawings. The purpose of the prototype will be to allow the Technical Authority to review and verify details of the chair.

7.5.2 Prototypes MUST be delivered to a site specified by the Technical Authority within the National Capital Region and are to be available for review and comment for ten (10) working days. Final modifications or adjustments will be examined and reviewed by the Technical Authority prior to manufacturing and delivery of the final furniture products.

7.5.3 The Contractor MUST remove the prototype when advised in writing to do so, by the Technical Authority.

7.5.4 Prototype may form part of final work and are to be the last items installed.

PART III: CORPORATE REQUIREMENTS

1. Corporate Background

1.1. The Contractor MUST identify the manufacturing company, delivery company and installation company of the requirements.

2. Qualifications

2.1. The furniture manufacturer MUST have a minimum of seven (7) years' experience in the manufacturing and sales of upholstered/wooden furniture.

2.2. All installers MUST be trained in the installation of the furniture specified in PART II: SCOPE OF WORK before the delivery of product to site.

3. Local Representation

3.1. Manufacturers MUST have a local representative available to address issues and provide Customer Service duties.

4. Warranty

4.1. All furniture pieces as contained within PART II: SCOPE OF WORK, MUST be warranted for a period of at least six (6) years for manufacturer's defects, from the final date of acceptance.

4.2. The Contractor MUST provide a plan for dealing with warranty issues. The plan MUST clearly identify what constitutes replacement or repair, timelines for service and any costs involved.

4.3. The Contractor MUST respond to telephone and e-mail contact by PWGSC or The House of Commons within 24 hours.

4.4. The Contractor MUST have a local representative available to address issues relating to warranty.

5. Quality Assurance

5.1. The Manufacturer MUST have a written quality assurance program, ISO Certification or ISO Certification equivalent.

6. Storage Services

6.1. The Contractor MUST have the ability to store the product if required.

PART IV: SUPPLY, DELIVERY AND INSTALLATION REQUIREMENTS

1. SUPPLY, DELIVERY AND INSTALLATION

1.1 The Contractor MUST supply all material and labour necessary for the supply, delivery and installation of all furniture required and detailed in PART II: SCOPE OF WORK.

1.2 As described in PART II: SCOPE OF WORK, Section 7, Submittals, the Contractor MUST submit shop drawings, and prototypes prior to manufacturing. Below is a table that provides estimated duration for shop drawings, prototype, manufacturing and delivery by floor.

1.2.1 Activities to supply, deliver and install Guest Chairs

Activities for Supply, Delivery and Installation	Responsible Authority	Approximate Duration in Weeks
Submit shop drawings and schedule	Contractor	3
Review shop drawings	Technical Authority	2
Production and submission of prototype	Contractor	6
Prototype review and acceptance	Technical Authority	2
Manufacture	Contractor	TBD
Deliver and install	Contractor	4
Inspection process and deficiencies procedure (see PART VI)	Project Authority and Technical Authority	5

1.3 It is the intent to install items floor by floor on the 6th, 5th and 2nd floors. Location of furniture pieces for each of these floors is available in Annex A.1.

1.4 Approximate installation timeframe is October 2015 to November 2015. Final schedule to be confirmed by the Project Authority four (4) months prior to delivery.

1.5 The Contractor will be responsible to take the necessary steps to ensure all interior finishes i.e., door frames, flooring finishes, elevators, etc. are protected against damage.

1.6 The minimum level of service required is detailed below:

1.6.1 Deliver product to loading dock.

1.6.2 Uncrate product.

1.6.3 Inspect product for damage.

1.6.4 Install product.

1.6.5 Ensure all products function properly, i.e., level guides, etc.

1.6.6 Make minor adjustments/repairs as required.

1.6.7 Clean product once installed.

1.6.8 Place all waste material in designated receptacle at the loading dock.

1.6.9 Clean up the installation site. The site MUST present a neat and orderly appearance at all times.

1.7 **Delivery Services**:

1.7.1 Deliveries are only to be scheduled between 7:00pm and 12:00am, Monday to Friday via the loading dock. All delivered materials are to be moved from the loading dock to their respective rooms by 12:00 am each day.

1.7.2 All deliveries to be scheduled five (5) working days in advance with the Project Authority.

1.7.3 At no time is Sparks Street to be used for removals, staging or deliveries.

1.7.4 Each driver coming to site MUST review and understand the *traffic control plan* provided by the Construction Manager in the Health and Safety Plan (refer to Annex A.2 Health and Safety Preparedness Plan, 180 Wellington Street, Wellington Building Renovation) prior to the delivery being made.

1.7.5 One (1) loading dock serves the entire building. Note: the loading dock is not accessible by tractor trailer. Maximum size of delivery trucks to be limited to 22' length (e.g. 5 ton truck).

1.7.6 There will be no opportunity for jockeying or maneuvering the contents of the delivery vehicle while at the loading dock. The item(s) to be delivered MUST be the first accessible item(s) in the delivery vehicle.

1.7.7 The Wellington Building has two (2) freight elevators. They will be available for transportation of materials to floors during the times noted above. Elevator: inside dimensions, Length 2675mm (105") x Width 1700mm(67") x Height 2745mm.(108") Clear opening, Width 1219mm (48") x Height 2133mm (84"). One (1) elevator has a 600mm (24") high doghouse the width of the cab.

1.7.8 All deliveries MUST have a packing slip that clearly identify the following:
1.7.8.1 Description of item(s)
1.7.8.2 Total number of item(s)

1.8 Installation Services

1.8.1 The site is considered a construction site. Installation will be carried out during normal working hours, which are defined as Monday to Friday, from 7:00am to 5:00pm, excluding statutory holidays. Installations will be scheduled by the Project Authority.

1.8.2 The Construction Manager (CM) is responsible for scheduling the use of the elevator.

1.8.3 Installers are required to have a designated Supervisor on site while the work is being carried out.

PART V: HEALTH AND SAFETY

1. General:

1.1 Until **April 2016,** the Construction Manager (CM), assumes the role of "Constructor" as defined in the Occupational Health and Safety Act and Regulations for construction Projects and is fully responsible for ensuring compliance with OSHA for all aspects of the Project.

1.2 The Contractor MUST comply with the Construction Manager's Health and Safety Procedures and Policy described below and attached under Annex A.2.

1.3 A Site Orientation Course will be provided by the CM to all of the Contractor's personnel required to access the worksite.

1.4 All personnel accessing the site (beyond the loading dock) are required to have valid WHMIS and Basics of Fall Protection training cards during their time on site. Copies of the training cards will be taken by Construction Manager at the site orientation course

1.5 The Construction Manager complies with and enforces the requirements of:

1.5.1 The National Building Code of Canada 2005 (NBC), Part 8 Safety Measures at Construction and Demolition Sites and Provincial Regulations for Construction Projects.

1.5.2 The Designated Substances Report.

1.5.3 The Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labeling and the provision of Material Safety Data Sheets (MSDS) acceptable to Human Resources and Skills Development Canada, Labour Program.

PART VI: INSPECTION DEFICIENCY & ACCEPTANCE PROCEDURES

The Contractor MUST adhere to the following inspection process and deficiency and acceptance procedure:

1. INSPECTIONS

1.1. **At Manufacturer's Premises**

1.1.1. The Project Authority and Technical Authority reserve the right to visit the manufacturer's premises.

1.2. **Inspection Upon Delivery**

1.2.1. The Project Authority will inspect all products arriving on-site.

1.2.2. There will be an inspection of the building prior to any deliveries by the Contractor. Damages will be formally documented by the Project Authority and a copy provided to the Contractor.

1.3. **Inspection During Installation**

1.3.1. The Project Authority and Technical Authority will inspect all products during installation.

1.4. **Inspection Upon Completion of Installation**

1.4.1. The Contractor MUST notify the Project Authority when the installation is completed.

1.4.2. The Project Authority and the Technical Authority will perform the inspection within five (5) business days after notification of the completed installation.

2. DEFICIENCIES & ACCEPTANCE

2.1. The Project Authority will prepare a deficiency list documenting all deficiencies upon installation completion.

2.2. The deficiency list will be forwarded to the Contractor.

2.3. Within three (3) working days of receipt of this deficiency list, the Contractor MUST complete all minor deficiencies and make all adjustments not requiring new parts.

2.4. For all outstanding deficiencies, the Contractor MUST submit a deficiency rectification plan with delivery dates and completion dates, within five (5) working days from receipt of the deficiency list.

2.5. In instances where replacement furniture pieces are required before deficiency rectification can be scheduled, temporary pieces of furniture will need to be supplied. These pieces will be identified at the time of the walk-through inspections and itemized on the deficiency list.

2.6. The Contractor MUST notify the Project Authority and the Contracting Authority when all deficiencies have been rectified.

2.7. A final inspection will be coordinated by the Project Authority with the Contractor and other PWGSC stakeholders. Once all rectified deficiencies pass inspection, the Contracting Authority will provide the Contractor a final sign-off that the work is accepted.