

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions - TPSGC**

**11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Furniture Division/Division des produits de l'ameublement  
11 Laurier St. / 11, rue Laurier  
6B1, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> TREASURY BD. - MEETING TABLES RISO	
<b>Solicitation No. - N° de l'invitation</b> EN448-150377/A	<b>Date</b> 2014-08-15
<b>Client Reference No. - N° de référence du client</b> 20150377	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PQ-967-65541
<b>File No. - N° de dossier</b> pq967.EN448-150377	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-09-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nolet(PQ Div.), Josée	<b>Buyer Id - Id de l'acheteur</b> pq967
<b>Telephone No. - N° de téléphone</b> (819)956-8774 ( )	<b>FAX No. - N° de FAX</b> (819)956-5706
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Solicitation No. - N° de l'invitation

EN448-150377/A

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

20150377

Amd. No. - N° de la modif.

File No. - N° du dossier

pq967EN448-150377

Buyer ID - Id de l'acheteur

pq967

CCC No./N° CCC - FMS No/ N° VME

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See the RFSO document continuing next page;



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## TABLE OF CONTENTS

### TITLE

### 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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EN448-150377/A

Client Ref. No. - N° de réf. du client  
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File No. - N° du dossier  
pq967EN448-150377

Buyer ID - Id de l'acheteur

pq967

CCC No./N° CCC - FMS No./N° VME

- 
5. Invoicing Instructions
  6. Shipping Instructions
  7. Installation Services
  8. Deficiency Procedures
  9. 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



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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:   |
|        | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Requirement, the Delivery and Installation Schedule, the Call-up process, the Basis of Payment and any other annexes.

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business. This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses. Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

### 2. Summary

To establish one Regional Individual Standing Offer (RISO) for the supply, delivery and installation & post-installation / reconfiguration services of Meeting tables, Credenzas and Lecterns 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 and E to Public Works and Government Services Canada (PWGSC), Acquisitions (AB) and Real Property (RPB) Branches 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 deliveries and installations packages for the 90 Elgin location are as follows:

Packages	Deliveries	Installations (for IT)
Package 1: (8 <sup>th</sup> Floor)	November 17th, 2014	January 13th, 2015
Package 2: (7 <sup>th</sup> Floor)	December 1st, 2014	January 27th, 2015
Package 3: (6 <sup>th</sup> Floor)	December 15th, 2014	February 10th, 2015
Package 4: (5 <sup>th</sup> Floor)	January 7th, 2015	February 25th, 2015
Package 5: (4 <sup>th</sup> Floor)	January 21st, 2015	March 11th, 2015
Package 6: (3 <sup>rd</sup> Floor)	February 4th, 2015	March 25th, 2015
Package 7: (Remainder of 9 <sup>th</sup> Floor)	February 19th, 2015	April 10th, 2015
Floor 02E: (2 <sup>nd</sup> E Floor)	March 24th, 2015	May 13th, 2015

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>) 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 (2001-05-16) Condition of Material  
M0019T (2007-05-25) Firm Price and/or rates



## **2. Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

## **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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: One (1) hard copy 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.
- (c) The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

1.1.1.A	Mandatory Technical Criteria (MTC)
<b>MTC 1</b>	<p><u>MTC 1.1</u> The Bidder must provide a component listing of the major products proposed which meet the requirements of Annexes A Part 1 and Part 2. For the purpose of this solicitation, the major products are defined in MTC 1.2 below.</p> <p><u>MTC 1.2</u> The major products are defined as:</p> <ul style="list-style-type: none"><li>a) Meeting Tables</li><li>b) Credenzas</li><li>c) Lecterns</li></ul> <p>The component listing/information is to be provided in a table format. The bidder to provide in CD/DVD format, written in Adobe Acrobat PDF version 7 or older and submit a printed hard copy.</p>
<b>MTC 2</b>	<p><u>MTC 2.1</u> 1. The Bidder's proposed products must meet the technical compliance of the following testing requirements:</p> <ul style="list-style-type: none"><li>• Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.</li><li>• ASTM E84 – Standard Test Method for Surface Burning Characteristics of Building Materials.</li><li>• ANSI/NPA A208.1 – Particleboard.</li><li>• ANSI/NEMA LD3 – High Pressure Decorative Laminates Standards.</li><li>• Vertical surfaces and supports must meet the performance requirements for finishes as stated in CAN/CGSB-44.227 – Table 1</li><li>• CAN/ULC S102 – Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies.</li></ul>



	<p><u>MTC 2.2</u> To demonstrate compliance with MTC2.1, the Bidder must submit one copy of the test reports for each of the testing requirements, in CD/DVD format, in Adobe Acrobat PDF version 7 or older and a printed hard copy.</p>
<b>MTC 3</b>	<p><u>MTC 3.1</u> Age of tests: all test reports must not be more than five years old on the date of Bid Closing.</p>
<b>MTC 4</b>	<p><u>MTC 4.1</u> The bidder's proposed products must meet the specified delivery dates as outlined in Annex B Delivery and Installation Schedule.</p> <p>To demonstrate compliance with MTC4.1 the bidder must provide a signed letter from the manufacturer stating the ability to meet the dates provided in Annex B.</p>

## 1.2 Financial Evaluation

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

<b>1.2.1.A</b>	<b>Mandatory Financial Criteria (MFC)</b>
<b>MFC 1</b>	<p><u>MFC 1.1</u> The Offeror must submit a completed Table at Annex E – Basis of Payment.</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 both in hard and soft copies.</p>
<b>MFC 2</b>	<p><u>MFC 2.1</u> The Offeror must submit firm prices and firm delivery and installation percentages for all items and services listed in Annex "A" that will apply for the entire period of the Standing Offer.</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. 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **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 Canadian Content Certification**

#### **2.1.1 SACC Manual clause [A3050T](#) (2010-01-11) Canadian Content Definition**

#### **2.1.2 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:



( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

## **2.2 Set-aside for Aboriginal Business**

2.2.1 This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4: Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.

2.2.2 The Offeror:

- i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
- ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

2.2.3 The Offeror must check the applicable box below:

- i. ( ) The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- ii. ( ) The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

2.2.4 The Offeror must check the applicable box below:

- i. ( ) The Aboriginal business has fewer than six full-time employees.

**OR**

- ii. ( ) The Aboriginal business has six or more full-time employees.

2.2.5 The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

2.2.6 By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



## 2.3 Owner/Employee Certification – Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## 2.4 Set-aside under the Procurement Strategy for Aboriginal Business

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

## 2.5 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.



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## 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 and E.

#### 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](mailto: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](mailto:Josee.Nolet@pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **4.2 Project Authority**

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

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

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

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 (AB) and Real Property Branch (RPB) of Public Works and Government Services Canada, and Treasury Board of Canada Secretariat (TBS).

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 \$ 200,000.00 for Acquisitions and Real Property Branches of PWGSC and for the Period of Post delivery and installation (Period 2), \$ 25,000.00 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) 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).



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## **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. SACC Manual Clauses**

M3060C (2008-05-12) Canadian Content Certification

## **12. 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  
SACC Manual Clause A3000C (2011-05-16) Aboriginal Business Certification

**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;



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- 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. 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.



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## **ANNEX A – PART 1**

### **PURCHASE DESCRIPTION Meeting Tables, Credenzas and Lecterns**

#### **Treasury Board Secretariat– 90 Elgin**

## **1.0 PRODUCT REQUIREMENTS**

- 1.1 Purchase description for the supply and installation of newly manufactured meeting tables, credenzas and lecterns within meeting rooms complete with wire management for electrical and data connectivity (by others).
- 1.2 The successful bidder is responsible for supplying all necessary accessories (table stiffeners, attachment and adjustment hardware, leveler, carpet glides, etc.) to allow the configuration to be integrated as illustrated in Annex A - Part 2.

### **1.3 Definitions:**

“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.

## **2.0 TEST REQUIREMENTS**

- 2.1 All table, credenza and lectern products and components must meet the acceptance criteria as provided in:
  - 2.1.1 American National Standards Institute (ANSI) / National Particleboard Association (NPA)  
ANSI/NPA A208.1 – Particleboard  
ANSI/BIFMA X 5.5 American National Standard for Office Furnishings – Desk Productions.
  - 2.1.2 Canadian General Standards Board (CGSB)  
CAN/CGSB 44.227 – Freestanding Office Desk Products and Components.
  - 2.1.3 Reference to publications or test methods is to the latest issue.
- 2.2 American Society for Testing and Materials (ASTM)
  - 2.2.1 ASTM D3359 – Standard Test Method for Measuring Adhesion by Tape Test. Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
  - 2.2.2 ASTM D3363 – Standard Test Method for Film Hardness by Pencil Test. Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.
  - 2.2.3 ASTM E84 – Standard Test Method for Surface Burning Characteristics of Building Materials.



2.3 American National Standards Institute (ANSI)/ National Particleboard Association (NPA)

2.3.1 ANSI/NPA A208.1 – Particleboard.

2.3.2 ANSI/BIFMA X 5.5 American National Standard for Office Furnishings – Desk Productions.

2.3.3 ANSI/NEMA LD3 – High Pressure Decorative Laminates Standards.

2.4 Canadian General Standards Board (CGSB)

2.4.1 CAN/CGSB 44.227 – Freestanding Office Desk Products and Components.

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

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

2.4.2 1-GP-71 – Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light.

2.5 CAN/ULC S102 – Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies.

2.6 American Association of Textile Chemists and Colorists (AATCC) EP1 – Grey Scale for Color Change – Instructions.

Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3.

2.7 High pressure decorative laminate (HPDL) must meet CAN3 A172 or ANSI/NEMA LD3

2.8 Test Reports

2.8.1 Age of tests: test reports must be no more than five years old at the time of bid closing date.

2.8.2 An independent testing laboratory and a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program. Reference to the above publications, or test methods, is to the latest issue.

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

- a) a title;
- b) name and address of laboratory;
- c) unique identification of the report (such as serial number);



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

## 2.9 Manufacturer's Identification

- 2.9.1 The successful bidder must mark each table, credenza and lectern permanently and legibly with his recognized trademark or name.

## 3.0 ENVIRONMENTAL REQUIREMENTS

### 3.1 Resource Input:

- 3.1.1 When the substrate for tables, credenzas and lecterns 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.
- 3.1.2 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 tables, credenzas and lecterns. 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.)
- 3.1.3 All paints to be water-based, solvent free, and applied as a powder coat.
- 3.1.4 Adhesives used in the manufacture of tables, credenzas and lecterns must be free of Hazardous Air Pollutants (HAP's).
- 3.1.5 No table, credenza or lectern component shall contain plastic foam that is manufactured or formulated using CFCs (chlorofluorocarbon) or HCFCs (hydrochlorofluorocarbons).
- 3.1.6 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.
- 3.1.7 Packaging must be minimized to that required to adequately protect the table, credenza and lectern components from mechanical damage or



soiling. No packaging may be left on site or landfilled. It must be disposed by the installer at an off-site location where it can be reused, recycled and/or recovered.

#### **4.0 GENERAL REQUIREMENTS**

- 4.1 Quality of Workmanship – The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability, or safety. When assembled in all possible configurations there must be 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.
  - 4.1.1 Metal edges, corners and parts with which the user, public or persons maintaining the furniture is intended to come in contact, must have rounded corners or be covered with protective caps.
  - 4.1.2 All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
  - 4.1.3 Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 4.2 Table substrate must be minimum 25.4mm (1") thick to a maximum of 30.2mm (1-3/16").
- 4.3 All components to have their own supports. Legs are not to be shared in furniture configurations
- 4.4 Metal supports must be constructed of factory finished steel or anodized aluminum.
- 4.5 Style and finish must coordinate between all pieces unless otherwise indicated.
- 4.6 Co-ordination of AV Components – Manufacturer to cut table surfaces on site to suit tenant supplied AV components. Quantity and size to be as stated in detailed requirements sections of this document.

#### **5.0 DETAILED REQUIREMENTS: T1 – SMALL MEETING ROOM TABLE**

- 5.1 Table work surface must be rectangular, oval, racetrack, convex racetrack or boat shaped; sizes must be 1829mm wide x 914mm deep x 737mm high (72" wide x 36" deep x 29" high). Table is permitted to be a larger depth at center to a maximum of 1067mm (42").
  - 5.1.1 Table must be high pressure plastic laminate finish with polymer or PVC edge trim.
  - 5.1.2 Clear area of maximum 305mm wide x 305mm deep (12" wide x 12" deep) at table surface must be available for A/V equipment installation.



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Exact size and location of cut-out as indicated by client on site. A/V equipment by others.

- 5.2 Height adjustability – table must be electronically height adjustable with a minimum of 508mm range. The table at its lowest, must be no higher than 559mm (22") AFF, and at its tallest must be no lower than 1206mm (47.5") AFF.
  - 5.2.1 Surface supports must be metal T-leg with carpet glides and levelers with a vertical adjustment of at least 13mm (1/2").
- 5.3 Electronic controls: must be located on the worksurface long edge within 305mm (12") of table corner.
- 5.4 Cord and wire management – horizontal wire management must be inherent. Provide vertical wire management in form of cable clip with leg
- 5.5 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## **6.0 DETAILED REQUIREMENTS: T2 – TEAMING / INTERVIEW / BRIEFING ROOM TABLE**

- 6.1 Table work surface must be rectangular, oval, racetrack, convex racetrack or boat shaped; sizes must be 1829mm wide x 914mm deep x 737mm high (72" wide x 36" deep x 29" high). Table is permitted to be a larger depth at center to a maximum of 1067mm (42").
  - 6.1.1 Table must be high pressure plastic laminate finish with polymer or PVC edge trim
- 6.2 Surface supports must be metal T-leg, Y-leg or X-leg with carpet glides and levelers with a vertical adjustment of at least 13mm (1/2").
  - 6.2.1 Vertical wire management at legs required.
  - 6.2.2 Stability bar at base between legs is permitted.
- 6.3 Cord and wire management – horizontal wire management must be inherent at underside of table.
  - 6.3.1 Plastic or metal grommet with removable cover at center of table required. Grommet must not be less than 25mm (1") in diameter and must not exceed 63mm (2.5") diameter.
- 6.4 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## **7.0 DETAILED REQUIREMENTS: T3 – MEDIUM MEETING ROOM TABLE**

- 7.1 Table shape must be rectangular; sizes must be 2286mm wide x 1219mm deep x 737mm high (90" wide x 48" deep x 29" high) .
  - 7.1.1 Table must be high pressure plastic laminate finish with polymer or PVC edge trim.



- 7.1.1.1 Edge trim style must allow for tight connection along length (2286mm / 90") when ganged together.
- 7.1.2 Clear area for cut-out location of maximum 305mm wide x 305mm deep (12" wide x 12" deep) at table surface must be available for power and data module supplied and installed by others. Exact size and location of cut-out to be determined by client on site as per manufacturer's guidelines.
- 7.2 Surface supports must be square, rectangular, circular or elliptical base and include concealed vertical wire management and cable access hatch. A minimum of two (2) to a maximum of three (3) surface supports to be provided.
  - 7.2.1 Leveling at each base must be provided to ensure tables are leveled for ganging.
  - 7.2.2 Base finish/material must match table surface.
- 7.3 Table must have vertical and horizontal wire management - all wire management must be concealed.
- 7.4 Tables must include ganging mechanisms to join tables along the length (2286mm / 90"). Ganging system must be easily operated by the user without the use of tools.
- 7.5 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## **8.0 DETAILED REQUIREMENTS: T4 – EMERGENCY OPERATIONS CENTRE TABLE**

- 8.1 Table shape must be racetrack; sizes must be 4572mm wide x 1524mm deep x 737mm high (180" wide x 60" deep x 29" high).
  - 8.1.1 Table must be high pressure plastic laminate finish with polymer or PVC edge trim.
  - 8.1.2 Clear area for cut-out location of maximum 305mm wide x 305mm deep (12" wide x 12" deep) at table surface must be available for power and data module supplied and installed by others. Exact size and location of cut-out to be determined by client on site as per manufacturer's guidelines.
- 8.2 Surface supports must be square, rectangular, circular or elliptical base and include concealed vertical wire management and cable access hatch. A minimum of two (2) to a maximum of three (3) surface supports to be provided.
  - 8.2.1 Leveling at each base must be provided to ensure tables are leveled for ganging.
  - 8.2.2 Base finish/material must match table surface.
- 8.3 Table must have vertical and horizontal wire management – all wire management must be concealed.



- 8.4 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## **9.0 DETAILED REQUIREMENTS: T5 – LARGE MEETING ROOM TABLE**

- 9.1 Table shape must be rectangular, oval, boat, racetrack or modified racetrack; sizes must be 6858mm wide x 1524mm deep x 737mm high (270" wide x 60" deep x 29" high). Table is permitted to be a larger depth at center to a maximum of 2438mm (96"). Table surface to be a minimum of three (3) and a maximum of four (4) pieces.
- 9.1.1 Table must be high pressure plastic laminate finish with polymer or PVC edge trim.
- 9.1.2 Clear area for cut-out location of maximum 305mm wide x 305mm deep (12" wide x 12" deep) at table surface must be available for power and data module supplied and installed by others. Exact size and location of cut-out to be determined by client on site as per manufacturer's guidelines.
- 9.2 Surface supports must be square, rectangular, circular or elliptical base and include concealed vertical wire management and cable access hatch. Base must conceal floor monument(s) measuring 317mm wide x 317mm deep (12.5" wide x 12.5" deep) Base quantities as required for table size and number of work surface pieces.
- 9.2.1 Leveling at each base must be provided.
- 9.2.2 Base finish/material must match table surface.
- 9.3 Table must have vertical and horizontal wire management – all wire management must be concealed.
- 9.4 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## **10.0 DETAILED REQUIREMENTS: T6a and T6b – EXTENDED MULTI-PURPOSE ROOM TABLE**

- 10.1 Shape of modular tables must be as per Section 14.0 Annex A - Part 2 T6a and T6b.
- 10.1.1 Table type T6a must be 1676mm wide by 762mm deep (66" wide x 30" deep).
- 10.1.2 Table type T6b to be quarter round with a radius of 762mm.
- 10.1.3 Table must be wood veneer finish with solid wood edge.
- 10.1.3.1 Grain direction of veneer to run the length of the table.
- 10.1.4 Clear area for cut-out location of maximum 305mm wide x 305mm deep (12" wide x 12" deep) at table surface must be available for power and data module supplied and installed by others. Exact size and location of



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cut-out to be determined by client on site as per manufacturer's guidelines.

10.2 Surface supports must be square or triangular metal fixed legs, four (4) per table.

10.2.1 Tables must have levelers with carpet glides for stability.

10.2.2 Finish must be brushed aluminum or polished chrome.

10.3 Table must have a veneered modesty panel that is no less than 229mm (9") high and no greater than 305mm (12") high, width of modesty panel to match width of table.

10.4 Tables must be ganged together side (depth) to side (depth) and side (depth) to front (width) or back (width) edge. Ganging system must be easily operated by the user without the use of tools.

10.5 Tables must have horizontal wire management – all wire management must be concealed.

10.6 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

#### **11.0 DETAILED REQUIREMENTS: T7a & T7b – FOREIGN DELEGATES MEETING ROOM TABLE**

11.1 Shape of modular tables must be as per Section 14.0 Annex A - Part 2 T7a and T7b.

11.1.1 Table type T7a to be 1524mm wide x 762mm deep x 737mm high (60" wide x 30" deep x 29" high).

11.1.2 Table type T7b to be quarter round with a radius of 762mm.

11.1.3 Table must be high pressure plastic laminate finish with polymer or PVC edge trim.

11.1.4 Clear area for cut-out location of maximum 305mm wide x 305mm deep (12" wide x 12" deep) at table surface must be available for power and data module supplied and installed by others. Exact size and location of cut-out to be determined by client on site as per manufacturer's guidelines.

11.2 Surface supports must be metal post legs, four (4) per table at T7a; three (3) per table at T7b.

11.2.1 Tables must have levelers with carpet glides for stability.

11.3 Table T7a must have either a plastic laminate or metal modesty panel that is no less than 254mm (10") high and no greater than 508mm (20") high, width of modesty panel to match width of table.



11.4 Tables must be ganged together side (depth) to side (depth) and side (depth) to front (width) or back (width) edge. Ganging system must be easily operated by the user without the use of tools.

11.5 Cord and wire management – horizontal wire management must be inherent. Provide vertical wire management in form of cable clip with leg

11.6 Tables T7a and T7b must be from the same statement of line.

11.7 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## **12.0 DETAILED REQUIREMENTS: T8a and T8b – LECTERN**

12.1 Freestanding lectern to be:

12.1.1 Minimum 1168mm (46") high to a maximum of 1283mm (50.5") high.

12.1.2 Minimum 508mm (20") wide to a maximum 762mm (30") wide.

12.1.3 Minimum 355mm (14") deep to a maximum of 610mm (24") deep.

12.2 Working/presentation surface must be a minimum of 1016mm (40") high to a maximum of 1067mm (42") high.

12.2.1 Working/presentation surface must have a grommet centered along the back edge.

12.2.2 Wires from the working/presentation surface must be concealed from exit or grommet from the lectern to the floor box.

12.3 Freestanding lectern must either be open with shelving or have a cabinet door for storage below working/presentation surface.

12.4 T8a - Freestanding lectern must be finished in plastic laminate with polymer or PVC edge trim at exposed edges.

12.4.1 Working/presentation surface must be finished in high pressure plastic laminate with polymer or PVC edge trim at exposed edges.

12.5 T8b - Freestanding lectern must be wood veneer finish with solid wood edge.

12.5.1 Working/presentation surface must be wood veneer with solid wood at exposed edges.

12.6 Freestanding lectern must have lockable castors.

12.7 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## **13.0 DETAILED REQUIREMENTS: T9 – CREDENZA**

13.1 Freestanding credenza to be:



- 13.1.1 Minimum 736mm (29") high, 508mm (20") deep and 2286mm (90") wide.
- 13.2 Horizontal surface must be high pressure plastic laminate finish with polymer or PVC edge trim.
- 13.3 Must have equal distribution of plastic laminate doors along entire width.
  - 13.3.1 Doors must be lockable, keyed alike. Provide three (3) sets of keys.
- 13.4 Base must have levelers.
- 13.5 Style of credenza to match table T7a and T7b.
- 13.6 Refer to Section 15.0 Annex A - Part 2 for type, image line drawing and approximate quantities for unit pricing.

## 14.0 FINISHES

### 14.1 Laminate Surfaces:

- 14.1.1 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.
- 14.1.2 The submission must include the complete selection of standard high and low pressure plastic laminate finishes including all solid, pattern and wood grains.

### 14.2 Wood Veneer Surfaces:

- 14.2.1 Wood veneer must be a minimum thickness of 0.79mm.
- 14.2.2 Veneer must be press dried to a uniform content of 10%-12%. Red streaks, wild grain, worm holes and improper cut is not permitted. A limited number of pin knots are permitted provided they are not in a cluster and do not detract from overall appearance of the panel.
- 14.2.3 All veneer grain must be aligned for aesthetic grain continuity.
- 14.2.4 Horizontal work surfaces must meet the performance requirements for wood veneer required by woodwork quality standard.
- 14.2.5 The submission must include the complete selection of standard wood veneer finishes.

### 14.3 All other surfaces:

- 14.3.1 The submission must include the complete selection of standard textured and smooth metal finishes.
- 14.3.2 The submission must include the complete selection of polymer or PVC edge styles and colours.



#### 14.4 Hardware:

14.4.1 The submission must include the complete selection of door and drawer pulls and applicable metal finishes.

#### 15.0 Annex A - Part 2

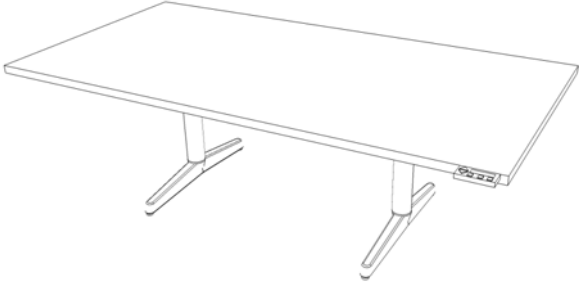

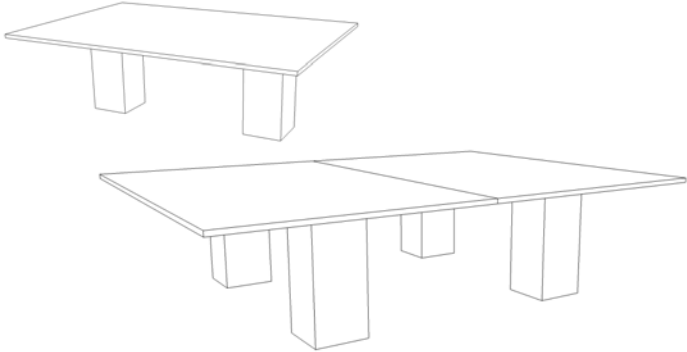
Meeting Table		
New Item no.	Quantity (Approximate)	Image (line drawing) Note that line drawing is generic and represents design intent only.
Table T1	22	
Table T2	41	
Table T3	36	



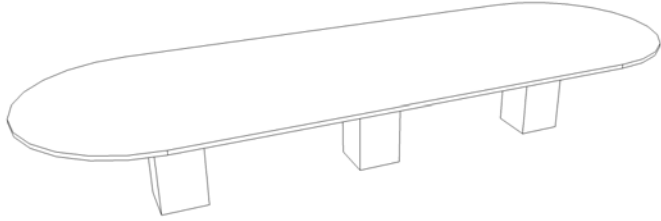
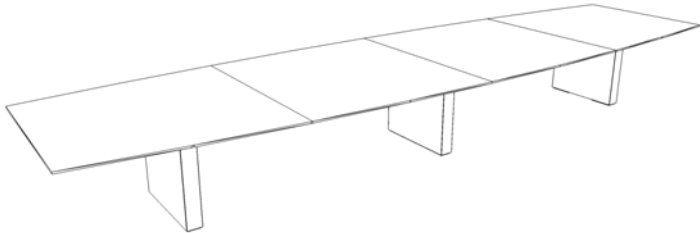




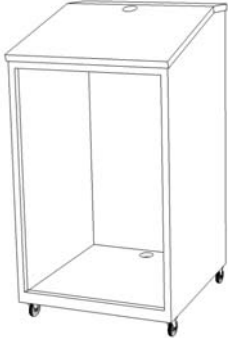
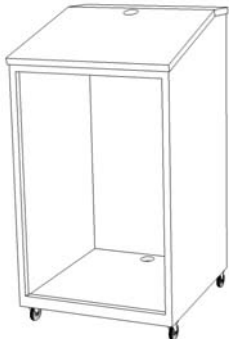
Table T4	1	
Table T5	4	
Table T6a	22	
Table T6b	4	



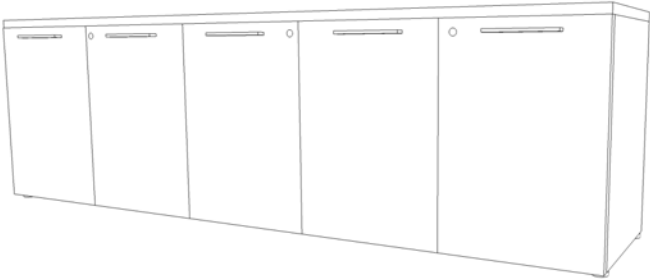
Table T7a	10	
Table T7b	4	
T8a	2	
T8b	1	



Solicitation No. - N° de l'invitation  
EN448-150377/A  
Client Ref. No. - N° de réf. du client  
20150377

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq967EN448-150377

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

T9	1	
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END OF ANNEX “A”



## ANNEX B

### DELIVERY AND INSTALLATION SCHEDULE

The Work will be carried out in accordance with the Schedule listed below, at 90 Elgin Street, Ottawa, Ontario. The dates in the Schedule are estimated and may change if authorized by the Project Authority. Canada will endeavour to give the Contractor four to six weeks lead time for the delivery of the furniture for the Packages, 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 meeting tables will be installed in the following phased manner:

- 1) The Contractor will deliver and install all the meeting tables on a floor by floor basis unless otherwise indicated per the Packages listed below;
- 2) All deliveries will be outside of regular business hours (see Annex A – Part 1, for “Normal Working Hours” and “After Normal Working Hours” definitions).
- 3) Canada will be responsible for cabling and table cut outs.

<b>Estimated Schedule</b>			
<b>Packages &amp; the Required Furniture</b>			
<b>Floor Number for Delivery and Installation of the Furniture by Package</b>			
<b>Delivery to Floor</b>			
<b>Period for Installation of Furniture and IT by others</b>			
<b>Packages</b>	<b>Floors</b>	<b>Estimated Delivery Dates</b>	<b>Installation Period (Calendar Days)</b>
<b>Package 1</b>	08	November 17 <sup>th</sup> , 2014	5 days
<b>Package 2</b>	07	December 1 <sup>st</sup> , 2014	5 Days
<b>Package 3</b>	06	December 15 <sup>th</sup> , 2014	5 Days
<b>Package 4</b>	05	January 7 <sup>th</sup> , 2015	5 Days
<b>Package 5</b>	04	January 21 <sup>st</sup> , 2015	5 Days
<b>Package 6</b>	03	February 4 <sup>th</sup> , 2015	5 Days
<b>Package 7</b>	Remainder of 09	February 19 <sup>th</sup> , 2015	5 Days
<b>Package 8</b>	02E	March 24 <sup>th</sup> , 2015	5 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.



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## **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.



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: \_\_\_\_\_



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## 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 supply, delivery and installation of the goods.

In the following order:

1. Supply, Delivery & Installation of the Goods

The Call-up will include the following documentation/information:

- a) Delivery dates and installation period
- b) Delivery and installation hours

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. Standing Offer Pricing Table

##### 1.1 Goods, delivery and installation for both periods of the Standing Offer

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

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

Goods and Services for Periods 1 & 2 – Meeting tables, Credenzas and Lecterns					
Item no. (Refer to Annex A – Part 2 for Product Images)	Quantity (Approximate) (For P1 + 15 % more goods for P2)	Firm Unit Price (Excluding Applicable Taxes)	Firm % for Delivery	Firm % for Installation	Extended Total Unit Prices for Periods 1 & 2
Table T1	22 + 3				
Table T2	41 + 6				
Table T3	36 + 5				
Table T4	1 + 0				
Table T5	4 + 0				
Table T6a	22 + 3				
Table T6b	4 + 0				
Table T7a	10 + 2				
Table T7b	4 + 1				
T8a	2 + 0				
T8b	1 + 0				
T9	1 + 0				
TOTAL EVALUATED PRICE : (Firm Unit Prices x Total Quantity) + Delivery + Installation, excluding Applicable Taxes =					
					_____ \$