

**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 0B2 / Noyau 0B2  
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> CRA PDV COLLABORATIVE FURNITURE	
<b>Solicitation No. - N° de l'invitation</b> EP863-160093/A	<b>Date</b> 2015-05-12
<b>Client Reference No. - N° de référence du client</b> 20160093	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PQ-967-67284
<b>File No. - N° de dossier</b> pq967.EP863-160093	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-23</b>	
<b>Time Zone 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: 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**

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

Solicitation No. - N° de l'invitation

EP863-160093/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq967EP863-160093

Buyer ID - Id de l'acheteur

pq967

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

20160093

CCC No./N° CCC - FMS No/ N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Requirement, the Purchase Description, the Delivery and Installation schedule, the Call-up Process, the Basis of Payment and any other annexes.

### 1.2 Summary

As per the Integrity Provisions under section 01 of Standard Instructions 2006 and 2007, offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

#### 1.2.1 Requirement

To establish one Regional Individual Standing Offer (RISO) for the supply, delivery and installation of collaborative seating (soft seating and screens) and collaborative tables for the following three locations:

- Place de Ville Complex – Tower A, 320 Queen Street, Ottawa, ON;
- Place de Ville Complex – Tower B, 112 Kent Street, Ottawa, ON and;
- Place de Ville Complex – Tower C, (Concourse), 112 Kent Street, Ottawa, ON

Throughout this document this project/location will be referred to as PDV A, B & C.

Offerors must fulfill the requirement in accordance with Annex A to be available to supply on a regional basis on behalf of Public Works and Government Services Canada (PWGSC) for the Real Property Branch (RPB) of PWGSC on the behalf of the Canada Revenue Agency.

TOTAL Quantities for Collaborative Furniture Types for entire PDV complex (all phases/by phase)

- S1      Seat 1 – Armchair – qty. 120 (all phases)
  - Phase 0 – qty. 23
  - Phase 1 – qty. 4
  - Phase 2 – qty. 8
  - Phase 3 – qty. 20
  - Phase 4 – qty. 16
  - Phase 5 – qty. 24
  - Phase 6 – qty. 32
  
- S2      Seat 2 – Couch (low) – qty. 15 (all phases)
  - Phase 0 – qty. 0
  - Phase 1 – qty. 1
  - Phase 2 – qty. 1
  - Phase 3 – qty. 2
  - Phase 4 – qty. 4
  - Phase 5 – qty. 4
  - Phase 6 – qty. 3
  
- S3      Seat 3 – Tablet style chair (both right and left configurations) – qty. 118 (all phases)
  - Phase 0 – qty. 12
  - Phase 1 – qty. 20
  - Phase 2 – qty. 8
  - Phase 3 – qty. 16
  - Phase 4 – qty. 16
  - Phase 5 – qty. 22
  - Phase 6 – qty. 24
  
- S4      Seat 4 – Banquette – qty. 54 (all phases)
  - Phase 0 – qty. 4
  - Phase 1 – qty. 12
  - Phase 2 – qty. 4
  - Phase 3 – qty. 6
  - Phase 4 – qty. 8
  - Phase 5 – qty. 10
  - Phase 6 – qty. 10
  
- S5      Seat 5 – Café Chair – 284 (all phases)
  - Phase 0 – qty. 24
  - Phase 1 – qty. 60
  - Phase 2 – qty. 20
  - Phase 3 – qty. 34
  - Phase 4 – qty. 60
  - Phase 5 – qty. 32
  - Phase 6 – qty. 54
  
- T1      Table 1 – qty. 49 (all phases)
  - Phase 0 – qty. 4

- Phase 1 – qty. 2
- Phase 2 – qty. 4
- Phase 3 – qty. 8
- Phase 4 – qty. 8
- Phase 5 – qty. 11
- Phase 6 – qty. 12

- T2 Table 2 – qty. 30 (all phases)
- Phase 0 – 0
  - Phase 1 – 2
  - Phase 2 – 4
  - Phase 3 – 2
  - Phase 4 – 8
  - Phase 5 – 8
  - Phase 6 – 6

- T3 Table 3 – qty. 88 (all phases)
- Phase 0 – 8
  - Phase 1 – 18
  - Phase 2 – 6
  - Phase 3 – 11
  - Phase 4 – 12
  - Phase 5 – 16
  - Phase 6 – 17

- T4 Table 4 – qty. 54 (all phases)
- Phase 0 – 4
  - Phase 1 – 12
  - Phase 2 – 4
  - Phase 3 – 6
  - Phase 4 – 8
  - Phase 5 – 10
  - Phase 6 – 10

Teardrop table – qty. 0 – requesting a unit price only

Phase	Tower	Floor	Installation Dates
0	B	2	Oct 15, 16, 2015
0	B	3	Oct 15, 16, 2015
0	C	Concourse	Oct 15, 16, 2015
1	A	2	Oct 15, 16, 2015
1	A	4	Oct 29, 30, 2015
1	A	5	Oct 22, 23, 2015
1	A	6	Nov 05, 06, 2015
1	A	17	Oct 15, 16, 2015
1	A	18	Oct 15, 16, 2015
2	A	12	May 05, 06, 2016
2	A	13	Jun 02, 03, 2016
3	A	16	Nov 17, 18, 2016

3	B	16	Nov 24, 25, 2016
3	B	18	Dec 22, 23, 2016
4	A	7	Jul 06, 07, 2017
4	A	11	Jun 29, 30, 2017
4	A	14	Jun 29, 30, 2017
4	A	22	Jun 29, 30, 2017
5	A	15	Jan 11, 12, 2018
5	A	19	Jan 04, 05, 2018
5	A	20	Jan 04, 05, 2018
5	A	21	Jan 04, 05, 2018
5	B	19	Jan 11, 12, 2018
6	A	8	Jul 12, 13, 2018
6	A	9	Jul 12, 13, 2018
6	A	10	Jul 12, 13, 2018
6	B	5	Jul 19, 20, 2018
6	B	6	Jul 26, 27, 2018

### 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

### 2.1 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 (2014-09-25) 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: 60 days  
 Insert: 120 days

#### 2.1.1 SACC Manual Clauses

M1004T (2011-15-16) Condition of Material  
 M0019T (2007-05-25) Firm Price and/or Rates

## 2.2 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.

## 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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.

## 2.4 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

## 3.1. 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 6B, article 4.1 and with Annex D, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 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

### 4.1 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

4.1.1.1.A	Mandatory Technical Criteria (MTC) (Collaborative Furniture)
<b>MTC1</b>	<p><u>MTSC 1.1</u>            The Offeror's proposed products must meet the specified delivery dates as outlined in Annex B, Delivery and Installation Schedule.</p> <p>To demonstrate compliance with MTS1.1 the Offeror must provide a signed letter from the manufacturer stating the ability to meet the dates provided in Annex B.</p>
<b>MTC2</b>	<p><u>MTSC 2.1</u>            Authorized Dealer</p> <p>If the Offeror is not the manufacturer of the products offered but is submitting an arrangement offering the products of a manufacturer(s), the Offeror must:</p> <ul style="list-style-type: none"> <li>i. Be an authorized dealer of the manufacturer(s) for the products offered;</li> <li>ii. Submit a letter of authorization from each manufacturer whose products are being offered.</li> </ul> <p>The letter must:</p> <ul style="list-style-type: none"> <li>i. Be signed by the manufacturer and be under the letterhead of the manufacturer;</li> <li>ii. List the products name / Series offered;</li> <li>iii. List the model number offered; and</li> <li>iv. Confirm that the Offeror is in fact an authorized dealer for the products specified in the letter</li> </ul>

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Evaluation Criteria

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

4.1.2.2	Mandatory Financial Criteria (MFC)
<b>MFC1</b>	<p><u>MFC 1.1</u>            The Offeror must submit completed applicable tables at Annex F – Pricing Table.</p> <p>Offerors are required to provide with their offer the soft copy in Excel compatible format (.xls) of the completed tables of Annex F – Pricing Table in accordance with Part 3 - Financial Offer of this solicitation on a CD/DVD and upon demand from the Standing Offer Authority within the timeframe detailed in the request for standing offers. Canada will be using the Soft Copy for administrative purposes.</p>

	<u>MFC 1.2</u> To demonstrate MFC1.1 Offerors must submit their pricing in accordance with Part 3 Financial Offer of this solicitation in <b>hard copy</b> .
<b>MFC 2</b>	<u>MFC 2.1</u> The Offeror is required to submit firm prices (including delivery and installation fees) that will apply for the entire period of the Standing Offer. Offerors must submit firm prices for all items and services listed in Annex "A".

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection – Mandatory Technical Criteria Only

SACC Manual Clause M0031T (2007-05-25), Basis of Selection – Mandatory Technical Criteria Only

## 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.

### 5.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will 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.

#### 5.1.1 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.

#### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

### 5.1.3 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

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

#### 6.3 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.

##### 6.3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 6.3.2 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.

## **6.4 Term of Standing Offer**

### **6.4.1 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.

## **6.5 Authorities**

### **6.5.1 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.

### **6.5.2 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.

**6.5.3 Offeror's Representative** *(Please, complete legibly)*

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_

**6.6 Identified Users**

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

**6.7 Call-up Procedures**

Refer to Annex C, Call-up Process.

**6.8 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.

**6.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$ 400,000.00 for the Real Property Branch of PWGSC (Applicable Taxes included).

**6.10 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 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-11-27) General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Delivery and Installation schedule;
- g) Annex C, Call-up process;
- h) Annex D, Basis of Payment;
- i) Annex E, Typical Layouts (for information purposes only);
- j) Annex F, Pricing Table (Excel format file, in attachment);

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k) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_"*) and *insert date(s) of clarification(s) or amendment(s) if applicable*).

## 6.11 Certifications

### 6.11.1 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.

### 6.11.2 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.

## 6.12 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.

### 6.1 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.

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## 6.2 Standard Clauses and Conditions

### 6.2.1 General Conditions

2010A (2014-11-27), 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.

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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.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **6.4 Payment**

#### **6.4.1 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.

#### **6.4.2 Multiple Payments**

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

#### **6.4.3 SACC Manual Clauses**

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

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

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **6.5 Invoicing Instructions**

**6.5.1** 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.

### **6.6 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.

### **6.7 Installation Services**

The Contractor must provide, as a minimum, the following installation services for the products supplied:

- 6.7.1 Receive, unload, store and transport all products/pieces to the staging and/or installation area;
- 6.7.2 Unpack all pieces and inspect products for shipping damage;
- 6.7.3 Install all products in accordance with the manufacturer's specifications;
- 6.7.4 Ensure all other products function properly and make minor adjustment/repairs;
- 6.7.5 Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
- 6.7.6 Clean the product once installed;
- 6.7.7 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;
- 6.7.8 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.

## **6.8 Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

- 6.8.1 The Contractor must notify the Project Authority when the installation is completed;
- 6.8.2 The Project Authority must arrange for the initial walk-through inspection with the Contractor;
- 6.8.3 The walk-through inspection must take place no later than three (3) business days after installation is completed;
- 6.8.4 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;
- 6.8.5 At time of walkthrough inspection, Contractor must test functionality of all electrical components;
- 6.8.6 The Project Authority in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
- 6.8.7 The deficiency list must be forwarded by the Project Authority to the Contractor;
- 6.8.8 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;
- 6.8.9 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

Solicitation No. - N° de l'invitation

EP863-160093

Client Ref. No. - N° de réf. du client  
20160093

Amd. No. - N° de la modif.

File No. - N° du dossier  
pq967EP863-160093

Buyer ID - Id de l'acheteur

pq967

CCC No./N° CCC - FMS No./N° VME

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6.8.10 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.

## **ANNEX "A"**

### **GENERAL STATEMENT OF REQUIREMENT**

The Contractor will supply, deliver and install the Work detailed in all parts of Annexes "A"  
The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Standing Offer and in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex "A". In the event the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annex "A", the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

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## Annex A-1

### Requirement for COLLABORATIVE SEATING

#### 1. SCOPE OF WORK

- 1.1 This specification is for the supply, delivery and installation of soft seating & screens within open common areas, and closed offices and seating within lunch rooms.
- 1.2 Product need not all be from the same manufacturer.
- 1.3 All products must be new.

#### 2. REFERENCES

- 2.1 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
  - 2.1.1 ANSI/BIFMA x 5.4 - American National Standard for Office Furnishings - Lounge Seating - Tests.
  - 2.1.2 ANSI/BIFMA X5.6, American National Standard For Office Furnishings - Panels Systems -Tests.
  - 2.1.3 ANSI/BIFMA M7.1-, American National Standard For Office Furnishings - Standard Test Method For determining VOC Emissions From Office Furniture Systems, Components and Seating.
- 2.2 California Department of Consumer Affairs California Technical Bulletin 117 - Requirement Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture.
- 2.3 Association of Contract Textiles (ACT)
  - 2.3.1 Textiles Performance Guidelines.
- 2.4 Canadian General Standards Board (CGSB)
  - 2.4.1 GreenGuard Certification Standards for Low-Emitting Products.

**NOTE: Reference to the above publications, or test methods, is to the latest issue unless otherwise specified.**

#### 3. PERFORMANCE REQUIREMENTS

- 3.1 The finished products must be stable, uniform in quality, style, material and workmanship, and be clean and free from defects that may affect appearance, serviceability and safety.
- 3.2 External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.

#### 4. TEST REQUIREMENTS

- 4.1 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable

provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

- 4.2 Seating – All seating shall meet the requirements of this specification and the acceptance levels of the performance tests described in ANSI/BIFMA X5.4.
- 4.3 Screens – All screens must meet the acceptance criteria provided in ANSI/BIFMA X5.6 when tested in accordance with the appropriate tests from the referenced standard.
- 4.4 Flammability - All applicable components shall comply with California Technical Bulletin 117.
- 4.5 Upholstery - The fabric used to upholster the chairs shall at least meet the ACT textile performance Guidelines for upholstery and shall pass its applicable testing requirements and acceptance levels.

## 5. PRODUCTS

### 5.1 SEATING:

#### 5.1.1 SEATING MATERIALS & COMPONENTS

##### 5.1.1.1 Fabric:

- 5.1.1.1.1 Fabric must meet the following category requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines: Wet + Dry Crocking, Physical Properties, Flammability; and Colorfastness to Light.
- 5.1.1.1.2 Fabric for the chair offered must have an abrasion resistance rating of 75,000 double rubs (DR) or more.
- 5.1.1.1.3 Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- 5.1.1.1.4 Must have the option of stain resistant fabric.
- 5.1.1.1.5 All finishes, fabric colour & pattern T.B.D. by designer from manufacturer's full range.
- 5.1.1.1.6 Patterns must align at seams.

##### 5.1.1.2 Base/exposed frame:

- 5.1.1.2.1 Metal finish.
- 5.1.1.2.2 Painted components must be finished with powder coat paint.

##### 5.1.1.3 Seat/back Material:

- 5.1.1.3.1 Fabric
- 5.1.1.3.2 Urethane type: Seat/back material must be reinforced plastic and /or polyamide
- 5.1.1.3.3 Molded construction flexible polyurethane must be used for the seat.
- 5.1.1.3.4 Plastic Laminate:

- 5.1.1.3.4.1 All plastic laminates must meet the high pressure laminate acceptance criteria provided in CAN/CGSB-44.227-Freestanding Office Desk Products and Components.
- 5.1.1.3.4.2 Surfaces must have plastic laminate bonded to all exposed single and double faced sides.

#### 5.1.1.4 Line Drawings:

- 5.1.1.4.1 Refer to line drawings as shown in Annex B. The line drawings are for reference purposes only.

## 5.2 SEATING TYPES

### 5.2.1 Collaborative - Seat #1

#### 5.2.1.1 Description:

- 5.2.1.1.1 Lounge Chair.
- 5.2.1.1.2 Enclosed upholstered outer frame.
- 5.2.1.1.3 Back and seat cushions must be fixed or have Velcro attachment.
- 5.2.1.1.4 Fully upholstered with stitch detailing for a tailored look.
- 5.2.1.1.5 Must have four legs. Legs can be rectilinear or square or other options.
- 5.2.1.1.6 Armrest profile must be straight on the exterior, and have a tailored profile.

#### 5.2.1.2 Finishes:

- 5.2.1.2.1 Legs and frame to be metal or wood or wood veneer.
- 5.2.1.2.2 Finish to match Collaborative – Table 1

#### 5.2.1.3 Dimensions:

- 5.2.1.3.1 Overall dimensions: min. 787mm W to max. 915mm W x min. 711mm D to max. 762mm D x min. 686mmH to max. 762mmH (min. 31"W to max. 36"W x min. 28"D to max. 30"D x min. 27"H to max. 30"H) +/-13 mm (1/2").
- 5.2.1.3.2 Seat height must be between 406mm - 508mm (16" - 20") +/-13 mm (1/2") above finished floor.

### 5.2.2 Collaborative - Seat #2

#### 5.2.2.1 Description:

- 5.2.2.1.1 Two seat lounge sofa
- 5.2.2.1.2 Enclosed upholstered outer frame.
- 5.2.2.1.3 Back and seat cushions must be fixed or have Velcro attachment.
- 5.2.2.1.4 Fully upholstered with stitch detailing for a tailored look.

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- 5.2.2.1.5 Must have a minimum of four legs. Legs can be rectilinear or square or other options.
  - 5.2.2.1.6 No arms.
  - 5.2.2.2 Finishes:
    - 5.2.2.2.1 Legs and exposed frame to be metal or wood or wood veneer.
    - 5.2.2.2.2 Finish must match Collaborative – Table 2
  - 5.2.2.3 Dimensions:
    - 5.2.2.3.1 Overall dimensions: min. 1562mm W to max. 1981mm W x min. 711mm D to max. 762mm D x min. 686mm H to max. 762mm H (min. 61.5"W to max. 78"W x min. 28"D to max. 30"D x min. 27"H to max. 30"H) +/-13mm (1/2").
    - 5.2.2.3.2 Seat height must be between 406mm - 508mm (16" - 20") +/-13 mm (1/2") above finished floor.
  - 5.2.3 Collaborative - Seat #3
    - 5.2.3.1 Description:
      - 5.2.3.1.1 Tablet lounge chair
      - 5.2.3.1.2 Enclosed upholstered outer frame.
      - 5.2.3.1.3 Back and seat cushions must be fixed or have Velcro attachment.
      - 5.2.3.1.4 Fully upholstered for a tailored look.
      - 5.2.3.1.5 Must have a minimum of two casters and two legs or four casters of which two must be locking.
      - 5.2.3.1.6 Armrest profile must be straight on the exterior, and have a tailored profile.
      - 5.2.3.1.7 Must have a universal, left or right hand tablet arm that must be adjustable or rotate.
    - 5.2.3.2 Finishes:
      - 5.2.3.2.1 When legs are provided legs must be metal finish, or wood or wood veneer.
      - 5.2.3.2.2 Tablet arm surface must be wood, wood veneer or laminate finish with coordinating edge material.
    - 5.2.3.3 Dimensions:
      - 5.2.3.3.1 Overall dimensions: min. 711mm W to max. 813mm W x min. 610mm D to max. 806mm D x min. 737mm H to max. 806mm H (min. 28"W to max. 32"W x min. 24"D to max. 31¾"D x min. 29"H to max. 31¾"H) +/-13 mm (1/2").
      - 5.2.3.3.2 Seat height must be between 406mm - 508mm (16" - 20") above finished floor.

## 5.2.4 Collaborative - Seat #4

### 5.2.4.1 Description:

- 5.2.4.1.1 Ganging banquette with high back/screen.
- 5.2.4.1.2 Upholstered backrest or bolster & seat with stitch detailing for a tailored look.
- 5.2.4.1.3 Seating to have high back or add on screen option to create privacy.
- 5.2.4.1.4 Must have corner units to create an 'L' shape.
  - 5.2.4.1.4.1 Corner unit to be square.
  - 5.2.4.1.4.2 No back/screen is required.
- 5.2.4.1.3 Upholstery on seat and backrest or bolster must allow for contrasting fabrics.
- 5.2.4.1.4 Front edge of seat must feature a radius or waterfall edge minimum 25mm R (1"R).
- 5.2.4.1.5 Clean architectural lines to create a bold, modern aesthetic.
- 5.2.4.1.6 No arms.
- 5.2.4.1.7 Wide, flat surface on seats, and backs.
- 5.2.4.1.8 Patterns must align at seams.
- 5.2.4.1.9 Must have a minimum of four legs with leveling glides adjust for installations on uneven floors. Legs can be rectilinear, or square or round or other options. Adjustability range to be a minimum +/-13 mm (1/2").

### 5.2.4.2 Finishes:

- 5.2.4.2.1 Legs must be metal.

### 5.2.4.3 Dimensions:

- 5.2.4.3.1 Overall width: overall width to be consistent, but total seat arrangement width to be min. 1676mm W to max. 1905mm W (min. 66" W to max. 75" W). Individual units can be ganged together to create total overall width. Individual dimensions must range between min. 610mm W to max. 1929mm W (min. 24" W to 75" W). Tolerance of +/-13mm (1/2").
- 5.2.4.3.2 Overall seat depth must be between min. 483mm D to max. 584mm D. (min. 19" D to max. 23" D). Tolerance of +/-13mm (1/2").
- 5.2.4.3.3 Overall height must be between min. 737mm H to max. 1321mm H (min. 29" H to max. 52" H) +/-13mm (1/2") above finished floor.
- 5.2.4.3.4 Seat height must be between 406mm - 508mm (16" - 20") +/-26mm (1") above finished floor.

## 5.2.5 Collaborative - Seat #5

### 5.2.5.1 Description:

- 5.2.5.1.1 Dining Chairs

- 5.2.5.1.2 One piece back and seat.
- 5.2.5.1.3 Must have 4 legs (rectilinear, square or round).
- 5.2.5.1.4 No arms.
- 5.2.5.1.5 Must be stackable.
- 5.2.5.1.6 Waterfall edge.

#### 5.2.5.2 Finishes:

- 5.2.5.2.1 Non-perforated molded plastic seat and back. Urethane type: Seat/back material must be reinforced plastic and / or polyamide. Plastic colour T.B.D. by designer from manufacturer's full range.
- 5.2.5.2.2 Base or legs and frame must be metal.

#### 5.2.5.3 Dimensions:

- 5.2.5.3.1 Seat height must be between min. 432mm to max. 508mm (min. 17" to max. 20") +/- 13mm (1/2") above finished floor.
- 5.2.5.3.2 Overall seat depth must be between min. 406mm D to max. 508mm D. (min. 16" D to max. 20" D). Tolerance of +/-13mm (1/2").

### 5.3 REQUIRED SAMPLES AND FINISHES

- 5.3.1 Four fabric cards must be available for showing complete range of colours. Three of these cards must be stain resistant fabric and the fourth card must be 100% recycled fabric.
- 5.3.2 One mesh fabric card or one white board surface must be available for item – Miscellaneous Screen 1.
- 5.3.3 Four non-perforated molded plastic cards must be available and one of the cards must be a white finish.
- 5.3.4 Four molded plastic or two pressed plywood sample cards must be available.
- 5.3.5 Four wood veneer samples must be available.

### 5.4 MARKING

- 5.4.1 All freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- 5.4.2 All components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.
- 5.4.3 Adequate operating instructions in pictorial form and/or written form in both French and English must be provided with each user-adjustable product.

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## Annex A-2

### Requirement for COLLABORATIVE TABLES

#### 1. SCOPE OF WORK

- 1.1 This specification is for the supply, delivery and installation of occasional tables, tables within open common areas, and closed offices, and tables within lunch rooms.
- 1.2 Product need not all be from the same manufacturer.
- 1.3 All products must be new.

#### 2. REFERENCES

- 2.1 American National Standards Institute (ANSI) / National Particleboard Association (NPA)
  - 2.1.1 ANSI/NPA A208.1, Particleboard.
- 2.2 American National Standards Institute (ANSI) / Hardwood Plywood and Veneer Association (HPVA)
  - 2.2.1 ANSI/HPVA HP-1-, Standard for Hardwood and Decorative Plywood.
- 2.3 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
  - 2.3.1 ANSI/BIFMA X5.5 , American National Standard For Office Furnishings - Desk/Table Products - Tests.
- 2.4 Architectural Woodwork Manufacturers Association of Canada (AWMAC) and Architectural Woodwork Institute (AWI)
  - 2.4.1 Architectural Woodwork Quality Standards Illustrated, 8th edition, Version 2.0.
- 2.5 Canadian General Standards Board (CGSB)
  - 2.5.1 CAN/CGSB-44.227 - Freestanding Office Desk Products and Components

**NOTE: Reference to the above publications, or test methods, is to the latest issue unless otherwise specified.**

#### 3. PERFORMANCE REQUIREMENTS

- 3.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability and safety.
- 3.2 External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 3.3 Table components must withstand functional and proof load tests to establish structural

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integrity and acceptance levels of serviceability to: CAN/CGSB-44-227- Freestanding Office Desk Products and Components with the exception of section 5.1.3/13 Collaborative – Table #13a and 13b.

#### 4. TEST REQUIREMENTS

- 4.1 All ANSI/BIFMA tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

#### 5. PRODUCTS

##### 5.1 TABLES:

##### 5.1.1 Table Materials:

5.1.1.1 Particleboard: must conform to ANSI/ NPA A208.1, grade M2 or greater when used as substrate.

5.1.1.2 MDF (medium density fiberboard) core: must conform to ANSI/NPA A208.2 when used as a substrate.

5.1.1.3 Hardwood lumber: must conform to AWMAC custom grade.

5.1.1.4 Hardwood plywood: must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.

##### 5.1.1.5 Wood:

5.1.1.5.1 Solid or veneer must have a clear finish, and be free from open knots.

##### 5.1.1.6 Wood Veneers

5.1.1.6.1 Must be applied to a substrate.

##### 5.1.1.7 Plastic laminate (high pressure laminate):

5.1.1.7.1 All plastic laminates must meet the high pressure laminate acceptance criteria provided in CAN/CGSB-44.227- Freestanding Office Desk Products and Components.

5.1.1.7.2 Surfaces must have plastic laminate bonded to all exposed single and double faced sides.

5.1.1.8 All laminate, painted wood and painted non-wood surface must meet the applicable material performance requirements as stated in CAN/CGSB-44.227-Freestanding Office Desk Products and Components paragraph 5, Table 1. Unless otherwise specified, all exposed and semi-exposed surfaces must be wood and meet the performance requirements of wood veneer.

5.1.1.9 Refer to line drawings as shown in Annex B. The line drawings are for reference purposes only.

5.1.2 TABLE COMPONENTS:

5.1.2.1 Table surfaces:

- 5.1.2.1.1 Table surfaces must be available in various widths, depths and shapes.
- 5.1.2.1.2 Table surfaces must be predrilled to accept installation of mounting hardware and attachments.
- 5.1.2.1.3 Table surfaces must be supported with legs or bases in any combination unless otherwise specified.
- 5.1.2.1.4 Wood core: balanced construction to minimize warping.

5.1.2.2 Table supports:

- 5.1.2.2.1 Types of supports: legs, full panels, and pedestals.

5.1.3 TABLE TYPES

5.1.3.1 Collaborative – Table #1

5.1.3.1.1 Description:

- 5.1.3.1.1.1 Square Side Table
- 5.1.3.1.1.2 Self edge.
- 5.1.3.1.1.3 Straight edge profile.
- 5.1.3.1.1.4 Four legs.

5.1.3.1.2 Finishes:

- 5.1.3.1.2.1 Plastic laminate, wood or wood veneer.
- 5.1.3.1.2.2 Metal legs/base.
- 5.1.3.1.2.3 Design & finishes must coordinate with Collaborative – Seat1

5.1.3.1.3 Dimensions:

- 5.1.3.1.3.1 Table to be square: min 457mm D to max. 610mm D (min. 18" D to max. 24" D). Min. 457mm W to max. 610mm W (min. 18" W to max. 24" W).
- 5.1.3.1.3.2 Height of table surface must be between min. 356mm H to max. 533mm H (min 14" H to max. 21" H).
- 5.1.3.1.3.3 Height of legs must be a minimum of 60% of overall table height.

5.1.3.2 Collaborative – Table #2

5.1.3.2.1 Description:

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	5.1.3.2.1.1	Side table.
	5.1.3.2.1.2	Table constructed of plywood, or molded plywood, or a steel frame supporting a glass top.
	5.1.3.2.1.3	If constructed of molded plywood: 5.1.3.7.1.3.1 Self-edge. 5.1.3.7.1.3.2 Straight edge detail.
5.1.3.2.2	Finishes:	
	5.1.3.2.2.1	Wood veneer or steel frame with frosted or back painted glass top.
5.1.3.2.3	Dimensions:	
	5.1.3.2.3.1	Min. 356mm W to max. 610mmW x min. 495mm D to max. 610mm D x min. 500mm H to max. 660mm H (min. 14"W to max. 24"W x min. 19 1/2"D to max. 24"D x min. 19.7"H to max. 26"H).
5.1.3.3	Collaborative – Table #3	
	5.1.3.3.1	Description:
	5.1.3.3.1.1	Round dining table.
	5.1.3.3.1.2	Straight edge profile.
	5.1.3.3.1.3	Post leg with round pedestal base or a cylindrical or square or X shape base.
	5.1.3.3.2	Finishes:
	5.1.3.3.2.1	High-pressure laminate top with matching edge banding or self-edge.
	5.1.3.3.2.2	Metal base.
	5.1.3.3.2.3	Design & finishes must coordinate with Collaborative - Table #4
	5.1.3.3.3	Dimensions:
	5.1.3.3.3.1	30" dia. Tolerance of +/-12.7mm (+/- 1/2")
	5.1.3.3.3.2	Height of table surface must be between min. 738mm to max. 787mm (min. 29" to max 31") above finished floor.
5.1.3.4	Collaborative – Table #4	
	5.1.3.4.1	Description:
	5.1.3.4.1.1	Rectangular dining table.
	5.1.3.4.1.2	Straight edge profile.

- 
- 5.1.3.4.1.3 Two post legs with round pedestal base or a cylindrical or square or X shape base.
- 5.1.3.4.2 Finishes:
- 5.1.3.4.2.1 High-pressure laminate top with matching edge banding or self-edge.
- 5.1.3.4.2.2 Metal base.
- 5.1.3.4.2.3 Design & finishes must coordinate with Collaborative - Table #3
- 5.1.3.4.3 Dimensions:
- 5.1.3.4.3.1 914mm x 1892mm D (36" x 72"). Tolerance of +/-12.7mm (+/-1/2")
- 5.1.3.4.3.2 Height of table surface must be between min. 738mm to max. 787mm (min. 29" to max. 31") above finished floor.
- 5.2 REQUIRED SAMPLES AND FINISHES
- 5.2.1 Six plastic laminate sample cards must be available, one card must be a white finish and two of the cards must be wood look.
- 5.2.2 Four wood or wood veneer samples must be available.
- 5.2.3 Two molded plywood sample cards must be available or back painted glass for item #7.
- 5.3 MARKING
- 5.3.1 In addition to the labeling requirement stated in CAN/CGSB-44.227-, all components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- 5.3.2 All components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.
- 5.3.3 Adequate operating instructions in pictorial form and/or written form in both French and English must be provided with each user-adjustable product.

## **ANNEX A-3**

### **LEED ENVIRONMENTAL CRITERIA**

Within 5 days of Standing Offer award, the Contractor must provide the Project Authority with documentation that indicates how the Contractor's products assist, or do not assist, in scoring points for LEED – CI (Commercial Interiors), in the following categories. If the documentation does not pertain to LEED or does not assist in scoring points for LEED, the Contractor is to indicate 'Not Applicable' or explain the difference for each category.

The documentation must be provided in CD/DVD format, written in Adobe Acrobat PDF version 7 or older, or hard copy.

#### **Categories**

##### **Materials & Resources**

- 4.1 Recycled Content, 10%
- 4.2 Recycled Content, 20%
- 6 Rapidly Renewable materials; and
- 7 Certified Wood

##### **Indoor Environmental Quality**

- 4.1 Low-emitting Materials, Adhesives and Sealants;
- 4.2 Low-emitting Materials, Paints and Coatings; and
- 4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives
- 4.5 Low-emitting Materials, Systems Furniture

**END OF ANNEX A**

## ANNEX B

### 1.0 DELIVERY AND INSTALLATION SCHEDULE

The Work will be carried out in accordance with the Schedule listed below, at:

Place de Ville Complex – Tower A, 320 Queen Street, Ottawa, ON  
 Place de Ville Complex – Tower B, 112 Kent Street, Ottawa, ON and;  
 Place de Ville Complex – Tower C, (Concourse), 112 Kent Street, Ottawa, ON

### 2.0 DELIVERY BY PHASE

The following table indicates when furniture is required to be delivered to site and installed for each of the project phases.

Phase	Tower	Floor	Installation Dates
0	B	2	Oct 15, 16, 2015
0	B	3	Oct 15, 16, 2015
0	C	Concourse	Oct 15, 16, 2015
1	A	2	Oct 15, 16, 2015
1	A	4	Oct 29, 30, 2015
1	A	5	Oct 22, 23, 2015
1	A	6	Nov 05, 06, 2015
1	A	17	Oct 15, 16, 2015
1	A	18	Oct 15, 16, 2015
2	A	12	May 05, 06, 2016
2	A	13	Jun 02, 03, 2016
3	A	16	Nov 17, 18, 2016
3	B	16	Nov 24, 25, 2016
3	B	18	Dec 22, 23, 2016
4	A	7	Jul 06, 07, 2017
4	A	11	Jun 29, 30, 2017
4	A	14	Jun 29, 30, 2017
4	A	22	Jun 29, 30, 2017
5	A	15	Jan 11, 12, 2018
5	A	19	Jan 04, 05, 2018
5	A	20	Jan 04, 05, 2018
5	A	21	Jan 04, 05, 2018
5	B	19	Jan 11, 12, 2018
6	A	8	Jul 12, 13, 2018
6	A	9	Jul 12, 13, 2018
6	A	10	Jul 12, 13, 2018
6	B	5	Jul 19, 20, 2018
6	B	6	Jul 26, 27, 2018

### **3.0 DELIVERY & INSTALLATION INFORMATION**

- 3.1. Loading dock can accommodate a 25' truck.
- 3.2. All deliveries must be through loading dock only, not pedestrian entrances.
- 3.3. All products must be delivered immediately to the staging area or designated floor.
- 3.4. Access, Security, Protection and Cleaning Requirements for Deliveries and Removals
  - 3.4.1 Hours for Deliveries, Removals and Transfers (DRT)
    - 3.4.1.1 Normal hours for DRT on this Project are defined as 6:30AM to 5:30PM from Monday through Friday.
    - 3.4.1.2 After hours for DRT on this Project are defined as:
      - 5:30PM to 6:30AM Monday through Friday;
      - 5:30PM Friday through to 6:30AM Monday; and
      - Statutory Holidays starting at 5:30PM the day prior through to 6:30AM the following day.
  - 3.4.2 Building Access

All workers entering the buildings at any time to work in Tower A or Tower B must sign in at the Brookfield security desk located on the Ground floor of Tower B.
  - 3.4.3 Work Space Access

Access and security arrangements for tenant floors and offices within the buildings must be arranged with the tenant through PWGSC.
  - 3.4.4 Deliveries, Removals and Transfers
    - 3.4.4.1 DRT of items including but not limited to material, tools, furniture, equipment and debris must be done only after hours using elevators designated as freight elevators and through designated doors. The loading docks are not suitable for deliveries and removals and are not to be used for this purpose.
    - 3.4.4.2 DRT includes the transfer of items including but not limited to material, tools, furniture, equipment and debris from one place to another within Place de Ville.
    - 3.4.4.3 Passenger elevators will not be available for deliveries, removals or transfers of material, debris, tools, furniture and equipment at any time unless they have been designated as freight elevators and are fully protected.
    - 3.4.4.4 DRT in Tower A shall be made through one set of designated double doors on Queen Street.
    - 3.4.4.5 DRT in Tower B is through the single door at the North end of the entry lobby, not through the doors on either side of the revolving entry.
    - 3.4.4.6 Use of the street is subject to written approval of municipal authorities. Prior to commencement of work, obtain permits, instructions and requirements from the

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City of Ottawa. Vehicles used for deliveries and removals are subject to posted parking, stopping and delivery times unless otherwise allowed by valid permits issued by the City.

- 3.4.4.7 In addition to municipal regulations governing the streets, Brookfield requires that on any day Monday through Friday dump bins cannot be dropped off before 5:30 PM and must be removed by 6:00 AM. On weekends and holidays the times for bins on site are according to municipal regulation. At no time will dump bins be allowed on sidewalks.
- 3.4.4.8 Barricades and traffic control must be provided to ensure safety on sidewalks, building access routes and streets used for deliveries and removals.
- 3.4.4.9 For each tower included in the Work protection must be provided and installed for the duration of the Work for 2 designated freight elevator cabs, their Ground level elevator door jambs and their door jambs on floors included in the Work.
- 3.4.4.10 All Ground floor walls, floors, door facings, glass, interior and exterior loor grates and other areas along the route must be protected from damage during DRT.
- 3.4.4.11 Floor and wall protection is also required in elevator lobbies and corridors at all floor levels and along all transfer routes included in the Work. All areas will be inspected for damage daily.
- 3.4.4.12 Restoration of damage to any part of the buildings, fixtures, services and equipment in connection with any work is the financial responsibility of the Tenant. All damage must be repaired/replaced as soon as possible.
- 3.4.4.13 All DRT must be booked 1 week in advance by request to the Brookfield Property Manager and the Security Manager.
- 3.4.4.14 For all such requests Brookfield will arrange and charge to the Project for an extra security guard to unlock, monitor and relock the designated access doors,
- 3.4.4.15 And for one or two of the designated freight elevators to be put on service as indicated on the request.

**END OF ANNEX B**

## **ANNEX C**

### **CALL-UP PROCESS**

The Work must be carried out using the Call-up Process listed in the Standing Offer.

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.

**END OF ANNEX C**

**Annex D**

**Basis of Payment**

1. Pricing Tables

Canada Revenue Agency, Place de Ville Complex, Towers A, B & C - Pricing Table - provided as a separate attachment to the Request for Standing Offer document (An editable Excel file, (.xls)).

To complete the pricing table, the Offeror must insert a item unit pricing, including delivery and installation fees, in each square highlighted in blue included inside the tables.

All boxes as part of the tables must be filled for the offer to be considered responsive. The offered should indicate "N/A" in areas considered non-applicable. Only the identified rows "for evaluation" will be considered for purposes of financial evaluation.

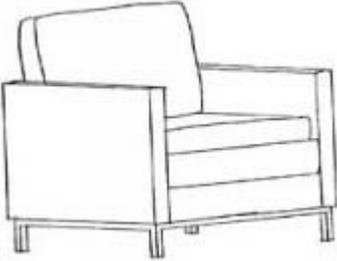
2. Standing Offer Pricing

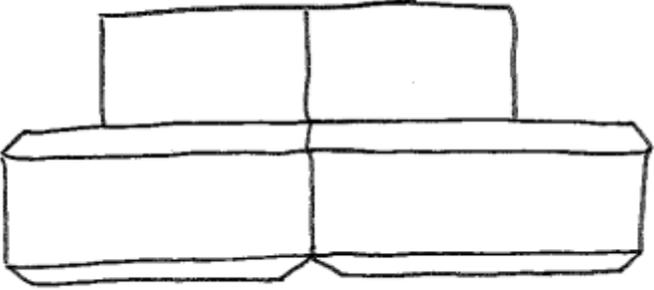
2.1.1 Table 1 – Pricing Table for goods, delivery and installation services

Only the following columns of Table 1 – Furniture Product Pricing by Workstation Type will be added here by the Standing Offer Authority and will form part of the resulting Standing Offer:

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

**ANNEX D-1 BASIS OF PAYMENT – COLLABORATIVE SEATING**

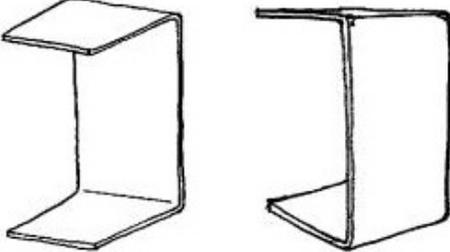
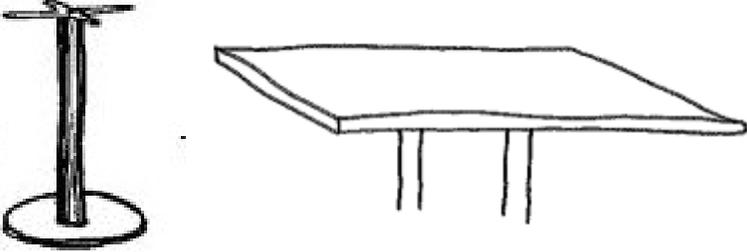
<b>BASIS OF PAYMENT</b>			
<b>Collaborative Seating</b>			
<b>New Item No.</b>	<b>TOTAL Estimated Quantities / per Phase</b>	<b>FIRM Unit Prices for Year 1 – 3 – inclusive of freight, delivery and installation</b>	<b>Image (line drawing) Note that line drawing is generic and represents the design intent.</b>
<b>S1 Seat #1</b>	Phase 0 – qty. 23 Phase 1 – qty. 4 Phase 2 – qty. 8 Phase 3 – qty. 20 Phase 4 – qty. 16 Phase 5 – qty. 24 Phase 6 – qty. 32		

<p><b>S2 Seat #2</b></p> <p>Phase 0 – qty. 0 Phase 1 – qty. 1 Phase 2 – qty. 1 Phase 3 – qty. 2 Phase 4 – qty. 4 Phase 5 – qty. 4 Phase 6 – qty. 3</p>	
<p><b>S3 Seat #3</b></p> <p>Phase 0 – qty. 12 Phase 1 – qty. 20 Phase 2 – qty. 8 Phase 3 – qty. 16 Phase 4 – qty. 16 Phase 5 – qty. 22 Phase 6 – qty. 24</p>	
<p><b>S4 Seat #4</b></p> <p>Phase 0 – qty. 4 Phase 1 – qty. 12 Phase 2 – qty. 4 Phase 3 – qty. 6 Phase 4 – qty. 8 Phase 5 – qty. 10 Phase 6 – qty. 10</p>	

<p><b>S5 Seat #5</b></p> <p>Phase 0 – qty. 24          Phase 1 – qty. 60          Phase 2 – qty. 20          Phase 3 – qty. 34          Phase 4 – qty. 60          Phase 5 – qty. 32          Phase 6 – qty. 54</p>	
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**ANNEX D-2 BASIS OF PAYMENT – COLLABORATIVE TABLES**

<b>BASIS OF PAYMENT</b>			
<b>Collaborative Tables</b>			
<b>Ne w Ite m No.</b>	<b>TOTAL Estimated Quantities / per Phase</b>	<b>FIRM Unit Prices for Year 1 – 3 – inclusive of freight, delivery and installation</b>	<b>Image (line drawing)</b> Note that line drawing is generic and represents the design intent only.
<b>Collaborative Tables</b>			
<p><b>T1 Table #1</b></p> <p>Phase 0 – qty. 4            Phase 1 – qty. 2            Phase 2 – qty. 4            Phase 3 – qty. 8            Phase 4- qty. 8            Phase 5 – qty. 11            Phase 6 – qty. 12</p>			

<p><b>T2 Table #2</b></p> <p>Phase 0 – qty. 0 Phase 1 – qty. 2 Phase 2 – qty. 4 Phase 3 – qty. 2 Phase 4 – qty. 8 Phase 5 – qty. 8 Phase 6 – qty. 6</p>	
<p><b>T3 Table #3</b></p> <p>Phase 0 – qty. 8 Phase 1 – qty. 18 Phase 2 – qty. 6 Phase 3 – qty. 11 Phase 4 – qty. 12 Phase 5 – qty. 16 Phase 6 – qty. 17</p>	
<p><b>T4 Table #4</b></p> <p>Phase 0 – qty. 4 Phase 1 – qty. 12 Phase 2 – qty. 4 Phase 3 – qty. 6 Phase 4 – qty. 8 Phase 5 – qty. 10 Phase 6 – Qty. 10</p>	

**Teardrop Table**

**Note:** For ALL Phases

\*Requesting a unit price only\*

END OF ANNEX D

Solicitation No. - N° de l'invitation  
EP863-160093  
Client Ref. No. - N° de réf. du client  
20160093

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq967EP863-160093

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

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## **Annex E**

### **Typical Layouts (for information purposes only)**

Offeror to refer to the Typical Layouts in Word Format (.doc) included in a separate attachment.

**END OF ANNEX E**

Solicitation No. - N° de l'invitation  
EP863-160093  
Client Ref. No. - N° de réf. du client  
20160093

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq967EP863-160093

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

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## **Annex F**

### **Pricing Table**

Offeror to refer to the Excel Table (.xls) file to be filled out, included in a separate attachment.

**END OF ANNEX F**