

**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 PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> FURNITURE	
<b>Solicitation No. - N° de l'invitation</b> EP067-160740/A	<b>Date</b> 2015-07-15
<b>Client Reference No. - N° de référence du client</b> 20160740	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-407-67665	
<b>File No. - N° de dossier</b> pq407.EP067-160740	<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 2015-08-10</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Miller, Tracey	<b>Buyer Id - Id de l'acheteur</b> pq407
<b>Telephone No. - N° de téléphone</b> (819) 956-2459 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>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</b> <b>(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

EP067-160740/A

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

20160740

Amd. No. - N° de la modif.

File No. - N° du dossier

pq407EP067-160740

Buyer ID - Id de l'acheteur

pq407

CCC No./N° CCC - FMS No/ N° VME

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See attached Word document.



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to this Contract.

### **1.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work (SOW) at Annex A.

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### **2.1.1 SACC Manual Clauses**

B4024T (2006-08-15) No Substitute Products

### **2.2 Submission of Bids**

Bids 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 bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - 2 hard copies and 1 soft copy on CD

Section II: Financial Bid - 1 hard copy

Section III: Certifications - 2 hard copies

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 bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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 Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Specifications Criteria (MTS)	
<b>MTS1</b>	<p><u>MTS1.1</u> The Bidder must submit an updated floor plan identifying locations of product reused "as is", product refurbished and new product. Plan also to include:</p> <ul style="list-style-type: none"> <li>- Height of Panels               <ul style="list-style-type: none"> <li>- All furniture components such as:                   <ul style="list-style-type: none"> <li>a) Panels – powered and non-powered</li> <li>b) Work surfaces</li> <li>c) Electrical – outlets, power poles and wiring system details.</li> </ul> </li> </ul> </li> <li>- Surface finishes used in a particular zone/suite. Laminates are not to be mixed within a workstation.</li> </ul> <p><u>MTS1.2</u> The Bidder must provide the floor plan in MTS2.1 in PDF format or in AutoCAD format.</p>

#### 4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

## 4.2 Basis of Selection

### 4.2.1 SACC Manual Clause A0031T (2010-08-16) – Basis of Selection – Mandatory Technical Criteria

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).



Solicitation No. - N° de l'invitation

XXXXX-XXXXXX/X

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

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

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Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### 5.1.3 Additional Certifications Precedent to Contract Award

#### 5.1.3.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of, and meet the testing requirements detailed in Annex A – Requirement and Specifications.

\_\_\_\_\_  
Offeror's Signature

\_\_\_\_\_  
Date

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work (SOW) at Annex A.

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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

2010A (2015-07-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables are to be delivered by September 8, 2015 and installation to take place between September 8, 2015 and September 24, 2015.

Delivery and installation to be completed during regular hours: Monday to Friday, 08:00 – 16:00.

The delivery and installation will be for the following building;

C.D. Howe Building  
235 Queen Street, 1<sup>st</sup> Floor West  
Ottawa, Ontario  
K1A 0H5

This building is restricted and will require on-site staff to be present during delivery and installation. Please note that all contractors/personnel will be escorted and supervised during delivery and installation.

Loading dock size limitation:

Maximum load 11.97 Kilopascal (250 psf)

Maximum height 3.81 m (12' 6")  
Maximum length is 11.6 m (38 ft.)

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Tracey Miller  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Telephone: 819-956-2459  
E-mail address: [tracey.miller@pwgsc.gc.ca](mailto:tracey.miller@pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**6.5.2 Project Authority**

The Project Authority for the Contract is: (to be inserted at contract award)

Name:  
Title:  
Telephone:  
Facsimile:  
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**6.5.3 Contractor's Representative**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

**6.6 Payment**

**6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price as specified in Annex C for a total cost of \$ \_\_\_\_\_ (insert at contract award). Customs duties are included and Applicable Taxes are extra.

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 Contracting Authority before their incorporation into the Work.

## 6.6.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

## 6.6.3 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

## 6.7 Invoicing Instructions

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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications

### 6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any document 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 Articles of Agreement;
- (b) the general conditions 2010A (2015-07-03), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Removal, Delivery and Installation Schedule
- (e) Annex C, Basis of Payment and Pricing Schedule
- (d) the Contractor's bid dated \_\_\_\_\_

## 6.11 Shipping Instructions

The goods must be shipped in accordance with the delivery destinations identified at Annex B –Basis of Payment.

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) Ottawa, ON, Incoterms 2000 for shipments from a commercial contractor.

## 6.12 Installation Services

Installation services must be provided for the products offered. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect product for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustments/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
6. Clean the product once installed;
7. Clean up 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 likes from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor;
8. Upon completion of the installation and at the request of the Project Authority, the Contractor (or his authorized representative) must walk through the installation area with the Project Authority (or an authorized representative of the Project Authority to verify the operating condition of all products in accordance with the Deficiency Procedures.

## 6.13 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
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;
5. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;
7. 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. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
9. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

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## ANNEX "A"

### STATEMENT OF WORK

**C.D. Howe Building, 1<sup>st</sup> Floor West WP 2.0 Fit Up  
235 Queen Street, 1<sup>st</sup> Floor West  
Ottawa, Ontario**

#### OBJECTIVE

To provide office space that effectively meets the operational needs of the occupants while maximizing space utilization.

To achieve accommodation with configurations to provide flexible, functional, safe, healthy, responsive and efficient workstations in keeping current with Government of Canada Workplace 2.0 Fit-up Standards, PWGSC Standards for Leased Accommodation, CAN/CSA B651-12 Accessible Design for the Built Environment, Treasury Board and User Departments' Accommodations Standards. As well as, Treasury Board Fire Protection Standards, other applicable standards, guidelines and codes, while incorporating sustainable design principles in project solutions, current technologies and innovative and ergonomic solutions for the total office environment.

#### BACKGROUND

Industry Canada (IC) is required to reduce its space envelope in accordance with reductions resulting from Strategic Review, the Deficit Reduction Action Plan, Shared Services Canada and new Public Works Government Services Canada (PWGSC) space reductions initiatives (Workplace 2.0). The IC National Accommodation Strategy (NAS) has been developed to ensure that IC is in line with its revised envelope to avoid long-term lease and operational costs resulting from maintaining space that exceeds its envelope.

This Statement of Work describes a scope of services required to fit-up the C.D. Howe Building, 1<sup>st</sup> Floor West. Construction is to be completed by the end of September 2015 for employees to move in early October 2015.

#### 1.0 SCOPE

This Statement of Work (SOW) describes the mandatory requirements for refurbishing systems furniture work stations for re-use, as well as, for re-use "as is" by Industry Canada, 235 Queen Street, Ottawa, Ontario.

Product to be used for this project is available at Industry Canada's storage facility at 1275 Leeds Avenue, Dock #7, Ottawa, Ontario.

The Original Equipment Manufacturer (OEM) of the panels to be refurbished and re-used "as is" is Teknion and the System is:

- TOS
- Transit

Also described are the mandatory requirements for 'new' components to accompany the refurbished systems furniture work stations. All new procured components proposed must be from the TOS System.

#### 2.0 DOCUMENT FRAMEWORK

The document has been divided into three sections - Section A, Section B, and Section C.

**Section A** identifies the mandatory technical requirements for refurbishing the systems furniture work stations.

**Section B** identifies the mandatory service requirements for new, re-used "as is" or refurbished systems furniture work stations.

**Section C** identifies the mandatory technical requirements for 'new' components to accompany the systems furniture work stations (i.e. panels, surfaces, electrical, etc.).

### 3.0 DEFINITIONS

#### Systems Furniture Work Stations

Work stations which are comprised of interconnecting panels, work surfaces, electrical and supported components.

#### Panel Refurbishing

For the purposes of this requirement, refurbishing is defined by the following statements;

- Panel refurbishing includes reducing panel height and/or width by cutting, reskinning, repainting and cleaning, as required.

#### Work Surface Refurbishing

For the purposes of this requirement, refurbishing is defined by the following statements;

- Work surface refurbishing includes work surface cutting, re-laminating or repairing if any damage occurs during refurbishment and applying new trim.

### SECTION A – MANDATORY TECHNICAL REQUIREMENTS FOR REFURBISHING SYSTEMS FURNITURE WORK STATIONS

#### A.1 GENERAL REQUIREMENTS

##### Workmanship

A.1.1 The refurbished components must be uniform in quality, style, material and workmanship and shall be clean and free from any defects that may affect appearance, serviceability or safety.

A.1.2 All refurbished components supplied under this SOW must be of an equivalent quality, material and workmanship to the OEM product and must withstand daily use with a minimum of maintenance and repair.

#### A.2 DETAILED REQUIREMENTS

##### Panel Refurbishing

A.2.1 Panels requiring a change in panel height must be cut to match existing TOS panel heights and are defined as follows:

A.2.1.1 Seated Privacy Height - must be 1295.4 mm (51 in.) high as specified.

A.2.1.2 Building Perimeter Window Height – must be 1069 mm (42 in.) high as specified.

- A.2.2 All refurbished panels must be able to accommodate the addition of an add-on panel(s) to increase panel height from base panel height to work surface privacy height or from base panel height and work surface privacy height to seated privacy height.
- A.2.3 The original fabric must be removed from the panel when the fabric will be re-used and panel re-sizing is required.
- A.2.4 All fabric must be mounted squarely to the panel frame, pulled taut to ensure no sagging and secured in accordance with the OEM's installation instructions.
- A.2.5 All exposed metal parts must be cleaned to remove dirt, scuff marks, adhesive stickers/labels, blemishes etc., and accumulated during service and painted if required.
- A.2.6 All refurbished panels, powered and non-powered, must maintain cable pathways which are capable of accommodating the electrical, voice and data cables and are an integral part of the panel.
- A.2.7 All unused knock-outs and/or access points which are visible on refurbished panels must be covered with the appropriate service part to prevent unsightly holes.
- A.2.8 All fabric must match the new finishes selected.

### Work Surface Refurbishing

- A.2.9 All refurbished work surfaces must be cut according to requirements, re-laminated or repaired if any damage occurs during refurbishment and new trim applied. All work surfaces must match the existing finish in the specific area it is being installed.
- A.2.10 The Bidder must provide two (2) samples of each of the following finishes no later than five (5) days from contract award:

Panel fabric (accessory element and bottom element): Peru, Tumbes, #P411

Panel fabric (top element): Peru, Nazca, P402

Panel trim colour: Metal, Ebony

Accessory element paint colour: Metal, Nevada

Surface laminate:

- Foundation laminate, Birch Parchment
- Foundation Laminate, Mushroom Parchment
- Foundation Laminate, Neutra Matrix

Surface Trim:

- Edge trim, Nevada

## SECTION B – MANDATORY SERVICE REQUIREMENTS

### B.1 GENERAL REQUIREMENTS

#### Services

- B.1.1 The requirements contained in this section define the range of services to be accepted under this solicitation. The services covered are as follows:



1. Inspection of panels, work surfaces, trims, connectors and electrical components on site at Industry Canada's Storage Facility prior to removing from site for refurbishment or re-use in new floor plan.
2. Refurbishing of systems furniture workstations.
3. Dismantling, pick-up, delivery and transportation of panels, work surfaces, electrical and components to be refurbished.
4. Preparation of CAD drawings and related services, where services include but are not limited to providing existing, new and refurbished part lists, and layered scaled installation drawings.
5. Delivery and transportation of refurbished systems furniture work stations from the supplier's facility to 235 Queen Street, 1<sup>st</sup> Floor West, Ottawa, Ontario.
6. Pick up, delivery and installation of "as-is" products listed in Annex E.
7. Installation of refurbished systems furniture work stations which include new and reused "as is" components when required.

B.1.2 The supplier must have the labor, equipment and materials necessary to perform Services 1 to 7 inclusive for panel refurbishing as defined in this Statement of Work. Or alternatively, the supplier must have an agreement with a sub-contractor(s) with the labor, equipment and materials necessary to perform one (1) or more Services 1 to 7 inclusive.

B.1.3 The supplier must carry out the services detailed in this solicitation in an environmentally sound manner.

## B.2 DETAILED REQUIREMENTS

### B.2.1 Inspection of Existing Panels and Work Surfaces

B.2.1.1 Panels, work surfaces, trim, connectors, electrical and miscellaneous supported components must be inspected at Industry Canada storage facility prior to removing for refurbishment and/or re-use.

B.2.1.2 The inspection must evaluate the structural integrity of the panels and work surfaces and confirm that the electrical components, trims and connectors are in good working order and can be re-used.

B.2.1.3 Panels and work surfaces which are deemed to have limited structural integrity or to be severely damaged must be left on site by the supplier, and must not be used for this project.

B.2.1.4 Panels and work surfaces which require cleaning only and cleaning with limited replacement of component hardware such as glide replacement, may be used for this project.

B.2.1.5 All panels, work surfaces, trims, connectors, electrical and miscellaneous supported components deemed to be in good working order must be delivered to the supplier's facility for refurbishing services and/or retention for final installation at new site.

### B.2.2 System Furniture Work Station Refurbishing

B.2.2.1 All panels and work surfaces delivered to the supplier for refurbishing must be cleaned, disassembled as needed, undergo cutting as required and be reassembled with replacement components when necessary.

B.2.2.2 All hardware and components must be neatly installed to the manufacturer's instructions, and properly fitted and adjusted to ensure correct operation.

B.2.2.3 All work must be fabricated square, level, plumb and straight.

B.2.2.4 Panels and work surfaces must be refurbished in accordance with the requirements stated in section A.2.

B.2.2.5 Fabric removed from panels must be set-aside for disposal or recycling.

### **B.2.3 Preparation of CAD Drawings and Related Services**

B.2.3.1 The successful contractor must review the generic floor plan with the designer to, verify critical dimensions, outlet and circuit requirements per work station and power feed requirements per cluster or grouping of work stations.

B.2.3.2 The successful contractor must prepare CAD drawings for installation purposes, complete with product lists.

B.2.3.2 Aisle and corridor widths must be a minimum of 1100 mm (44 in).

## **SECTION C - MANDATORY NEW COMPONENTS**

### **C.1 DETAILED REQUIREMENTS – NEW COMPONENTS**

C.1 All new components must be Teknion TOS System components.

#### **Electrical Wiring System**

C.1.1 The electrical system must be made of components which are modular and are capable of providing power only at needed locations and of being rearranged with minor alterations or disassembly. The system must provide for ceiling access, floor access and power from the wall. Ceiling access top feeds must accommodate a ceiling between 2590mm to 2642mm or 8.497 feet to 8.667 feet (to the underside of the t-bar ceiling system).

C.1.2 The electrical system must provide a 7M wire, four-circuit per feed capability as a minimum, have isolated/dedicated capabilities. The electrical system must allow circuits to share a common ground or change to sharing an isolated ground which can be retrofitted on site.

C.1.3 Receptacles must be interchangeable within the predetermined locations.

#### **Panels**

C.1.4 Panels must be available in two heights as stated in paragraph A.2.1.

C.1.5 Panels must provide access to power and data at the work surface.

C.1.6 All powered and non-powered panels must have cable pathways capable of accommodating the electrical, voice and data cables and must be an integral part of the panel.

### **C.2 PRODUCT PERFORMANCE REQUIREMENTS – NEW COMPONENTS**

#### **Panels**

C.2.1 All panels and supported components must meet the acceptance levels as described in ANSI/BIFMA X5.6 – Panel Systems and CAN/CGSB-44.229 Interconnecting Panel System and Supported Components. All panel products must have been tested in accordance with the standards cited by ANSI/BIFMA X 5.6 and CAN/CGSB-44.229.

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C.2.2 The panels must meet a flame spread value of no more than 150 and a smoke developed value of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102.

SUPPLIER'S IDENTIFICATION
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Each refurbished panel, work surface and new component can be permanently and legibly marked with:

- the suppliers name;
- the contract number; and,
- the expiry date of the warranty or the date of refurbishing or manufacturing.

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**ANNEX B**  
**Removal, Delivery and Installation Schedule**

The Work will be carried out in accordance with the Schedule listed below, for successful completion of WP 2.0 refit of 235 Queen Street, 1<sup>st</sup> Floor West, Ottawa, Ontario. Canada will endeavour to give the Contractor two to four weeks lead time for the removal, delivery and installation of the furniture components, however, Canada may need to vary the lead times and the final dates will be confirmed.

Sequence of Work: The installation of the panels, surfaces and poles and all furniture components for the open areas will be installed according to the following schedule:

Removal, Delivery and Installation Schedule
As per Annex A, Section B.2.1, the Contractor will inspect the panels, work surfaces, trim, connectors, electrical and miscellaneous supported components at Industry Canada's storage facility prior to removal of the existing furniture components from 1275 Leeds Avenue, Dock #7, Ottawa, Ontario that will be refurbished (Annex D below) and delivery of existing furniture components that will be refurbished to the Contractor's facilities until modified. This will include all panels, surfaces, poles and any additional applicable components;
The Contractor will modify existing furniture.
Shared Services Canada (SSC) will install cabling to the consolidation boxes within the plenum space.
The Contractor will provide new furniture components as listed in Table 2
The Contractor will deliver new and refurbished furniture components to 235 Queen Street, 1 <sup>st</sup> Floor West
As per Annex A, Section B.2.1, the Contractor will inspect the panels, work surfaces, trim, connectors, electrical and miscellaneous supported components at Industry Canada's storage facility prior to removal of the existing furniture components from 1275 Leeds Avenue, Dock #7, Ottawa, Ontario that will be reused "as is" (Annex C below).
As per Annex A, Section B.2.1, the Contractor will remove the panels, work surfaces, trim, connectors, electrical and miscellaneous supported components at Industry Canada's storage facility from 1275 Leeds Avenue, Dock #7, Ottawa, Ontario that will be reused "as is" (Annex C below) and will deliver existing furniture components that will be reused "as is" to 235 Queen Street, 1 <sup>st</sup> Floor West and will provide furniture installation. This will include all panels, surfaces, poles and any additional applicable components.
The Contractor will install new furniture components, reused "as is" furniture components and refurbished furniture components at 235 Queen Street, 1 <sup>st</sup> Floor West.
At completion of installation of furniture components, Shared Services Canada (SSC) will provide an electrician will make the final connection between top of power pole to NoCom box installed within plenum space and ensure work stations are operational.

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**Annex C**  
**Basis of Payment and Pricing Schedule**

The Contractor will be paid in accordance with the following. Pricing is all-inclusive, applicable taxes extra.

- The Bidder must complete and submit Table 1 for the removal, refurbishment, supply of new, delivery and installation of all furniture components detailed in Annex C, Annex D & Annex E in accordance with Annex A -Statement of Work.**

Table 1		
Item	Description of the Work	Firm Lot Price
A	Pick up, delivery and installation of items listed in Annex E from 1275 Leeds Avenue, to 235 Queen Street, 1 <sup>st</sup> Floor West.	\$
B	Removal of Existing Furniture Components from 1275 Leeds Avenue, Dock #7 to be Refurbished in Bidder's Facilities.	\$
C	Refurbishment of Existing Furniture Components	\$
D	New Furniture Components as per Table 2	\$
E	Delivery of New and Refurbished Furniture Components to 235 Queen Street, 1 <sup>st</sup> Floor West	\$
F	Installation of New and Refurbished Furniture Components to 235 Queen Street, 1 <sup>st</sup> Floor West	\$
G	Conversion of system furniture ceiling feeds to NoCom modular wiring system made solely by NoCom (Bidder to include NoCom fees in their bid).	\$
<b>Total Evaluated Price:</b>		
		\$
<b>Applicable tax(es)</b>		
		\$

NOTE: If there is discrepancy between Table 1 and Table 2, Table 1 will take precedence.

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**Table 2**

**Components Unit Prices for New Furniture Components**

Model Number	Series	Description / Dimensions	Quantity	Firm Unit Price
AD18	TOS	Access Door, 18"w	172	\$
AD24	TOS	Access Door, 24"w	102	\$
AD36	TOS	Access Door, 36"w	235	\$
AD42	TOS	Access Door, 42"w	292	\$
AD48	TOS	Access Door, 48"w	14	\$
AD54	TOS	Access Door, 54"w	69	\$
AD60	TOS	Access Door, 60"w	36	\$
CC4218D	TOS	Corner Cover Three Way 180 Degree, 42"h	39	\$
CC4218E	TOS	Corner Cover Three Way 180 Degree, 42"h	1	\$
CC4290B	TOS	Corner Cover Two Way 90 Degree, 42"h	13	\$
CC4290C	TOS	Corner Cover Two Way 90 Degree, 42"h	13	\$
CC5118A	TOS	Corner Cover Three Way 180 Degree, 51"h	45	\$
CC514A	TOS	Corner Cover Four Way 90 Degree, 51"h	40	\$
CC5190A	TOS	Corner Cover Two Way 90 Degree, 51"h	15	\$
CI0990A	TOS	Intermediate Corner Cover, Two Way 90 degree, 9"	1	\$
COMP	TOS	Posi-Lock (Long)	1607	\$
COMP	TOS	Base Feed Receptacle Plate	656	\$
COMPESMOND	TOS	Strain Relief Mounting Hardware	42	\$
COMPANEL	TOS	Panel to Panel Gasket, 42"h	105	\$
COMPANEL	TOS	Panel to Panel Gasket, 51"h	930	\$
ED333-S	TOS	Outlet, Triplex, Circuit 3, 7M wiring	115	\$
EG7M48	Transit	Off Module Jumper, 48"w, 7M wiring	3	\$

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EPB7M135*	TOS	Power Pole Harness, Includes Junction Box, 7M wiring	22	\$
EPE72	TOS	Power Pole, Empty, 72"	64	\$
HCES51	TOS	End Run 90 degree connector/spacer, 51"h	1	\$
HPF	TOS	Thin Stabilizer Foot	1	\$
HPS5160	TOS	Thin Panel, Standard, 51"h x 60"w	1	\$
PAA0618	TOS	Acoustic Element, 6"h x 18"w	8	\$
PAA0624	TOS	Acoustic Element, 6"h x 24"w	19	\$
PAA0630	TOS	Acoustic Element, 6"h x 30"w	32	\$
PAA0642	TOS	Acoustic Element, 6"h x 42"w	32	\$
PAA0648	TOS	Acoustic Element, 6"h x 48"w	17	\$
PAA0654	TOS	Acoustic Element, 6"h x 54"w	8	\$
PAA1518	TOS	Acoustic Element, 15"h x 18"w	38	\$
PAA1554	TOS	Acoustic Element, 15"h x 54"w	40	\$
PAA1560	TOS	Acoustic Element, 15"h x 60"w	27	\$
PAA2618	TOS	Acoustic Element, 26"h x 18"w	146	\$
PAA2623	TOS	Acoustic Element, 26"h x 24"w	28	\$
PAA2636	TOS	Acoustic Element, 26"h x 36"w	264	\$
PAA2642	TOS	Acoustic Element, 26"h x 42"h	225	\$
PAA2654	TOS	Acoustic Element, 26"h x 54"h	90	\$
PAA2660	TOS	Acoustic Element, 26"h x 60"w	36	\$
PAE0618	TOS	Accessory Element, 6"h x 18"w	8	\$
PAE6024	TOS	Accessory Element, 6"h x 24"w	19	\$
PAE0630	TOS	Accessory Element, 6"h x 30"w	32	\$
PAE0642	TOS	Accessory Element, 6"h x 42"w	32	\$
PAE0648	TOS	Accessory Element, 6"h x 48"w	17	\$
PAE0654	TOS	Accessory Element, 6"h x 54"w	8	\$
PAE1542	TOS	Accessory Element, 15"h x 42"w	249	\$
PAE1560	TOS	Accessory Element, 15"h x 60"w	9	\$
PET42	TOS	End Trim, 42"h	8	\$
PET51	TOS	End Trim, 51"h	243	\$

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PHF2618	TOS	Grill Element, 26"h x 18"w	16	\$
PHF2624	TOS	Grill Element, 26"h x 24"w	38	\$
PHF2630	TOS	Grill Element, 26"h x 30"w	64	\$
PHF2642	TOS	Grill Element, 26"h x 42"w	64	\$
PHF2648	TOS	Grill Element, 26"h x 48"w	34	\$
PHF2654	TOS	Grill Element, 26"h x 54"w	16	\$
PIT09	TOS	Intermediate Trim, 9"h	65	\$
TR18	TOS	Straight Top Trim, 18"w	164	\$
TR24	TOS	Straight Top Trim, 24"w	51	\$
TR30	TOS	Straight Top Trim, 30"w	137	\$
TR36	TOS	Straight Top Trim, 36"w	132	\$
TR42	TOS	Straight Top Trim, 42"w	306	\$
TR48	TOS	Straight Top Trim, 48"w	18	\$
TR54	TOS	Straight Top Trim, 54"w	74	\$
TR60	TOS	Straight Top Trim, 60"w	18	\$
VDM2100	TOS	Voice Data Module, AMP Flexmode, Panduit Minicom Siemon, NT	194	\$
BP625	TOS	Flush Plate (1 pair)	92	\$
BSE29	TOS	Side Support Bracket (1 pair)	182	\$
BU100	TOS	Universal Mounting Bracket (1 pair)	94	\$
CT12R	TOS	Cantilever, 12"d	8	\$
TLCL24	Transit	Freestanding C-Leg, 24"d	22	\$
WS2448	TOS	Rectangular Work surface, 24" d x 48"w, Neutra Matrix	10	\$
WS2448	TOS	Rectangular Work surface, 24" d x 48"w, Birch Parchment	68	\$

**Note: Standard Teknion TOS Ceiling Feed (EPB7M 135") are being supplied. Conversion to NoCom is not included.**



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**Annex D**  
**Existing Goods To be Refurbished**

Item #	Quantity	Model Number	Description	Dimensions / Modifications (from / to)
1	156	AD18	Access Door - from Mix Fabric Access Doors	6"h x 18"w, Reskin in Peru Fabric
2	270	AD30	Access Door - from Mix Fabric Access Doors	6"h x 36"w, Reskin in Peru Fabric
3	29	AD36	Access Door - from Mix Fabric Access Doors	6"h x 30"w, Reskin in Peru Fabric
4	320	AD42	Access Door - from Mix Fabric Access Doors	6"h x 42"w, Reskin in Peru Fabric
5	22	AD48	Access Door - from Mix Fabric Access Doors	6"h x 48"w, Reskin in Peru Fabric
6	79	AD54	Access Door - from Mix Fabric Access Doors	6"h x 54"w, Reskin in Peru Fabric
7	235	PAA1518	Acoustic Element - from 'Mix Fabric Tops 15'	15"h x 18"w, Reskin in Peru Fabric
8	64	PAA1524	Acoustic Element - from 'Mix Fabric Tops 15'	15"h x 24"w, Reskin in Peru Fabric
9	210	PAA1530	Acoustic Element - from 'Mix Fabric Tops 15'	15"h x 30"w, Reskin in Peru Fabric
10	256	PAA1536	Acoustic Element - from 'Mix Fabric Tops 15'	15"h x 36"w, Reskin in Peru Fabric
11	2	PAA1548	Acoustic Element - from 'Mix Fabric Tops 15'	15"h x 48"w, Reskin in Peru Fabric
12	62	PAA1554	Acoustic Element - from 'Mix Fabric Tops 15'	15"h x 54"w, Reskin in Peru Fabric
13	166	PAA2618	Acoustic Element - from 'Mix Fabric Bottoms'	26"h x 18"w, Reskin in Peru Fabric
14	36	PAA2624	Acoustic Element - from 'Mix Fabric Bottoms'	26"h x 24"w, Reskin in Peru Fabric
15	210	PAA2630	Acoustic Element - from 'Mix Fabric Bottoms'	26"h x 30"w, Reskin in Peru Fabric
16	323	PAA2642	Acoustic Element - from 'Mix Fabric Bottoms'	26"h x 42"w, Reskin in Peru Fabric
17	2	PAA2648	Acoustic Element - from 'Mix Fabric Bottoms'	26"h x 48"w, Reskin in Peru Fabric
18	42	PAA2654	Acoustic Element - from 'Mix Fabric Bottoms'	26"h x 54"w, Reskin in Peru Fabric
19	3	PE4224	Power Panel Frame, from 'Black Frames/Portugal Fabric'	24"w, Cut from 51"h down to 42"h
20	3	PE4224	Power Panel Frame, from 'Black Frames/Portugal Fabric'	24"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
21	1	PE4230	Power Panel Frame, from 'Black Frames/No Fabric'	30"w, Cut from 51"h down to 42"h
22	4	PE4230	Power Panel Frame, from 'Black Frames/Portugal Fabric'	30"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)

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23	4	PE4230	Power Panel Frame, from 'Black Frames/Wrong Fabric'	30"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
24	4	PE4242	Power Panel Frame, from "Black Frames/Portugal Fabric'	42"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
25	4	PE4248	Power Panel Frame, from 'Black Frames/Portugal Fabric'	48"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
26	8	PE4248	Power Panel Frame, from 'Black Frames/No Fabric'	48"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
27	4	PE4254	Power Panel Frame, from 'Black Frames/Portugal Fabric'	54"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
28	1	PE4254	Power Panel Frame, from 'Black Frames/No Fabric'	54"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
29	2	PE4254	Power Panel Frame, from 'Black Frames/Portugal Fabric'	54"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h)
30	1	PE4230	Power Panel Frame, from 'Nevada Frames/No Fabric'	42"h x 30"w, Paint Ebony
31	1	PE4230	Power Panel Frame, from 'Nevada Frames/Yellow Fabric'	42"h x 30"w, Paint Ebony
32	1	PE4248	Power Panel Frame, from 'Nevada Frames/Yellow Fabric'	42"h x 48"w, Paint Ebony
33	1	PE4248	Power Panel Frame, from 'Nevada Frames/No Fabric'	42"h x 48"w, Paint Ebony
34	62	PM5118	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	51"h x 18"w, Paint Ebony
35	24	PM5118	Modular Power Panel Frame, from 'Nevada Frames/Yellow Fabric'	51"h x 18"w, Paint Ebony (remove 15" Addon from 66"h)
36	26	PM5124	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	51"h x 24"w, Paint Ebony
37	60	PM5130	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	51"h x 30"w, Paint Ebony
38	19	PM5130	Modular Power Panel Frame, from 'Nevada Frames/Yellow Fabric'	51"h x 30"w, Paint Ebony (remove 15" Addon from 66"h)
39	32	PM5136	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	51"h x 36"w, Paint Ebony
40	4	PM5136	Modular Power Panel Frame, from 'Nevada Frames/Yellow Fabric'	51"h x 36"w, Paint Ebony (remove 15" Addon from 66"h)
41	9	PM5154	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	51"h x 54"w, Paint Ebony
42	3	PE4224	Modular Power Panel Frame, from 'Nevada Frames/Yellow Fabric'	24"w, Cut from 51"h down to 42"h, Paint Ebony
43	1	PE4224	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	24"w, Cut from 51"h down to 42"h, Paint Ebony
44	20	PE4230	Modular Power Panel Frame, from 'Nevada Frames/Yellow Fabric'	30"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h), Paint Ebony

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45	1	PE4230	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	30"w, Cut from 51"h down to 42"h (remove 15" Addon from 66"h), Paint Ebony
46	1	PE4248	Modular Power Panel Frame, from 'Nevada Frames/No Fabric'	48"w, Cut from 51"h down to 42"h, Paint Ebony
47	5	WS2424	Rectangular Worksurface, Birch Parchment	24"d, Cut from 30"w down to 24"w
48	1	WS2424	Rectangular Worksurface, Mushroom Parchment	24"d, Cut from 36"w down to 24"w
49	19	WS2430	Rectangular Worksurface, Mushroom Parchment	24"d, Cut from 36"w down to 30"w
50	42	WS2430	Rectangular Worksurface, Neutra Matrix	24"d, Cut from 42"w down to 30"w
51	9	WS2436	Rectangular Worksurface, Neutra Matrix	24"d, Cut from 42"w down to 36"w
52	36	WS2442	Rectangular Worksurface, Birch Parchment	24"d, Cut from 54"w down to 42"w
53	7	WS2448	Rectangular Worksurface, Birch Parchment	24"d, Cut from 54"w down to 48"w
54	21	WS2448	Rectangular Worksurface, Neutra Matrix	24"d, Cut from 54"w down to 48"w
55	45	WS2448	Rectangular Worksurface, Mushroom Parchment	24"d, Cut from 54"w down to 48"w
56	5	WS2442	Rectangular Worksurface, Birch Parchment	24"d, Cut from 60"w down to 42"w
57	12	WS2442	Rectangular Worksurface, Mushroom Parchment	24"d, Cut from 60"w down to 42"w
58	1	WS2448	Rectangular Worksurface, Birch Parchment	24"d, Cut from 60"w down to 48"w
59	4	WS2448	Rectangular Worksurface, Neutra Matrix	24"d, Cut from 72"w down to 48"w

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**Annex E**  
**Products to be reused "As Is"**

Quantity	Model Number	Description	Dimensions
2	AD30	Access Door, 30"w - from 'Peru Fabrics Access Doors'	6"h x 30"w
147	ED111-S	Outlet, Triplex, Circuit 1, 7M Wiring	n/a
166	ED222-S	Outlet, Triplex, Circuit 2, 7M Wiring	n/a
136	ED444-S	Outlet, Triplex, Circuit 4, 7M Wiring	n/a
103	EF7M-S	Four-way Connector, 7M Wiring	n/a
42	EPB7M-NOCOM	Power Pole Harness - converted to NOCOM	111"/135" long
445	ES7M66-S	Receptacle Harness, 66" 7M Wiring	66" long
281	PAA1542	Acoustic Element, 15"h x 42"w - from 'Peru Fabrics TOPS 15"	15"h x 42"w
39	PAE1518	Accessory Element,	15"h x 18"w
8	PAE1536	Accessory Element,	15"h x 36"w
18	PAE1542	Accessory Element,	15"h x 42"w
30	PAE1554	Accessory Element,	15"h x 54"w
5	PE4218	Power Panel Frame, from 'Black Frames/No Fabric'	42"h x 18"w
3	PE4218	Power Panel Frame, from 'Black Frames/Portugal Fabric'	42"h x 18"w
5	PE4224	Power Panel Frame, from 'Black Frames/No Fabric'	42"h x 24"w
5	PE4224	Power Panel Frame, from 'Black Frames/Portugal Fabric'	42"h x 24"w
7	PE4242	Power Panel Frame, from 'Black Frames/No Fabric'	42"h x 42"w
17	PE4242	Power Panel Frame, from 'Black Frames/Portugal Fabric'	42"h x 42"w
1	PE4248	Power Panel Frame, from 'Black Frames/No Fabric'	42"h x 48"w
1	PE4248	Power Panel Frame, from 'Black Frames/Portugal Fabric'	42"h x 48"w
1	PE4254	Power Panel Frame, from 'Black Frames/No Fabric'	42"h x 54"w
1	PM5118	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 18"w
52	PM5118	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 18"w
1	PM5118	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 18"w
16	PM5118	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 18"w

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6	PM5124	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 24"w	
3	PM5130	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 30"w	
5	PM5130	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 30"w	
6	PM5130	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 30"w	
12	PM5130	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 30"w	
44	PM5136	Modular Power Panel Frame, from 'Black Frames/Wrong Fabric'	51"h x 36"w	
8	PM5136	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 36"w	
3	PM5136	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 36"w	
9	PM5136	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 36"w	
32	PM5136	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 36"w	
274	PM5142	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 42"w	
1	PM5148	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 48"w	
16	PM5154	Modular Power Panel Frame, from 'Black Frames/No Fabric'	51"h x 54"w	
41	PM5154	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 54"w	
12	PM5160	Modular Power Panel Frame, from 'Black Frames/Portugal Fabric'	51"h x 60"w	
2	PM5160	Modular Power Panel Frame, from "Black Frames/Portugal Fabric"	51"h x 60"w	
4	PM5160	Modular Power Panel Frame, from 'Black Frames/Wrong Fabric'	51"h x 60"w	
169	BC22	Universal Cantilever Support	22"d	

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94	CL29L	Cleg,	29"h
110	CL29R	Cleg,	29"h
202	CM29	Off Module Cleg	29'h
91	DSBI6612	BBF Pedestal, Full Pull	22"d x 15"w
186	PAX100	Vertical Organizer - legal	9"h x 15"w x 1"d
372	PAX91	Divisional Sorter - legal	9"h x 3"w x 12"d
372	PAX93	Paper Tray - Legal	2"h x 16"w x 9"d
372	PAX94	Pencil Tray	1"h x 10"w x 3"d
372	PAX95	Binder Bin	9"h x 4"w x 8"d
36	PAX96	Media Organizer	5"h x 4"w x 5"d
54	PAX97	Telephone Shelf, Small	3"h x 9"w x 11"d
15	WS2418	Rectangular Worksurface, Birch Parchment	24"d x 18"w
2	WS2424	Rectangular Worksurface, Birch Parchment	24"d x 24"w
75	WS2430	Rectangular Worksurface, Birch Parchment	24"d x 30"w
6	WS2436	Rectangular Worksurface, Birch Parchment	24"d x 36"w
23	WS2436	Rectangular Worksurface, Neutra Matrix	24"d x 36"w
5	WS2436	Rectangular Worksurface, Mushroom Parchment	24"d x 36"w
19	WS2442	Rectangular Worksurface, Birch Parchment	24"d x 42"w
42	WS2442	Rectangular Worksurface, Neutra Matrix	24"d x 42"w
10	WS2442	Rectangular Worksurface, Mushroom Parchment	24"d x 42"w
8	WS2448	Rectangular Worksurface, Birch Parchment	24"d x 48"w
25	WS2448	Rectangular Worksurface, Neutra Matrix	24"d x 48"w
8	WS2454	Rectangular Worksurface, Birch Parchment	24"d x 54"w
2	WS2454	Rectangular Worksurface, Neutra Matrix	24"d x 54"w
2	WS2454	Rectangular Worksurface, Mushroom Parchment	24"d x 54"w
6	WS2460	Rectangular Worksurface, Mushroom Parchment	24"d x 60"w
6	WS2472	Rectangular Worksurface, Birch Parchment	24"d x 72"w
20	WS2472	Rectangular Worksurface, Mushroom Parchment	24"d x 72"w

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**ANNEX F**  
**Floor Plan**

**See attached PDF document.**