

## ANNEX A-7

### POST-DELIVERY AND INSTALLATION SERVICES

#### 1. ERGONOMICS

- 1.1. The Contractor is to provide on site assessment(s) to individuals on ergonomic benefits in relation to the products herein. The assessment may be conducted prior or after purchase of product. A Canadian Certified Professional Ergonomist (CCPE) or a recognized equivalent must conduct the assessment(s).
- 1.2. A written report must be provided for each individual assessed. The report must include at a minimum the following categories and ergonomic recommendations:
  - 1.2.1. Work Description (For example, answers calls, uses the computer to send and read emails, uses the computer to read documents, uses the computer to compare documents, reads and writes on paper documents, etc.)
  - 1.2.2. Physical Demands (For example, The majority of work done throughout the day is sedentary. At the office the computer is used 80% of the time.)
  - 1.2.3. Observations and Recommendations of Workplace
  - 1.2.4. Anthropometric Measurements (For example, hip width, buttock-popliteal length, elbow height (sitting), arm length, hand size, height, floor to popliteal fossa, dominance, wears heels, etc.)
  - 1.2.5. Chair Measurements and Recommendation(s) (The Anthropometric Measurement and needs)
  - 1.2.6. Surface of Work Recommendation(s) (height of the actual surface)
  - 1.2.7. Keyboard Tray Recommendation(s) (location of keyboard, mouse, etc.)
  - 1.2.8. Wrist Rest Recommendation(s)
  - 1.2.9. Keyboard Recommendation(s)
  - 1.2.10. Mouse Recommendation(s)
  - 1.2.11. Screen Recommendation(s)
  - 1.2.12. Accessories Recommendations
  - 1.2.13. Lighting Recommendation(s)
  - 1.2.14. Other Recommendation(s), if applicable
  - 1.2.15. Conclusion and Recommended Equipment

#### 2. RECONFIGURATION

- 2.1. Reconfiguration is defined as to rearrange existing components to enhance the functionality of a current Workstation or Closed Office. This functionality can be the result of an ergonomic assessment or other factors.
- 2.2. A Call-up is to be issued for a Reconfiguration Request. The Call-up must detail the existing components to be reconfigured and any components in storage.
- 2.3. Within 5 business days of receiving the Call-up the Contractor must provide revised installation drawings to accommodate the revised layouts. These revised layouts are limited to revising up to 10 workstations per floor.
- 2.4. If new components are required for the reconfiguration request and are components listed herein. The Call-up needs to be revised to detail the new components and the delivery and installation schedule for these components.
- 2.5. Throughout the above-mentioned process, the Contractor will assist in the Call-up preparation which will but is not limited to, reviewing orders for correctness of components, quantities, sizes/dimensions, finishes, site verifications, etc.

#### 3. INSTALLATION

- 3.1. Future phases of the project, may require the purchase of additional full workstations or individual components. The quantity and schedule is not known at this time.