



**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

Title - Sujet furniture for Executives lounge	
Solicitation No. - N° de l'invitation 45045-150035/A	Date 2015-12-29
Client Reference No. - N° de référence du client 000007341	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-407-68737	
File No. - N° de dossier pq407.45045-150035	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-08	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Miller, Tracey	Buyer Id - Id de l'acheteur pq407
Telephone No. - N° de téléphone (819) 956-2459 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA Shipping & Receiving, Jean-Talon B1 170 TUNNEYS PASTURE, B1W21 OTTAWA Ontario K1A0T6 Canada	

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

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this solicitation.

1.2 Requirement

Statistics Canada has a requirement for the supply, delivery and installation of collaborative furniture detailed in Annex A herein.

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

2.2 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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 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)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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

	<p><u>MTS2.1</u> All products must meet the technical specifications of Annex A.</p> <p><u>MTS2.2</u> To meet MTS2.1 bidder must provide completed product conformance certification at Part 5.</p>

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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 (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), 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" list (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.

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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 Annex A.

Supplier'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 Requirement

Statistics Canada has a requirement for the supply, delivery and installation of collaborative furniture detailed in Annex A herein.

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 (2015-09-03), General Conditions - Goods (Medium Complexity)

6.4 Term of Contract

6.4.1 Delivery Date

All deliverables must be received on or before March 31, 2016.

Loading Dock Location:
170 Tunney's pasture Driveway
Jean Talon Loading Dock (Parkdale entrance)
Ottawa, ON
K1A 0T6

Furniture is to be delivered to 100 Tunney's pasture driveway RHC, 26th floor.

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: 819-420-2949
Facsimile: 819-956-5706

E-mail address: 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:

Name: _____
Title: _____
Organization: _____
Address: _____

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: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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 B for a cost of \$ _____ (insert the amount 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 Limitation of Price

SACC *Manual* clause [C6000C](#) (2011-05-16) Limitation of Price

6.6.3 Single Payment

SACC *Manual* clause [H100C](#) (2008-05-12) Single Payment

6.7 Invoicing Instructions

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.
- c. one (1) copy must be forwarded to the consignee.

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 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B7500C (2006-06-16) Excess Goods
G1005C (2008-05-12) Insurance

6.10 Applicable Laws

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

6.11 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 Articles of Agreement;
- (b) the general conditions 2010A (2015-09-03);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment – Pricing Schedule
- (e) Annex C, Floor Plans
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.12 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.

6.13 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.

6.14 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.

**ANNEX "A"
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.

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 within an enclosed office on the executive floor.
- 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 Flammability - All applicable components shall comply with California Technical Bulletin 117.
- 4.4 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.
- 4.5 Tables – all tables must be the standard scratch test.

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 must be constructed of 2.6 lb density, 80 UC polyurethane foam 2" thick and have fixed seat. Top stitch on seams.
- 5.1.1.3.3 Molded construction flexible polyurethane must be used for the seat. Back must be constructed of 2.5lb density, 45 UC polyurethane foam 2" thick and have fixed back. Top stitch on seams.
- 5.1.1.3.4 Frame must be constructed of 12mm thick hardwood plywood utilizing box joinery and 24" wide ULTRA 10 webbing.
- 5.1.1.3.5 Plastic Laminate:

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

5.1.1.4 Line Drawings:

- 5.1.1.5.1 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 Two seat lounge sofa - wedge.
- 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 Upholstery shall be available in all standard Coalesse graded textiles, leather and COL and COM offering (see Coalesse fabric evaluator for approval). Or approved equal
- 5.2.1.1.5 Must have four legs for straight seating. Legs can be rectilinear or square or other options.
- 5.2.1.1.6 Must have 5 legs for 60 degree wedge, inside facing seating. Legs can be rectilinear or square or other options.
- 5.2.1.1.7 No arms.

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: 60degree outside and inside wedge loveseat must be 711mmD x 1803mmW x 749mmH (28"x71x29.5) +/- 50mm (2")
- 5.2.1.3.2 Seat depth and width: 508mmD x 1803mmW (20"x71") +/- 50mm (2")
- 5.2.1.3.2 Seat height must be between 406mm - 508mm (16" - 20") and +/-438 mm (17 1/4") above finished floor.

5.2.2 Collaborative - Seat #2

5.2.2.1 Description:

- 5.2.2.1.1 Two seat lounge sofa - straight

- 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 Upholstery shall be available in all standard Coalesse graded textiles, leather and COL and COM offering (see Coalesse fabric evaluator for approval). Or approved equal.
- 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 frame to be metal or wood or wood veneer.
- 5.2.2.2.2 Finish must match Collaborative – Table 1

5.2.2.3 Dimensions:

- 5.2.2.3.1 Overall dimensions: must be 711mmD x 1270mmW x 749mmH (28"x50"x29.5") +/- 50mm (2")
- 5.2.2.3.2 Seat depth and width: 508mmD x 1270mmW (20"x50") +/- 50mm (2")
- 5.2.2.3.3 Seat height must be between 406mm - 508mm (16" - 20") and +/-438 mm (17 1/4") above finished floor.

5.2.3 Collaborative - Seat #3

5.2.3.1 Description:

- 5.2.3.1.1 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 four arm base. No casters.
- 5.2.3.1.6 Dual-swivel mechanism: allows the back and seat to swivel independently as well as together.
- 5.2.3.1.7 Flexing fingers in the back: promote movement and provide support in a variety of postures.
- 5.2.3.1.8 Must have fixed seat height.

5.2.3.2 Finishes:

- 5.2.3.2.1 Base: polished aluminum.

5.2.3.3 Dimensions:

- 5.2.3.3.1 Overall dimensions: 635mmD x 825mmW x 787-812mmH (25"x32.5"x 31-32") +/- 25mm (1")
- 5.2.3.3.2 Seat width must be between 457-508mm (18-20")
- 5.2.3.3.3 Seat width between arms must be between 584-610mm (23-24")
- 5.2.3.3.4 Seat height must be between 406mm - 508mm (16" - 20") above finished floor.

5.2.4.3.4 Seat height must be between 406mm - 508mm (16" - 20") +/-26mm (1") above finished floor.

5.3 REQUIRED SAMPLES AND FINISHES

5.3.1 Minimum 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.

5.3.5 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.

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 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 Straight – rectangular – end 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 & Seat 2

5.1.3.1.3 Dimensions:

- 5.1.3.1.3.1 Table to be rectangular: 698mmD x 343mmW x 571mmH (27-1/2"D x 13-1/2"W x 22-1/2"H)
Tolerance of +/- 25mm (1")

5.1.3.2 Collaborative – Table #2

5.1.3.2.1 Description:

- 5.1.3.2.1.1 Wedge – end table.
- 5.1.3.2.1.2 Self edge.
- 5.1.3.2.1.3 Straight edge profile.
- 5.1.3.2.1.4 Four legs.

5.1.3.2.2 Finishes:

- 5.1.3.2.2.1 Plastic laminate, wood or wood veneer.
- 5.1.3.2.2.2 Metal legs/base.

	5.1.3.2.2.3	Design & finishes must coordinate with Collaborative – Seat1 & Seat 2
	5.1.3.2.3	Dimensions:
	5.1.3.2.3.1	Table to be wedge shape at 15degree angle: 711mmD x 470mmW x 571mmH (28"D x 18-1/2"W x 22-1/2") Tolerance of +/- 25mm (1")
5.1.3.3	Collaborative – Table #3	
	5.1.3.3.1	Description:
	5.1.3.3.1.1	Round – coffee table.
	5.1.3.3.1.2	Straight edge profile.
	5.1.3.3.1.3	4 legs.
	5.1.3.3.1.4	A translucent glass insert shall be available to cap the center hole of the round table.
	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 #1 & #2
	5.1.3.3.3	Dimensions:
	5.1.3.3.3.1	42" dia. Tolerance of +/-12.7mm (+/- 1/2")
	5.1.3.3.3.2	Height of table surface must be between min. 381mm to max. 431mm (min. 15" to max 17") above finished floor.
5.1.3.4	Collaborative – Table #4	
	5.1.3.4.1	Description:
	5.1.3.4.1.1	Slim Side table.
	5.1.3.4.1.2	Straight edge profile.
	5.1.3.4.1.3	Four legs
	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 #1 #2 and #3
	5.1.3.4.3	Dimensions:
	5.1.3.4.3.1	356mmD x 1676mm W (14" x 66"). 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

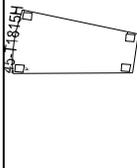
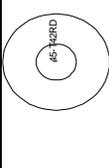
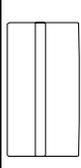
- 5.2.1 Six plastic laminate sample cards must be available, one card must be a white finish and two of the cards must be wood look.
- 5.2.2 Four wood or wood veneer samples must be available.

5.3 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 B – Basis of Payment
Pricing Schedule**

1.0 Pricing Table

Item	Product Description	Qty Total	image	Model number	Firm Unit Price (in CAD)	Extended Price (Qty X Firm Unit Price)
Furniture						
1	Table: Freestanding straight w/4 legs High pressure Laminate finish Finish to match other tables	3			\$	\$
2	Table: Freestanding 15 degree wedge w/4 legs with 15° angle High pressure Laminate finish Finish to match other tables	2			\$	\$
3	Table: Coffee table Table w/4 legs High pressure Laminate finish Finish to match other tables	1			\$	\$
4	Loveseat: Leather. 60 Degree wedge, inside facing. 5 legs.	4			\$	\$
5	Loveseat: Leather. Straight with 4 legs	2			\$	\$
6	Chair: Not adjustable height. Dual-swivel mechanism (back can swivel independently)	4			\$	\$
7	Table: Slim table High pressure Laminate finish 14"D 66"W 23"H Finish to match other tables	2			\$	\$
				Shipping and installation charges		
				\$		
					Evaluated price (firm lot price) :	
					\$	
					Evaluated price = (Firm Unit Prices of all items X QTY Total) + Shipping and installation charges	
					\$	
					Applicable Taxes	
					\$	

Annex C
Floor Plans

See attached PDF document.

5914 [19' - 4 $\frac{1}{2}$ "]

6188 [20' - 3 $\frac{1}{4}$ "]

