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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and Instructions for Delivery, and the Security Requirements Checklist.

1.2 Summary

Public Works and Government Services Canada (PWGSC), on behalf of the Department of National Defense (DND), has a requirement to establish a regional individual standing offer (RISO) for the supply, delivery and installation of collaborative furniture, including tables and seating, to the Carling Campus in Ottawa, on an “as and when requested” basis.

The RISO will be established for a period of three years. The products must be provided in accordance with the Statement of Work at Annex A.

- (i) This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
- (ii) This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.
- (iii) Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and

Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. procurement.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

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

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

2.4. Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical and Financial Offer (2 hard copies) and 1 soft copy on CD, DVD or USB

Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical and Financial Offer

Suppliers must submit the technical and financial arrangement in accordance with the Mandatory Technical and Financial Criteria in Part 4.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

1.1.1.	Mandatory Technical Specifications Criteria (MTS)
MTS1	<p><u>MTS1</u> The Bidder must submit descriptive information* that indicates the dimensions (width, depth, height) and the seat height above finished floor for Collaborative - Seat #10 of Annex A1: Dining chair with arms.</p> <p><u>Dimensions</u> Seat height must be between min. 432mm to max. 508mm (min. 17" to max. 20") with a tolerance of +/-13 mm (1/2") above finished floor. Armrest height must not interfere with tables with surface height of min. 737mmH to max. 787mmH (min. 29"H to max. 31"H) with a tolerance of +/-13 mm (1/2") above finished floor.</p>
MTS2	<p><u>MTS2</u> The Bidder must submit descriptive information* that indicates the overall dimensions (width, depth) and the height of the table surface above finished floor for Collaborative – Table #9 of Annex A2: Rectangular table with telescopic (pin or crank) height adjustable leg supports.</p> <p><u>Dimensions</u> Overall Dimensions: 1829mm W (72"W) and 762mm D (30"D) Height of table surface must be between min. 686mm to max. 1041mm (min. 27" to max. 41") above finished floor.</p> <p><i>*Descriptive Information can be provided in the form of a price list, specification guide, catalogue or other as long as the dimensions and illustrations required above are provided.</i></p>

4.2.1 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria (MFC)
MFC 1.1 Offerors must complete and submit their financial offer in accordance with Annex B – Basis of Payment and Financial Evaluation. The total amount of Applicable Taxes must be shown separately.
MFC 1.2 To demonstrate compliance with MFC 1.1, the Offeror must provide Firm Unit Prices, Firm Hourly Rates and Firm % Rates for all products and services offered in Annex B

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.1.1 Integrity Provisions - List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.1.3 Set-aside for Aboriginal Business

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

5.1.3.1 The Bidder:

- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;

- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

5.1.3.2 The Bidder must check the applicable box below:

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

OR

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

5.1.3.3 The Bidder must check the applicable box below:

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

OR

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

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

5.1.4 By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

PART 6 - SECURITY

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements apply and form part of the Standing Offer.

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to **PROTECTED B** information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

INSERT:

Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is (will be inserted at issuance of Standing Offer) to (three years after date of issuance of the Standing Offer).

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in Annex D.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jean-François Goyette
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
11 Laurier St. 6B3
Gatineau, Quebec, K1A 0S5
Telephone: 613-219-0728
Facsimile: 819-956-5706
E-mail: jean-francois.goyette@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: (will be identified at issuance of the Standing Offer)
Title: _____
Organization: _____
Address: _____

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative (To be completed by the Offeror)

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

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada and the Department of National Defence.

7.8 Call-up Procedure

7.8.1 The Identified User initiates the call-up process by contacting the Offeror to inform him of the requirement. The Identified User will provide a list of required product and selected finishes.

7.8.2 The Offeror must submit quotations of the requirement within five (5) business days.

7.8.3 If a request for modification is sent to the Offeror, the Offeror must modify the quotations and re-submit to the Identified User within three (3) business days, if applicable.

7.8.4 Call-ups are issued by the Identified User using form #942. The form is completed using the quotations submitted by the Offeror. Pricing must adhere to the Basis of Payment of the Standing Offer.

7.8.5 Upon receiving the Call-ups, the Offeror must confirm the estimated date of delivery to the Identified User within fifteen (15) business days.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up against a Standing Offer.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$1,921,000.00 (*Applicable Taxes included*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- e) the general conditions 2010A (2015-09-03), General Conditions - Goods (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment and Financial Evaluation;
- i) Annex C, Security Requirements Check List;
- j) Annex D, Price Determination – Industrial Product Price Index
- k) the Offeror's offer dated _____.

7.13 Certifications

7.13.1 Product Conformance Certification

The Offeror warrants that the Product Conformance Certification submitted by the Offeror is accurate and complete, and that the products provided under this Standing Offer are in accordance with Annex A-1 – Technical Specifications. The Offeror must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Offeror must not, without obtaining the prior written consent of the Standing Offer Authority, dispose of any such records or documentation until the expiration of the Standing Offer or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Offeror must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Offeror must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Offeror must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

7.13.2 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.13.3 SACC Manual Clauses

M1004T (2011-05-16) Condition of Material

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010A (2015-09-03) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 09 - Warranty, of 2010A (2015-09-03), is amended as follows:

DELETE: The warranty period will be twelve (12) months

INSERT: The warranty period will be a minimum of ten (10) years with the exception of user adjustable components, which will have a minimum warranty of five (5) years.

Section 09 - Warranty of general conditions 2010A, is amended by deleting subsection 2 in its entirety and replacing it with the following:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

Section 16 - Interest on Overdue Accounts of general conditions 2010A will not apply to payments made by credit cards.

All other provisions of the warranty section remain in effect.

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B. Custom Duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Standing Offer Authority before their incorporation into the Work.

4.2 Single Payment

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

4.4 Payment by Credit Card

The following credit card(s) is accepted: _____.

5. Invoicing Instructions

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.

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 Call-up for certification and payment.
- b) One copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.

6. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7. SACC Manual Clauses

A9068C (2010-01-11) - Government Site Regulations
B7500C (2006-06-16) - Excess Goods
A3000C (2014-11-27) Aboriginal Business Certification

9. Installation

The requirements detailed herein apply to all installations.

9.1 Installation Schedule

The Project Authority or his/her designate will determine the installation schedule. The installation schedule will be identified upon issuance of the call-up. The installation schedule may be subject to changes based on on-site conditions.

9.2 Installation Services

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

9.2.1 All equipment, hardware and tools required for the installation must be delivered to the site for the commencement of the installation in accordance with the Installation Schedule. The Contractor is responsible for the arrival of the tools on site.

9.2.2 Unpack all pieces and inspect products for shipping damage;

9.2.3 Install all products in accordance with the manufacturer's specifications;

9.2.4 Ensure all other products function properly and make minor adjustment/repairs;

9.2.5 Touch up all minor nicks and scratches on the furniture that may have occurred during installation;

9.2.6 Clean the product once installed;

9.2.7 Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary and;

9.2.8 Upon completion of the installation and at the request of the Project Authority, the Contractor (or the authorized representative) must walk through the installation area with the Project Authority to verify the operating condition of all products in accordance with the deficiency procedures.

9.3 Installation Changes

9.3.1 Changes to the installation will not be made without written authorization of the Project Authority or his/her designate.

9.3.2 The Contractor will not be entitled to additional charges for changes to the installation unless overtime, authorized by the Project Authority or his/her designate, is required to implement the changes.

10. Post-Installation Procedures

The Contractor must adhere to the following post-installation procedures:

10.1 The Contractor must notify the Project Authority when the installation is completed;

10.2 The Project Authority must arrange for the initial walk-through inspection with the Contractor;

10.3 The walk-through inspection must take place no later than three business days after installation is completed; and

10.4 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.

11. Deficiency Procedures

If deficiencies are noticed, the Contractor must adhere to the following deficiency procedures:

11.1 The Project Authority in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;

11.2 The deficiency list must be forwarded by the Project Authority to the Contractor;

11.3 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;

11.4 For all deficiencies, 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

11.5 The Contractor must notify the Project Authority when all deficiencies have been completed. If satisfied, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX A Statement of Work

The Contractor will supply, deliver and install the Work detailed in all parts of Annex A.

Annex A is also comprised of the following:

Annex A-1 - Technical Specification Seating

Annex A-2 – Technical Specification Tables

Annex A-3 – LEED Environmental Criteria

Annex A-4 – Site Instructions

1. Supply the Products

- 1.1 The Contractor, when issued call-ups pursuant to the RISO, must supply the products listed in the resulting contract. All products must conform to the requirements of the associated bid solicitation which must be only those listed in Annex B-1 Basis of Payment.
- 1.2 All products supplied must conform to the Specifications contained in Annexes A-1 and A-2.
- 1.3 Throughout the process, the Contractor will assist in the Call-up preparation which includes but is not limited to, reviewing orders for correctness of components, quantities, sizes/dimensions, finishes, site verifications, etc at no additional cost to Canada.

2. Deliver the Products

- 2.1 The Contractor, when issued call-ups pursuant to the RISO, must work with the site construction contractor to deliver the products in accordance with the delivery instructions of Annex A-4.

3. Install the Products

- 3.1 The Contractor, when issued call-ups pursuant to the RISO, must work with the site construction contractor to install the products in accordance with the installation instructions of Annex A-4.
- 3.2 The Contractor must provide adequate manpower and staffing to work concurrently on multiple floors and/or in multiple buildings at no additional cost to Canada.

Notwithstanding General Condition 2010A - Inspection and Acceptance of the Work the following applies. The Contractor, when issued contracts pursuant to the RISO, as a minimum, must provide all of the services below for the products supplied.

1. Within ten (10) business days of receiving the call-up, the Contractor must provide the Project Authority with a delivery and installation schedule of the associated product.
2. If requested, move the products to the staging and/or installation site.
3. Unpack all pieces and inspect products for shipping damage.
4. Install all products in accordance with the manufacturers' specifications.
5. Ensure all products function properly and when necessary make minor adjustment/repairs.
6. Touch up all minor nicks and scratches on the products that may have occurred during installation.
7. Clean the products once installed.
8. Clean up the installation site. It must present a neat, orderly and workmanlike appearance at all times. This activity must be accomplished by the removal of scrap material.

4. Inspect the Products

Inspection and Post-Installation Deficiency Procedures

The Contractor, when issued call-ups pursuant to the SA, must adhere to the following procedures:

1. The Contractor must notify the Project Authority when the installation is completed. Notification must be given no later than one business day following completion of the installation.
2. The Project Authority must arrange for the initial walk-through inspection with the Contractor. The walk-through inspection must take place no later than three business days after installation is completed unless an alternate time frame has been confirmed by the Project Authority.
3. 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 unless an alternative time frame has been confirmed by the Project Authority.
4. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every area.
5. The Project Authority must forward the deficiency list to the Contractor.
6. 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 unless an alternate time frame has been confirmed by the Project Authority. For all other listed deficiencies, within fourteen business days of receipt of the deficiencies list, the Contractor must submit, to the Project Authority, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan. The Project Authority may request a shorter remedy period and the Contractor may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period.
7. The Contractor must notify the Project Authority when all deficiencies have been remedied. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off indicating that the deficiencies have been rectified.

Post Installation Procedures

1. The Contractor must provide the Project Authority with a list of any additional/extra products on site left over from the installations.
2. The Contractor must move such product to a site storage location at no additional cost to Canada.

5. Hours of Service

The Contractor must deliver the products and provide all services on the days and at the times set out in the resulting call-up. All solicitations and bids must correspond with the definition of during Normal Business Hours and

Outside Normal Business Hours listed below.

- a) During Normal Business Hours is defined as from 08:00 to 17:00 hours, Monday through Friday except Federal Government Statutory holidays.
- b) During Outside Normal Business Hours is defined as:

- i. between 17:00 through 08:00 hours, Monday through Friday except Federal Government Statutory holidays;
- ii. all hours on Federal Government Statutory holidays;
- iii. all hours on Saturdays and/or Sundays.

Annex-A1

REQUIREMENT FOR COLLABORATIVE SEATING

1. SCOPE OF WORK

- 1.1 This technical specification is for the supply of soft seating & screens.
- 1.2 Product need not all be from the same manufacturer.
- 1.3 All products must be new.
- 1.4 Coordinate of Finishes refers to compatible/similar metallic finishes, plastic laminate and wood stains. Coordinate of Design refers to same family of detail

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 Retardant 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.
 - 2.4.2 CAN/CGSB-44.227
- 2.5 Canada Green Building Council (CGBC)
 - 2.5.1 Leadership in Energy and Environmental Design Canada – Commercial Interiors Version 1.0 (LEED Canada-CI)
- 2.6 Forest Stewardship Council (FSC)

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 must be completed at an acceptable testing facility.
 - 4.1.1 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 must meet the requirements of this specification and the acceptance levels of the performance tests described in ANSI/BIFMA X5.4.
- 4.3 Screens – All screens must meet the acceptance criteria provided in ANSI/BIFMA X5.6 when tested in accordance with the appropriate tests from the referenced standard.
- 4.4 Flammability - All applicable components must comply with California Technical Bulletin 117.
- 4.5 Upholstery - The fabric used to upholster the chairs must meet the ACT textile performance Guidelines for upholstery and must pass its applicable testing requirements and acceptance levels.
- 4.6 Test reports must not be more than five (5) years old at the time of bid closing.

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 Must have the option of stain resistant fabric
- 5.1.1.1.4 Patterns must align at seams.

5.1.1.2 Base/exposed frame:

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

5.1.1.3 Seat/back Material:

- 5.1.1.3.1 Fabric
- 5.1.1.3.2 Urethane type: Seat/back material must be reinforced plastic and /or polyamide

- 5.1.1.3.3 Molded construction flexible polyurethane must be used for the seat.
- 5.1.1.3.4 Plastic Laminate:
 - 5.1.1.3.4.1 All plastic laminates must meet the high pressure laminate acceptance criteria provided in CAN/CGSB-44.227-Freestanding Office Desk Products and Components.
 - 5.1.1.3.4.2 Surfaces must have plastic laminate bonded to all exposed single and double faced sides.

5.1.1.4 Line Drawings:

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

5.2 SEATING TYPES

5.2.1 Collaborative - Seat #1

5.2.1.1 Description:

- 5.2.1.1.1 Lounge single seat chair.
- 5.2.1.1.2 Enclosed upholstered outer frame.
- 5.2.1.1.3 Back and seat cushions must be fixed or have other means of attachment for example, Velcro.
- 5.2.1.1.4 Fully upholstered with stitch detailing for a tailored look.
- 5.2.1.1.5 Must have a minimum of four legs. Legs can be rectilinear or square or other options.
- 5.2.1.1.6 Armrest profile must be straight on the exterior, and have a tailored profile.
- 5.2.1.1.7 Style must coordinate with Collaborative – Seat #2

5.2.1.2 Finishes:

- 5.2.1.2.1 Legs and frame must be metal or wood or wood veneer.
- 5.2.1.2.2 Finish must coordinate with Collaborative – Seat #2

5.2.1.3 Dimensions:

- 5.2.1.3.1 Overall dimensions: min. 787mm W to max. 915mm W x min. 711mm D to max. 787.5mm D x min. 686mmH to max.762mmH (min. 31"W to max. 36"W x min. 28"D to max. 31"D x min. 27"H to max. 30"H) with a tolerance of +/-50 mm (2").
- 5.2.1.3.2 Seat height must be between 406mm - 508mm (16" - 20") with a tolerance of +/-25 mm (1") above finished floor.

5.2.2 Collaborative - Seat #2

5.2.2.1 Description:

- 5.2.2.1.1 Lounge two seat sofa.
- 5.2.2.1.2 Enclosed upholstered outer frame.
- 5.2.2.1.3 Back and seat cushions must be fixed or have other means of attachment for example, Velcro.

- 5.2.2.1.4 Fully upholstered with stitch detailing for a tailored look.
- 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 Armrest profile must be straight on the exterior, and have a tailored profile.
- 5.2.2.1.7 Style to coordinate with Collaborative – Seat #1

5.2.2.2 Finishes:

- 5.2.2.2.1 Legs and exposed frame to be metal or wood or wood veneer.
- 5.2.2.2.2 Finish to coordinate with Collaborative – Seat #1

5.2.2.3 Dimensions:

- 5.2.2.3.1 Overall dimensions: min. 1320mm W to max. 1981mm W x min. 711mm D to max. 762mm D x min. 685mm H to max. 813mm H (min. 52"W to max. 78"W x min. 28"D to max. 30"D x min. 27"H to max. 32"H) +/-50mm (2").
- 5.2.2.3.2 Seat height must be between 406mm - 508mm (16" - 20") with a tolerance of +/-25 mm (1") above finished floor.

5.2.3 Collaborative - Seat #3

5.2.3.1 Description:

- 5.2.3.1.1 Lounge single seat chair with a curved back.
- 5.2.3.1.2 Back and seat cushions must be fixed or have other means of attachment for example, Velcro.
- 5.2.3.1.3 Fully upholstered with stitch detailing for a tailored look.
- 5.2.3.1.4 Base can be exposed. If base is exposed, the base must be a cylindrical or square or X shape base or four legs. Can have the option to swivel. Swivel return to 0 degrees.
- 5.2.3.1.5 Armrest profile must be straight on the exterior, and have a tailored profile.

5.2.3.2 Finishes:

- 5.2.3.2.1 Base/legs to be polished or brushed metal finish.

5.2.3.3 Dimensions:

- 5.2.3.3.1 Overall dimensions: min. 660mm W to max. 787.5mm W x min.635mm D to max. 813mm D x min. 737mm H to max. 889mm H (min. 26"W to max. 31"W x min. 25"D to max. 32"D x min. 29"H to max. 35"H) +/-50mm (2").
- 5.2.3.3.2 Seat height must be between 406mm - 508mm (16" - 20") with a tolerance of +/-25 mm (1") above finished floor.

5.2.4 Collaborative - Seat #4

5.2.4.1 Description:

- 5.2.4.1.1 Lounge single seat chair with tablet arm and castors.
- 5.2.4.1.2 Rectangular back with enclosed upholstered outer frame.
- 5.2.4.1.3 Back and seat cushions must be fixed or have other means of attachment for example, Velcro.

- 5.2.4.1.4 Fully upholstered with stitch detailing for a tailored look.
- 5.2.4.1.5 Must have a minimum of two casters and two legs or four casters of which two must be locking.
- 5.2.4.1.6 Armrest profile must be straight on the exterior, and have a tailored profile.
- 5.2.4.1.7 Must have a universal, left or right hand tablet arm that must be adjustable or rotate.
- 5.2.4.2 Finishes:
 - 5.2.4.2.1 Exposed base/legs to be metal finish, wood or wood veneer.
 - 5.2.4.2.2 Tablet arm surface must be wood, wood veneer or laminate finish with coordinating edge material.
- 5.2.4.3 Dimensions:
 - 5.2.4.3.1 Overall dimensions: min. 711mm W to max. 813mm W x min. 610mm D to max. 787.5mm D x min. 736mm H to max. 889mm H (min. 28"W to max. 32"W x min. 24"D to max. 31"D x min. 29"H to max. 35"H) +/-50 mm (2").
 - 5.2.4.3.2 Seat height must be between 406mm - 508mm (16" - 20") with a tolerance of +/-25 mm (1") above finished floor.
- 5.2.5 Collaborative - Seat #5
 - 5.2.5.1 Description:
 - 5.2.5.1.1 Lounge single seat chair with tablet arm and castors.
 - 5.2.5.1.2 Curved back with enclosed upholstered outer frame.
 - 5.2.5.1.3 Back and seat cushions must be fixed or have other means of attachment for example, Velcro.
 - 5.2.5.1.4 Fully upholstered with stitch detailing for a tailored look.
 - 5.2.5.1.5 Must have a minimum of two casters and two legs or four casters of which two must be locking.
 - 5.2.5.1.6 Armrest profile must be straight on the exterior, and have a tailored profile.
 - 5.2.5.1.7 Must have a universal, left or right hand tablet arm that must be adjustable or rotate.
 - 5.2.5.2 Finishes:
 - 5.2.5.2.1 Exposed base/legs to be metal finish, wood or wood veneer.
 - 5.2.5.2.2 Tablet arm surface must be wood, wood veneer or laminate finish with coordinating edge material.
 - 5.2.5.3 Dimensions:
 - 5.2.5.3.1 Overall dimensions: min. 711mm W to max. 965mm W x min. 610mm D to max. 806mm D x min. 737mm H to max. 889mm H (min. 28"W to max. 38"W x min. 24"D to max. 31¾"D x min. 29"H to max. 35"H) with a tolerance +/-50 mm (2").
 - 5.2.5.3.2 Seat height must be between 406mm - 508mm (16" - 20") with a tolerance of +/-25 mm (1") above finished floor.
- 5.2.6 Collaborative - Seat #6
 - 5.2.6.1 Description:

- 5.2.6.1.1 Ganging bench; two to three person seat.
- 5.2.6.1.2 Fully upholstered backrest or bolster & seat with stitch detailing for a tailored look.
- 5.2.6.1.3 Back and seat cushions must be fixed or have other means of attachment for example, Velcro.
- 5.2.6.1.4 Upholstery on seat and backrest or bolster must allow for contrasting fabrics.
- 5.2.6.1.5 Front edge of seat must feature a radius or waterfall edge minimum 25mm R (1"R).
- 5.2.6.1.6 Clean architectural lines to create a bold, modern aesthetic.
- 5.2.6.1.7 No arms.
- 5.2.6.1.8 Wide, flat surface on seats, and backs.
- 5.2.6.1.9 Patterns must align at seams.
- 5.2.6.1.10 Must have a minimum of four legs with leveling glides to adjust for installations on uneven floors. Legs can be rectilinear, or square or round or other options. Adjustability range to be a minimum +/-13 mm (1/2").

5.2.6.2 Finishes:

- 5.2.6.2.1 Legs must be metal.

5.2.6.3 Dimensions:

- 5.2.6.3.1 Overall width to be consistent. Total seat arrangement width from min. 990mm W to max. 1905mm W (min. 39" W to max. 75" W). Individual units can be ganged together to create total overall width. Individual dimensions must range between min. 610mm W to max. 1905mm W (min. 24" W to 75" W). Tolerance of +/-50mm (2").
- 5.2.6.3.2 Overall seat depth must be between min. 483mm D to max. 762mm D. (min. 19" D to max 30" D). Tolerance of +/-50mm (2").
- 5.2.6.3.3 Overall back height must be between min. 736mm H to max. 889mm H (min. 29" H to max. 35" H) +/-50mm (2") above finished floor.
- 5.2.6.3.4 Seat height must be between 406mm - 508mm (16" - 20") with a tolerance of +/-25 mm (1") above finished floor.

5.2.7 Collaborative - Seat #7

5.2.7.1 Description:

- 5.2.7.1.1 Ganging bench; two to three person seat with high back/screen.
- 5.2.7.1.2 Fully upholstered backrest or bolster & seat with stitch detailing for a tailored look.
- 5.2.7.1.3 Back and seat cushions must be fixed or have other means of attachment for example, Velcro.
- 5.2.7.1.4 Upholstery on seat and backrest or bolster must allow for contrasting fabrics.
- 5.2.7.1.5 Front edge of seat must feature a radius or waterfall edge minimum 25mm R (1"R).
- 5.2.7.1.6 Clean architectural lines to create a bold, modern aesthetic.
- 5.2.7.1.7 No arms.
- 5.2.7.1.8 Wide, flat surface on seats, and backs.
- 5.2.7.1.9 Patterns must align at seams.
- 5.2.7.1.10 Must have a minimum of four legs with leveling glides to adjust for installations on uneven floors. Legs can be rectilinear, or square or

round or other options. Adjustability range to be a minimum +/-13 mm (1/2").

5.2.7.1.11 Seating to have high back or add on screen option to create privacy.

5.2.7.1.12 Must have corner units to create an 'L' shape.

5.2.7.1.4.1 Corner unit to be square.

5.2.7.1.4.2 No back/screen is required.

5.2.7.2 Finishes:

5.2.7.2.1 Legs must be metal.

5.2.7.3 Dimensions:

5.2.7.3.1 Overall seat width to be consistent. Overall seat depth must be between min. 482.5mm D to max. 965mm D (min. 19"D to max. 38"D) with a tolerance of +/-50mm (2") above finished floor.

5.2.7.3.2 Overall Back height must be between min. 1016mm H to max. 1321mm H (min. 40" H to max. 52" H) with a tolerance of +/-50mm (2") above finished floor.

5.2.7.3.3 Overall Seat height must be between min. 406mm H to max. 508mm H (min. 16"H to max. 20"H) with a tolerance of +/-25 mm (1") above finished floor.

5.2.8 Collaborative - Seat #8a & 8b

5.2.8.1 Description:

5.2.8.1.1 Bar stool

5.2.8.1.2 One piece back and seat.

5.2.8.1.3 Must have sled base or four legs (rectilinear, square or round). Coordinate with other seating but do not require same leg base.

5.2.8.1.4 No arms.

5.2.8.1.5 Must have foot rest.

5.2.8.1.6 Waterfall edge.

5.2.8.1.7 Seat #8a must coordinate with Collaborative – Seat #9a.

5.2.8.1.8 Seat #8b must coordinate with Collaborative – Seat #9b.

5.2.8.2 Finishes Seat #8a:

5.2.8.2.1 Non-perforated one piece plastic seat and back. Urethane type: Seat/back material must be reinforced plastic and / or polyamide. Plastic colour T.B.D. by designer from manufacturer's full range.

5.2.8.2.2 Base or legs and frame must be metal.

5.2.8.3 Finishes Seat #8b:

5.2.8.3.1 Non-perforated one piece seat and back to be molded wood veneer.

5.2.8.3.2 Base or legs and frame must be metal.

5.2.8.4 Dimensions Seat #8a & 8b:

5.2.8.4.1 Seat height must be between min. 711mm H to max. 813mm H (min. 28" H to max. 32" H) with a tolerance of +/-13 mm (1/2") above finished floor.

5.2.9 Collaborative - Seat #9a & 9b

5.2.9.1 Description:

- 5.2.9.1.1 Dining Chairs
- 5.2.9.1.2 One piece back and seat.
- 5.2.9.1.3 Must have 4 legs (rectilinear, square or round). Coordinate with other seating but do not require same leg base.
- 5.2.9.1.4 No arms.
- 5.2.9.1.5 Must be stackable.
- 5.2.9.1.6 Waterfall edge.
- 5.2.9.1.7 Seat #9a must coordinate with Collaborative – Seat #8a.
- 5.2.9.1.8 Seat #9b must coordinate with Collaborative – Seat #8b.

5.2.9.2 Finishes Seat #9a:

- 5.2.9.2.1 Non-perforated single piece plastic seat and back. Urethane type: Seat/back material must be reinforced plastic and / or polyamide.
- 5.2.9.2.2 Base or legs and frame must be metal.

5.2.9.3 Finishes Seat #9b:

- 5.2.9.3.1 Non-perforated single piece seat and back to be molded wood veneer.
- 5.2.9.3.2 Base or legs and frame must be metal.

5.2.9.4 Dimensions Seat #9a & 9b:

- 5.2.9.4.1 Seat height must be between min. 432mm to max. 508mm (min.17"H to max. 20"H) with a tolerance of +/-13 mm (1/2") above finished floor.
- 5.2.9.4.2 Overall seat depth must be between min. 406mm D to max. 508mm D. (min. 16" D to max. 20" D). Tolerance of +/-50mm (2").

5.2.10 Collaborative - Seat #10

5.2.10.1 Description:

- 5.2.10.1.1 Dining chair with arms.
- 5.2.10.1.2 Upholstered or non-upholstered backrest must be one continuous rounded surface that wraps around the back to incorporate the armrest.
- 5.2.10.1.3 Must be upholstered or may have an upholstered seat pad supported by a molded seat shell.
- 5.2.10.1.4 Base can be: X shape base, or pedestal base, or four legs (rectilinear, or square, or round).

5.2.10.2 Finishes:

- 5.2.10.2.1 When upholstered, upholstery must be stain resistant fabric.
- 5.2.10.2.2 Molded Plastic or plywood shell
- 5.2.10.2.3 Legs and frame must be metal.

5.2.10.3 Dimensions:

- 5.2.10.3.1 Seat height must be between min. 432mm to max. 508mm (min. 17" to max. 20") with a tolerance of +/-13 mm (1/2") above finished floor.
- 5.2.10.3.2 Armrest height must not interfere with tables with surface height of min. 737mmH to max. 787mmH (min. 29"H to max. 31"H) with a tolerance of +/-13 mm (1/2") above finished floor.

5.2.11 Collaborative - Seat #11

5.2.11.1 Description:

- 5.2.11.1.1 Solid round or elliptical stool.
- 5.2.11.1.2 Fully upholstered with stitch detailing for a tailored look.
- 5.2.11.1.3 Legs or base must not be visible.

5.2.11.2 Finishes:

- 5.2.11.2.1 Upholstered with stain resistant fabric.

5.2.11.3 Dimensions:

- 5.2.11.3.1 Seat height must be between min. 432mm to max. 508mm (min. 17" to max. 20") with a tolerance of +/-25 mm (1") above finished floor.
- 5.2.11.3.2 508mm diameter or min. 445mm W to max. 686mm W x min. 343mm D to max. 483mm D x min. 381mm H to max. 686mm H (20" diameter or min. 17½"W to max. 27"W x min. 13½"D to max. 19"D x min. 15"H to max. 27"H) with a tolerance of +/-50mm (2").

5.2.12 Collaborative - Seat #12

5.2.12.1 Description:

- 5.2.12.1.1 Modular benching unit with square side table.
- 5.2.12.1.2 Configuration to include a bench and one side table.
- 5.2.12.1.3 Bench to form minimum of 66% of total configured unit width.
- 5.2.12.1.4 Benches and side table must connect one to the other with concealed linking bracket.
- 5.2.12.1.5 Fully upholstered with stitch detailing for a tailored look.
- 5.2.12.1.6 Back and seat cushions must be fixed or have other means of attachment for example, Velcro
- 5.2.12.1.7 Back rest may be provided.
- 5.2.12.1.8 Multiple units can be combined to create overall width.

5.2.12.2 Finishes:

- 5.2.12.2.1 Upholstered with stain resistant fabric.
- 5.2.12.2.2 Side table must be laminate, or wood or wood veneer.
- 5.2.12.2.3 Metal base.

5.2.12.3 Dimensions:

- 5.2.12.3.1 Overall Dimensions: min.2133.5mm W to max. 2641.5 mm W (min. 84" W to max. 104"W). Min. 483mm D to max. 660mm D (min. 19"D to max. 26"D).
- 5.2.12.3.2 Seat height must be between min. 406mm to max. 508mm (min. 16" to max. 20") with a tolerance of +/-25 mm (1") above finished floor.
- 5.2.12.3.3 Side table to fully align with bench unit in depth and seat height.

5.3 MISCELLANEOUS

5.3.1 Collaborative - Screen #1

5.3.1.1 Description:

- 5.3.1.1.1 Metal frame with whiteboard.
- 5.3.1.1.2 Frames must be metal.
- 5.3.1.1.3 Must feature casters or leveling glides with minimum 13mm (1/2") adjustment for application on uneven floors.
- 5.3.1.1.4 Framework must be metal rods welded together with metal bottom support plate(s), or legs, which must feature threaded holes for adjustable glides or casters.
- 5.3.1.1.5 Fixed legs are permitted.

5.3.1.2 Finishes:

- 5.3.1.2.1 Metal frame with white board.

5.3.1.3 Dimensions:

- 5.3.1.3.1 Overall width must be between min. 915mmW to max. 1219mmW (min. 36"W to max. 48"W) with a tolerance of +/-50mm (2").
- 5.3.1.3.2 Overall height must be between min. 1321mmH to max. 1905mmH (min. 52"H to max. 75"H) with a tolerance of +/-50mm (2").

5.4 REQUIRED SAMPLES AND FINISHES

- 5.4.1 Fabric selection must include a minimum of six (6) fabric card options with three (3) patterned and three (3) solids.
- 5.4.2 One mesh fabric card as applicable such as seat #7
- 5.4.3 Four non-perforated molded plastic cards must be available and one of the cards must be a white finish.
- 5.4.4 Four plastic or two pressed plywood sample cards must be available.
- 5.4.5 Four wood veneer samples must be available.
- 5.4.6 Provide white board surface sample(s) for item Screen 1.

5.5 MARKING

- 5.5.1 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.

Annex A-2

REQUIREMENT FOR COLLABORATIVE TABLES

1. SCOPE OF WORK

- 1.1 This specification is for Collaborative Tables
- 1.2 Product need not all be from the same manufacturer.
- 1.3 All products must be new.
- 1.4 Coordinate of Finishes refers to compatible/similar metallic finishes, plastic laminate and wood stains. Coordinate of Design refers to same family of detail

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. Forest Stewardship Council (FSC)
- 2.6. Canadian Green Building Council (CGBC)
 - 2.6.1 Leadership in Energy and Environmental Design Canada – Commercial Interiors Version 1.0 (LEED Canada-CI)
- 2.7. Canadian General Standards Board (CGSB)
 - 2.7.1. 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 5.1.3.10 Collaborative – Work Top #10a, 10b and 10b.

4. TEST REQUIREMENTS

- 4.1 All ANSI/BIFMA tests must be completed at an acceptable testing facility.
 - 4.1.1 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 Test reports must not be more than five (5) years old at the time of bid closing.

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 be FSC (Forest Stewardship Council) certified requiring a FSC Chain of Custody certificate and 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.

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

5.1.1.10 Table overall dimensions with a tolerance of +/-13 mm (1/2")

5.1.2 TABLE COMPONENTS

5.1.2.1 Table surfaces:

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

5.1.2.2 Table supports:

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

5.1.3 TABLE TYPES

5.1.3.1 Collaborative – Table #1

5.1.3.1.1 Description:

- 5.1.3.1.1.1 Square Side Table
- 5.1.3.1.1.2 Self-edge (AWMAC & AWI definition)
- 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 - Tables #2, 3 & 4.

5.1.3.1.3 Dimensions:

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

5.1.3.2 Collaborative – Table #2

5.1.3.2.1 Description:

- 5.1.3.2.1.1 Round Side Table
- 5.1.3.2.1.2 Self-edge (AWMAC & AWI definition)
- 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 Tables #1, 3 & 4.

5.1.3.2.3 Dimensions:

- 5.1.3.2.3.1 Table to be round with: min diameter of min. 406.5mm to max. 610mm (min. 16" to max. 24").
- 5.1.3.2.3.2 Height of table surface must be between min. 356mm H to max. 533mm H (min 14" H to max. 21" H).
- 5.1.3.2.3.3 Height of legs to be minimum of 60% of overall table height.

5.1.3.3 Collaborative – Table #3

5.1.3.3.1 Description:

- 5.1.3.3.1.1 Rectangular Coffee Table
- 5.1.3.3.1.2 Self-edge (AWMAC & AWI definition)
- 5.1.3.3.1.3 Straight edge profile.
- 5.1.3.3.1.4 Four legs.

5.1.3.3.2 Finishes:

- 5.1.3.3.2.1 Plastic laminate, wood or wood veneer.
- 5.1.3.3.2.2 Metal legs/base.
- 5.1.3.3.2.3 Design & finishes must coordinate with Collaborative Tables #1, 2 & 4.

5.1.3.3.3 Dimensions:

- 5.1.3.3.3.1 Table to be rectangular with: min 457mm D to max. 610mm D (min. 18" D to max. 24" D). x min. 914mm W to max. 1219mm W (min. 36" W to max. 48" W).
- 5.1.3.3.3.2 Height of table surface must be between min. 356mm H to max. 533mm H (min 14" H to max. 21" H).
- 5.1.3.3.3.3 Height of legs to be minimum of 60% of overall table height.

5.1.3.4 Collaborative – Table #4

5.1.3.4.1 Description:

- 5.1.3.4.1.1 Round or Square 'C' Shape Side table.
- 5.1.3.4.1.2 Table constructed of plywood or molded plywood or a glass top with a steel frame supporting.
- 5.1.3.4.1.3 If constructed of molded plywood:
 - 5.1.3.4.1.3.1 Self-edge (AWMAC & AWI definition)
 - 5.1.3.4.1.3.2 Straight edge detail.

5.1.3.4.2 Finishes:

- 5.1.3.4.2.1 Wood veneer on plywood frame or steel frame with glass top. Glass top to be frosted or back painted glass.
- 5.1.3.4.2.2 Metal legs/base.
- 5.1.3.4.2.3 Design and Finishes to coordinate with Table #1, 2 & 3

5.1.3.4.3 Dimensions:

- 5.1.3.4.3.1 Round 'C' table diameter min. 457mm to max. 610mm (diameter min. 18" to max. 24").
- 5.1.3.4.3.2 Square 'C' table min. 457mm x 457mm to max. 610mm x 610mm (min. 18"x18" to max. 24"x24").
- 5.1.3.4.3.3 Round or Square 'C' Table height of surface must be between min. 356mm to max. 533mm (min. 14" to max. 21")

5.1.3.4.3.4 Height of legs to be minimum of 60% of overall table height

5.1.3.5 Collaborative – Table #5a, 5b, 5c & 5d

5.1.3.5.1 Description:

- 5.1.3.5.1.1 Round dining table.
- 5.1.3.5.1.2 Straight edge profile.
- 5.1.3.5.1.3 Post leg with round pedestal base or a cylindrical or square or X shape base.

5.1.3.5.2 Finishes:

- 5.1.3.5.2.1 High-pressure laminate top with matching edge banding or self-edge.
- 5.1.3.5.2.2 Metal base.
- 5.1.3.5.2.3 Design & finishes must coordinate with Collaborative Tables #6a, 6b, 7a & 7b.

5.1.3.5.3 Dimensions:

- 5.1.3.5.3.1 5a: 762mm dia. (30" dia.)
5b: 914mm dia. (36" dia.)
5c: 1067mm dia. (42" dia.)
5d: 1219mm dia. (48" dia.)
- 5.1.3.5.3.2 Height of table surface must be between min. 738mm to max. 787mm (min. 29" to max 31") above finished floor.

5.1.3.6 Collaborative – Table #6a & 6b

5.1.3.6.1 Description:

- 5.1.3.6.1.1 Square dining table.
- 5.1.3.6.1.2 Straight edge profile.
- 5.1.3.6.1.3 Post leg with round pedestal base or a cylindrical or square or X shape base.

5.1.3.6.2 Finishes:

- 5.1.3.6.2.1 High-pressure laminate top with matching edge banding or self-edge.
- 5.1.3.6.2.2 Metal base.
- 5.1.3.6.2.3 Design & finishes must coordinate with Collaborative Tables #5a, 5b, 5c, 5d, 7a & 7b.

5.1.3.6.3 Dimensions:

- 5.1.3.6.3.1 6a: 762mm W x762mm D (30" W x 30" D)
6b: 914mm W x 914mm D (36" W x 36" D).
- 5.1.3.6.3.2 Height of table surface must be between min. 738mm to max. 787mm (min. 29" to max. 31") above finished floor.

5.1.3.7 Collaborative – Table #7a & 7b

5.1.3.7.1 Description:

- 5.1.3.7.1.1 Round bar height table.
- 5.1.3.7.1.2 Straight edge profile.
- 5.1.3.7.1.3 Post leg with round pedestal base or a cylindrical or square or X shape base.

5.1.3.7.2 Finishes:

- 5.1.3.7.2.1 High-pressure laminate top with matching edge banding or self-edge.
- 5.1.3.7.2.2 Metal base.

5.1.3.7.2.3 Design & finishes must coordinate with Collaborative Tables #5a, 5b, 5c, 5d, 6a & 6b.

5.1.3.7.3 Dimensions:

5.1.3.7.3.1 7a: 762mm dia. (30" dia.)

7b: 914mm dia. (36" dia.)

5.1.3.7.3.2 Height of table surface must be between min. 1041mm H to max. 1092mm H (min. 41" H to max. 43" H) above finished floor.

5.1.3.8 Collaborative – Table #8a & 8b

5.1.3.8.1 Description:

5.1.3.8.1.1 Table with full table depth end gables, or rectangular table top with T-Base.

5.1.3.8.1.2 Straight edge profile.

5.1.3.8.2 Finishes:

5.1.3.8.2.1 High-pressure laminate top with matching edge banding or self-edge.

5.1.3.8.2.2 Full table depth end gables in high-pressure laminate or T-Base in metal (or similar finish).

5.1.3.8.3 Dimensions:

5.1.3.8.3.1 Overall width Dimensions: min. 1524mm W to max. 2438mm W (min. 60"W to max. 96"W) x min. 762mm D to max. 1219mm D (min. 30"D to max. 48"D)

5.1.3.8.3.2 8a: Table height of surface must be between min. 738mm to max. 787mm (min. 29"H to max. 31"H) above finished floor.

8b: Table height of surface must be between min. 1041mmH to max. 1092mmH (min. 41"H to max. 43"H) above finished floor.

5.1.3.9 Collaborative – Table #9

5.1.3.9.1 Description:

5.1.3.9.1.1 Rectangular table with telescopic (pin or crank) height adjustable leg supports.

5.1.3.9.1.2 Straight edge profile.

5.1.3.9.2 Finishes:

5.1.3.9.2.1 High-pressure laminate top with matching edge banding or self-edge.

5.1.3.9.2.2 Legs in metal.

5.1.3.9.3 Dimensions:

5.1.3.9.3.1 Overall Dimensions: 1829mm W (72"W) and 762mm D (30"D)

5.1.3.9.3.2 Height of table surface must be between min. 686mm to max. 1041mm (min. 27" to max. 41") above finished floor.

5.1.3.10 Collaborative – Work Top #10a, 10b & 10c

5.1.3.10.1 Description:

5.1.3.10.1.1 Rectangular Surface for work tops on file cabinets (file cabinets are not part of collaborative package)

5.1.3.10.1.2 Straight edge profile.

5.1.3.10.2 Finishes:

5.1.3.13.2.1 High-pressure laminate top with matching edge banding or self-edge.

5.1.3.10.3 Dimensions:

5.1.3.10.3.1 10a: 1016mmD x 2134mmW (40"D x 84"W) thickness to suit length. Tolerances cannot be less than dimension
10b: 508mm D x 2134mm W (20"D x 84"W) thickness to suit length. Tolerances cannot be less than dimension
10c: 508mm D x 3200mm W (20"D x 126"W) thickness to suit length. Tolerances cannot be less than dimension

5.2 REQUIRED SAMPLES AND FINISHES

- 5.2.1 A minimum of six (6) plastic laminate sample cards must be available, one (1) card must be a white finish and two (2) of the cards must be wood look.
- 5.2.2 A minimum of four (4) wood or wood veneer samples must be provided.
- 5.2.3 A minimum of two (2) molded plywood sample cards must be available or
- 5.2.4 Provide frosted and/or back painted glass samples as applicable for item #4.
- 5.2.5 Provide co-ordinating metal finishes as applicable

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.

Annex A-3

LEED ENVIRONMENTAL CRITERIA

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

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

Categories

Materials & Resources

- 4.1 Recycled Content, 10%
- 4.2 Recycled Content, 20%
- 5.1 Regional Materials, 20% Manufactured Regionally
- 5.2 Regional Materials, 10% Extracted and Manufactured Regionally
- 6 Rapidly Renewable materials; and
- 7 Certified Wood

Indoor Environmental Quality

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

Annex A-4 SITE INSTRUCTIONS

Supply one copy, either digitally or hardcopy of the following:

- a. Company Health and Safety Policy AND Program
- b. Ministry of Labour Form 1000
- c. Valid WSIB Certificate of Clearance
- d. Completed "Declaration of Competent Supervisor" Form (Template will be Provided)
- e. Completed "Subcontractor Acknowledgement" Form (Template will be Provided)
- f. Complete and submit a "Site Specific Hazard Assessment" (Template will be Provided)
- g. Complete and submit a "Fall Protection and Rescue Plan" (Template will be Provided, If applicable)
- h. Supply copies of MSDS for all controlled products being brought to site (Digital preferred)
- i. Review, accept and implement project Security Requirements
- j. All workers coming to the project are required to attend the site specific safety orientation prior to commencing work on the project. WHMIS and Fall Protection training are required for all individuals accessing the project. (Fall Protection is required for all workers who will be working at heights over eight feet (8'-0"). If training is not provided at the time of orientation at the latest, access will be refused.

All work plans are to be submitted one week in advance if possible to ensure proper coordination is achieved with other scopes of work and elevator availability, if required. This should also include power and space requirements, lunch room requirements and any other items that are pertinent to completing the work.

Each subcontractor is required to provide competent flagmen for all of their deliveries.

Ensure all project PPE requirements are followed and enforced at all times.

Insurance/Indemnification – EllisDon Corporation to be named as additional insured on Insurance Certificates provided by Subcontractors. EllisDon Corporation should also to be identified in any BGIS Indemnification clause. All workers are required to enter and leave the site at the project security station as indicated on the CM's Site Logistics Plan. (Supplied)

All workers are required to obtain security access cards and an appropriate valid security certificate.

Regular hours of construction are from 7:00am to 4:00pm Monday to Friday. Any activities that are not able to be completed during regular working hours due to coordination issues are to be done after hours.

All material deliveries are to be scheduled in advance (36hrs) with EllisDon. All delivered materials are to be moved from the loading dock to their end use location immediately.

One freight elevator with operator in each building will be available for transportation of materials to floors during the times noted in #7 above.

Protection of all finishes by the subcontractor. Any damages will be to the subcontractor's account.

Temporary 110V power will be made available on each floor.

Contractor is required on a daily basis as a minimum, to remove any and all waste materials generated by their work and place in EllisDon's garbage box located at the loading dock.

All contractors will be required to have all applicable safety certifications and training appropriate to the task being performed beyond what has specifically been identified above. Such as lock-out / tag-out, elevated work platform, forklift, etc.

No task will be performed unless it is coordinated through and approved by EllisDon. EllisDon in turn will ensure that all work tasks are properly separated, ensuring the safety of the workers via time and space.

NOTE:

It shall be understood that by submitting a bid, your organization agrees to abide by the Ontario Rules for Construction Projects. There will also be additional documentation submittal requirements for Health & Safety prior to commencing work and the winning proponent will be provided this documentation upon Award of Contract.

ANNEX "B" - BASIS OF PAYMENT

1- Basis of Payment and Financial Evaluation– (see *attached Excel document*)

2- Instructions for Delivery

Delivery and Installation are to be completed during regular working hours as defined below:

- Monday to Friday: from 8:00am to 5:00pm

- The loading dock can accommodate a 53' trailer. All reversing vehicles require a spotter to be provided by the Contractor.

- A freight elevator is available for the delivery of the products. There is one freight elevator per building. Passenger elevators will not be available for furniture delivery.

- The freight elevator is approximately 5ft (opening) x 9ft(depth) x 9ft (height)

-All deliveries must be coordinated with the client. The Contractor must register all drivers and vehicles and a delivery schedule must be created for the client. The site contact for the delivery will be identified in the call-up.

Delivery Destination:
Carling Campus
3500 Carling Avenue
Ottawa, On
K2H 8E9

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST *(see attached pdf file)*

Annex D - Price Determination - Industrial Product Price Indexes

For each extension periods, the firm prices for each item will be determined by calculating and applying the percentage ratio of the Industrial Product Price Indexes between the data of the latest twelve (12) months period available sixty (60) calendar days before expiry date of the standing offer and the available data of the twelve (12) months period ending the month of the closing date of the Request for Standing Offer.

The industrial product price index annual average can be found in the CANSIM table 329-0077 under series number 337 Canada; Furniture and related product manufacturing, published by Statistics Canada each month of the year at: <http://www5.statcan.gc.ca/cansim/a01?lang=eng>

$$P_{(e)} = P \times (AVE_{(e)} / AVE),$$

where:

$P_{(e)}$ = Firm Price for the extension period of twelve months;

P = Firm Price of the initial period of the standing offer;

$AVE_{(e)}$ = Index annual average is calculated with the data of the latest twelve (12) months period available sixty (60) calendar days before expiry date of the standing offer. The $AVE_{(e)}$ calculated will not be modified as a result of any revision to the Index.

AVE = Index annual average is calculated with the data of the twelve (12) months period ending the month of the closing date of the Request for Standing Offer.

The adjustment derived from the ratio $AVE_{(e)} / AVE$ must not be lower than 1.00. Should it be the case, the firm prices for the next 12 months period of the standing offer will remain the same as the firm prices of the initial period.

Example

For the purpose of this example, a request for standing offer closed on November 17, 2010. The standing offer was issued on January 25, 2011 for an initial period of one (1) year with an option to extend the standing offer for two additional periods of one (1) year. The firm price of the vehicle was \$30,000 for the initial period.

AVE Determination

In accordance with the definition of AVE above, the twelve (12) months period used for the calculation is from November 2009 to October 2010

Material handling equipment (V53433995)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	113.0	113.0	113.2	113.4	113.3	113.2	113.2	113.2	112.5	110.3	110.7	111.6
2008	113.4	113.8	114.6	116.6	118.3	118.8	120.1	121.0	121.8	123.7	125.0	124.6
2009	124.6	124.7	124.7	124.9	124.7	124.6	124.5	123.7	123.8	123.6	123.6	123.6
2010	122.4	122.4	122.6	122.3	122.4	122.4	122.2	122.2	122.1	122.1	121.8	121.9
2011	123.4	124.1	124.1	125.1	125.7	125.7	125.6	125.7	125.7

$$\text{AVE} = 123.6 + 123.6 + 122.4 + 122.4 + 122.6 + 122.3 + 122.4 + 122.4 + 122.2 + 122.2 + 122.1 + 122.1 = 1470.3$$

$$\text{AVE} = 1470.3 + 12 = 122.525$$

122.525 is the annual average for the twelve (12) months period ending the month of the closing date of the Request for Standing Offer.

AVE_(e) Determination for the first extension period (January 25, 2012 to January 24, 2013)

In accordance with the definition of AVE_(e) above, the twelve (12) months period used for the calculation is from October 2010 to September 2011.

Material handling equipment (V53433995)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	113.0	113.0	113.2	113.4	113.3	113.2	113.2	113.2	112.5	110.3	110.7	111.6
2008	113.4	113.8	114.6	116.6	118.3	118.8	120.1	121.0	121.8	123.7	125.0	124.6
2009	124.6	124.7	124.7	124.9	124.7	124.6	124.5	123.7	123.8	123.6	123.6	123.6
2010	122.4	122.4	122.6	122.3	122.4	122.4	122.2	122.2	122.1	122.1	121.8	121.9
2011	123.4	124.1	124.1	125.1	125.7	125.7	125.6	125.7	125.7

$$\text{AVE}_{(e)} = 122.1 + 121.8 + 121.9 + 123.4 + 124.1 + 124.1 + 125.1 + 125.7 + 125.7 + 125.6 + 125.7 + 125.7 = 1490.9$$

$$\text{AVE}_{(e)} = 1490.9 + 12 = 124.242$$

124.242 is the annual average for the 12 months period calculated with the data available sixty (60) calendar days before expiry date of the standing offer.

Firm price determination for the first extension period (January 25, 2012 to January 24, 2013)

$$P_{(e)} = P \times (\text{AVE}_{(e)} / \text{AVE})$$

$$P_{(e)} = \$30,000 \times (124.242 / 122.525)$$

$$P_{(e)} = \$30,000 \times 1.014$$

$$P_{(e)} = \$30,420$$

\$30,420 would represent the firm price for the first extension period (January 25, 2012 to January 24, 2013).

AVE_(e) Determination for the second extension period (January 25, 2013 to January 24, 2014)

In accordance with the definition of AVE_(e) above, the twelve (12) months period used for the calculation is from October 2011 to September 2012.

Material handling equipment (V53433995)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2008	113.4	113.8	114.6	116.6	118.3	118.8	120.1	121.0	121.8	123.7	125.0	124.6
2009	124.6	124.7	124.7	124.9	124.7	124.6	124.5	123.7	123.8	123.6	123.6	123.6

2010	122.4	122.4	122.6	122.3	122.4	122.4	122.2	122.2	122.1	122.1	121.8	121.9
2011	123.4	124.1	124.1	125.1	125.7	125.7	125.6	125.7	125.7	126.0	126.0	126.0
2012	126.1	126.0	128.2	129.4	129.9	130.0	130.3	130.2	130.2

$$\begin{aligned} AVE_{(e)} &= 126.0 + 126.0 + 126.0 + 126.1 + 126.0 + 128.2 + 129.4 + 129.9 + 130.0 + 130.3 + 130.2 \\ &\quad + 130.2 = \\ &\quad 1538.3 \end{aligned}$$

$$AVE_{(e)} = 1538.3 + 12 = 128.192$$

128.192 is the annual average for the 12 months period calculated with the data available sixty (60) calendar days before expiry date of the standing offer.

Firm price determination for the first extension period (January 25, 2013 to January 24, 2014)

$$P_{(e)} = P \times (AVE_{(e)} / AVE)$$

$$P_{(e)} = \$30,000 \times (128.192 /$$

$$122.525) P_{(e)} = \$30,000 \times 1.046$$

$$P_{(e)} = \$31,380$$

\$31,380 would represent the firm price for the second extension period (January 25, 2013 to January 24, 2014).



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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
For the Supply and Installation of Collaborative Seating & Tables

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Only Reliability Cleared Personnel are to be utilized.

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Cooney, Brian	Title - Titre Project Manager	Signature <i>B. Cooney</i>	
Telephone No. - N° de téléphone 819-775-4294 613-763-0502	Facsimile No. - N° de télécopieur 819-775-4504 613-763-7325	E-mail address - Adresse courriel brian.cooney@pwgsc.gc.ca	Date 2015/11/12

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Charron, Annick <i>Annick Charron</i>	Title - Titre SO	Signature <i>Annick Charron</i>	
Telephone No. - N° de téléphone 819-956-8646 0639	Facsimile No. - N° de télécopieur 819-934-1448	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca	Date 13-NOV-2015

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? No Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) JEAN-FRANCOIS GOYETTE	Title - Titre S.O. Authority	Signature <i>J-F Goyette</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 25-NOV-2015

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) CHRISTOPHER BATES KRIS BAUER	Title - Titre Contract Security officer	Signature <i>Kris Bauer</i>	
Telephone No. - N° de téléphone 613-948-7187 613-941-5189	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date NOV 17, 2016 NOV 23, 2015