



**11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Furniture Division/Division des ameublements  
11 Laurier St. / 11, rue Laurier  
6B1, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Furniture for Work Spaces - Ongoing	
<b>Solicitation No. - N° de l'invitation</b> E60PQ-140003/B	<b>Date</b> 2016-04-21
<b>Client Reference No. - N° de référence du client</b> E60PQ-140003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PQ-956-70828
<b>File No. - N° de dossier</b> pq956.E60PQ-140003	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2099-04-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Goyette, J-F	<b>Buyer Id - Id de l'acheteur</b> pq956
<b>Telephone No. - N° de téléphone</b> (613)219-0728 ( )	<b>FAX No. - N° de FAX</b> (819)956-5706
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments, annexes and appendices, as follows:

- Part 1      General Information: provides a general description of the requirement;
- Part 2      Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3      Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5      Certifications: includes the certifications to be provided; and
- Part 6      6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement, the Government of Canada Product Catalogue and Pricing, Reporting, Workspaces Terms and Conditions Manual (WTCM) and the Solicitation and Resulting Contract Template.

Appendices includes Supplier Work Coverage and deliverables of the RFSA.

### **1.2 Summary**

#### **1.2.1 The RFSA covers two procurement streams:**

Aboriginal suppliers wishing to submit an arrangement under the Procurement Strategy for Aboriginal Business (PSAB). For the purpose of the RFSA, this stream is titled "PSAB" or "PSAB Suppliers" or "PSAB stream".

- i.      Any supplier, including Aboriginal suppliers, wishing to submit an arrangement not pursuant to the PSAB. For the purpose of the RFSA, this stream is titled "General" or "General Suppliers" or "General stream".
- ii.     PSAB Suppliers must be able to provide the goods and services either across Canada (nationally) or across at least one region of Canada. General Suppliers must be able to provide the goods and services across Canada (nationally).

#### **1.2.2 Public Works and Government Services Canada (PWGSC) intends to establish Supply Arrangements for the supply, delivery and installation of furniture for Work Spaces, Support Spaces and Product Related Services as set out in the RFSA to any authorized representative of a**

government department, agency or Crown corporation listed in Schedules I, I.1, II, III of the Financial Administration Act, R.S., 1985, c. F-11 on an "as and when requested" basis.

1.2.3 Work Spaces is comprised of the following six categories:

Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
Interconnecting Panels and Freestanding Systems	Freestanding Height Adjustable Desk/Table Products	Metal Filing and Storage Cabinets	Wood Veneer –Freestanding Products	Ancillary and Lighting Products	Support Space Furniture

Suppliers are not required to offer all products or Product Related Services to be issued a Supply Arrangement. For all products offered, Delivery and Installation is required when identified in the individual Bid Solicitations and Resulting Contracts (RFBs).

1.2.4 Two streams of SAs may be issued pursuant to this solicitation, as follows:

- a. a PSAB stream
- b. a General stream.

1.2.5 Suppliers will be issued no more than one Supply Arrangement per Stream.

1.2.6 Period of the Supply Arrangement

The resulting SA has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

1.2.7 Trade Agreements

- a. For the PSAB stream:

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.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

- b. For the General stream:

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

1.2.8 At Annex B of this RFSA, Product Category 1 has been split into Product Categories 1a and 1b. This is to facilitate the submission of arrangements. Product Categories 1a and 1b will be merged into a single Product Category 1 by Canada at time of issuance of Supply Arrangements.

**1.3 Security Requirement**

There is no security requirement associated with the issuance of the resulting SA. However, the delivery and installation of the goods procured under this SA may be subject to security requirements. Any

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security requirements will be indicated in the bid solicitation and the appropriate clauses incorporated into the resulting contract.

#### **1.4 Canadian Content**

For the PSAB stream only:

Bid solicitations valued at \$25,000.00 (Applicable Tax(es) included) or more and issued by PWGSC during the period of the SA may be conditionally limited to Canadian goods as defined in clause A3050T. In order for PSAB Suppliers to bid a product during the period of the SA that satisfies the Canadian Content Definition, PSAB Suppliers must identify in Annex B the product that satisfies the Canadian Content Definition.

*SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition.

#### **1.5 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority (SAA) within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

## **PART 2 – SUPPLIER INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2015-09-03) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: three hundred and sixty five (365) days

### **2.2 Submission of Arrangements**

Arrangements 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 Supply Arrangements.

Due to the nature of the Request for Supply Arrangement, transmission of arrangements by facsimile or by electronic mail to PWGSC will not be accepted.

### **2.3 Federal Contractors Program for Employment Equity – Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

### **2.4 Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 questions or may request that Suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

Enquiries which may change the content of the Government of Canada Product Catalogue and may be compiled and responded to when Canada determines that there are sufficient enquiries to warrant a formal amendment to the Government of Canada Product Catalogue.

### **2.5 Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.



## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Canada requests that suppliers provide the arrangement as follows:

Section I: Technical and Financial Arrangement (2 soft copies on CD or DVD)

Section II: Management Arrangement (1 soft copy on CD or DVD)

Section III: Certifications and Additional information (2 soft copies on CD or DVD)

#### **Section I: Technical and Financial Arrangement**

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

##### **3.1.1 SACC Manual Clauses**

SACC Manual Clause S2003T (2008-12-12) Ceiling Price

#### **Section II: Management Arrangement**

Suppliers must submit the management arrangement in accordance with the Mandatory Management Criteria in Part 4.

#### **Section III: Certifications and Additional Information**

Suppliers must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangement including the technical, management and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Responses to all mandatory technical criteria must be submitted with the arrangement no later than the closing date and time of the Request for Supply Arrangement.

	Mandatory Technical Criteria (MTC)
MTC1	<p><b>MTC1.1</b></p> <p>The Supplier must complete and submit the Work Spaces Product and Service Catalogue (Annex B) for the products and services being offered for this Supply Arrangement. Suppliers are not required to offer Product Related Services identified in Annex B. Suppliers may offer up to one product (one serie and one manufacturer) per Government of Canada Unique ID (GoCUID) for this arrangement. No more than one Workspaces Product and Service Catalogue per Category (1a, 1b, 2, 3, 4, 5 and 6) will be accepted.</p> <p><b>MTC1.2</b></p> <p>To demonstrate compliance with MTC1.1, the Supplier must complete and submit the Work Spaces Product and Service Catalogue at Annex B by:</p> <ol style="list-style-type: none"><li>1. Adding Manufacturer name in Manufacturer column for each product offered;</li><li>2. Adding Series Name in Series Column for each product offered; and</li><li>3. For PSAB only, indicate in the Canadian Content column each product meeting the Canadian Content Certification.</li></ol> <p>The Supplier must complete Annex B-1 and submit it with their arrangement in a Microsoft Excel 2007 compatible format (.xlsx or .xls) on CD or DVD. Any media submitted must be readable by the SAA..</p>
MTC2	<p><b>MTC 2.1</b></p> <p>Authorized Dealer as Supplier and eventual SA holder</p> <p>If the Supplier is not the manufacturer of the products offered but is submitting an arrangement offering the products of a manufacturer(s), the Supplier must:</p> <ol style="list-style-type: none"><li>1. Be an authorized dealer of the manufacturer(s) for the products offered; and</li><li>2. Submit a letter of authorization from each manufacturer whose products are being offered.</li></ol> <p>The letter must:</p> <ol style="list-style-type: none"><li>a) Be signed by an authorized representative of the manufacturer and be under the letterhead of the manufacturer;</li><li>b) List the Series name(s) of the product(s) being offered; and</li><li>c) Confirm that the Supplier is in fact an authorized dealer for the Series of the product(s)</li></ol>

	being offered in the letter.
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#### 4.1.2 Management Evaluation

##### 4.1.2.1 Mandatory Management Criteria

Responses to all mandatory management criteria must be submitted with the arrangement no later than the closing date and time of the Request for Supply Arrangement.

	Mandatory Management Criteria (MMC)
MMC 1	<p>MMC1.1</p> <p>Work Coverage – National (across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs))</p> <p>This criterion applies to PSAB Suppliers who are offering National Coverage only; and</p> <p>All General Suppliers. For all products offered, the Supplier must perform the Work in all regions listed in Table 1 at section Supplier's Work Coverage - National Coverage of Part 6A.</p> <p>MMC 1.2</p> <p>To demonstrate compliance, the supplier must complete and submit Appendix A - Work Coverage. These completed tables must be provided on a CD or DVD that must be readable and editable by the SAA.</p>
MMC2	<p>MMC2.1</p> <p>Work Coverage – Regional (covering one or more regions across Canada excluding areas subject to CLCAs)</p> <p>This criterion applies to</p> <p>PSAB Suppliers who are offering Regional Coverage instead of National Coverage.</p> <p>MMC2.2</p> <p>For all products offered, the Supplier must perform the Work in all the region(s) identified by the Supplier in Table 1 section Supplier's Work Coverage - Regional Coverage of Part 6A.</p> <p>To demonstrate compliance the Supplier must complete and submit Appendix A – Work Coverage. These completed tables must be provided on a CD or DVD that must be readable by the SAA.</p>

#### 4.1.3 Financial Evaluation

##### 4.1.3.1 Mandatory Financial Criteria

- a) Responses to all mandatory financial criteria must be submitted with the arrangement no later than the closing date and time of the Request for Supply Arrangements.

	Mandatory Financial Criterion (MFC)
MFC 1	<p><b>MFC 1.1</b></p> <p>The supplier must offer a ceiling unit price for each product offered and a ceiling hourly rate for each product related service being offered in the Work Spaces Product and Service Catalogue at Annex B.</p> <p>Each ceiling unit price and hourly rate must comply with the following:</p> <ul style="list-style-type: none"><li>a. be in Canadian funds;</li><li>b. be valid for the period listed in Part 6A, article 3.1 (b) (i) from the issuance of the SA; and</li><li>c. excludes product delivery and product installation charges and all Applicable Tax(es).</li></ul> <p><b>MFC 1.2</b></p> <p>To demonstrate compliance with MFC1.1, the Supplier must complete and submit the Work Spaces Product and Service Catalogue at Annex B by:</p> <ul style="list-style-type: none"><li>1. Adding the Ceiling unit price in ceiling price column for each product offered (rounded to 2 decimal points); and</li><li>2. Adding a Ceiling hourly rate for each Product Related Service being offered.</li></ul> <p>The Supplier must complete Annex B-1 for the products offered and submit it with their arrangement in a Microsoft Excel 2007 compatible format (.xlsx or .xls) on CD or DVD. The Product Related Services table must be provided on a CD or DVD. Any media submitted must be readable by the SAA.</p>

#### 4.2 Basis of Selection

- a) An arrangement must comply with the requirements of the RFSA and meet all mandatory technical, management and financial evaluation criteria to be declared responsive.
- b) Responsive arrangements will be determined and recommended for issuance of a SA.
- c) No Supplier will be issued more than one Supply Arrangement per stream.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

- i. Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Declaration of Convicted Offences

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

#### 5.1.2 Certifications Required Precedent to Issuance of a Supply Arrangement and Additional Information

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

##### 5.1.2.1 Set-Aside for Aboriginal Business – Certification – For PSAB Suppliers Only

1. This procurement is set aside under the federal government's PSAB, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
2. The Supplier:
  - certifies that it meets, and will continue to meet throughout the duration of the Supply Arrangement, the requirements described in the above-mentioned annex.
  - agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check the applicable box below:
  - i. ☐ The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii. ☐ The Supplier 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.

4. The Supplier 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. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier 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 Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

#### **5.1.2.2 Canadian Content Certification – For PSAB Suppliers Only**

1. SACC Manual clause A3050T (2014-11-27) - Canadian Content Definition
2. Bid solicitations set-aside under the PSAB during the period of the resulting SA may be conditionally limited to Canadian goods, but only for Tier 2 and Tier 3 for which AB/P is the Contracting Authority. (See Part 6B for Tier definitions.)
3. PSAB suppliers wishing to be eligible to submit a bid in response to bid solicitations at sub-section 2. above must offer, with their arrangement in response to this RFSA, products meeting the Canadian Content Definition and submit the Canadian Content Certification below with their arrangement. The Supplier must validate its Canadian Content Certification if and as requested by Canada; and Canada's request may occur at any time.
4. For each product that the Supplier has identified as meeting the Canadian Content Definition, the Supplier must complete the certification below and submit it with its arrangement. Failure to complete the certification below will render the product of the arrangement as not meeting the Canadian Content Definition and the supplier cannot bid this (these) model(s) as meeting the Canadian Content Definition for bid solicitations during the period of the SA.

"The Supplier certifies that:

☐ the goods identified as Canadian Content in the Work Spaces Product and Service Catalogue at Annex B are Canadian goods as defined in paragraph 1 in clause A3050T and the good(s) will continue to be Canadian goods as defined in paragraph 1 in clause A3050T throughout the duration of the Supply Arrangement.

#### **5.1.2.3 Integrity Provisions – List of Names**

- i. Suppliers who are incorporated, including those submitting an arrangement as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Supplier.
- ii. Suppliers submitting an arrangement as sole proprietorship, as well as those submitting an arrangement as a joint venture, must provide the name of the owner(s).
- iii. Suppliers submitting an arrangement as societies, firms or partnerships do not need to provide lists of names.

#### 5.1.2.4 Product Conformance

The Supplier certifies that all the products offered will conform to all specifications of, and meet the testing requirements detailed in Annex A – Requirement by no later than date of arrangement in response to the RFSA.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

#### 5.1.2.5 Price Certification

The Supplier certifies that, when its bid is the sole compliant bid valued at \$50,000.00 or more, that the price proposed:

is not in excess of the lowest price charged to anyone else, including the Supplier's most favored customer, for the like quality and quantity of the goods, services or both; and

does not include an element of profit on the sale in excess of that normally obtained by the Supplier on the sale of goods, services or both of like quality and quantity.

\_\_\_\_\_  
Supplier's signature

\_\_\_\_\_  
Date

#### 5.2 Other Additional Information Required Precedent to Issuance of a Supply Arrangement

- i. Supplier should complete and submit the information requested below with the arrangement, but may submit it afterwards. If any of this required information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the information within the time frame provided will render the arrangement non-responsive.

##### 5.2.1 Supplier's Contact Information

<b>A</b>	<b>For General Inquiries</b> regarding the Supply Arrangement, how to contact Authorized Dealers (if any), etc.	
	Name:	
	Telephone No.:	
	E-mail:	
<b>B</b>	<b>For Receiving Bid Solicitations pursuant</b> to the resulting Supply Arrangement (only this contact will be used by Canada):	
	Name:	
	Telephone No.:	
	E-mail:	

### 5.2.1.1 Supplier's Website & Official Language

The Supplier's website address: \_\_\_\_\_

Supplier's Official Language

The Supplier's preferred official language(s) for receiving Bid Solicitations pursuant to the resulting Supply Arrangements. Supplier must place a mark or an "x" in the choices below.

French: \_\_\_\_\_ / English: \_\_\_\_\_

### 5.2.2 Payment by Credit Card

Canada requests that Suppliers complete one of the following:

- (i) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices. The following credit card(s) are accepted:

☐ VISA

☐ Master Card

OR

- (ii) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.



## PART 6A. SUPPLY ARRANGEMENT

### 6A.1 Arrangement

The Supply Arrangement covers the Work described in the Requirement at Annex A.

#### 6A.1.1 Definitions

**Acquisitions Branch (AB)** - Refers to the procurement offices of the Acquisitions Branch of Public Works and Government Services Canada (PWGSC) within PWGSC headquarters located in Gatineau, Quebec. The Supply Arrangement Authority forms part of AB.

**Acquisitions Program (AP)** - Refers to the regional and headquarters procurement offices of PWGSC located throughout Canada.

**AB/P** - Refers to both AB and AP.

**SAA** – Supply Arrangement Authority

### 6A.2 Security Requirement

There is no security requirement associated with the issuance of a Supply Arrangement (SA). However, the delivery and installation of the goods procured under this SA may be subject to security requirements. Any security requirements will be indicated in the bid solicitation and the appropriate clauses incorporated into the resulting contract.

### 6A.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

#### 6A.3.1 General Conditions

2020 (2015-09-03) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

Section 05- Modifications 2020 (2015-09-03) - General Conditions - Supply Arrangements - Goods or Services: Canada further reserves the right to modify the SA as follows:

- (a) Canada may modify the SA to permit additional products or services.
- (b) Ceiling Prices/Rates – Modification Opportunity
  - (i) The Supplier's ceiling price/rates set out in Annex B will remain in effect until June 30, 2017. Prior to June 30, 2017 the SAA will offer the Supplier the choice of holding or modifying the amount of its ceiling prices/rates for the next 24-month period. This cycle will be repeated during the life of the SA.
  - (ii) Under the Ceiling Prices/Rates modification opportunity, if an existing Supplier chooses not to revise its ceiling prices/rates, the Supplier must provide a statement to the Supply Arrangement Authority (SAA) stating no change in prices and/or rates and that the existing SA prices and/or rates will remain in effect for the next pricing period. The SAA may suspend or cancel the Supplier's SA if the Supplier does not respond to the modification opportunity.
- (c) Manufacturer and Series - Modification Opportunity

Under the Manufacturer and Series modification opportunity, if an existing Supplier chooses to delete or replace its product offerings due to changes to the manufacturer and /or product series, the Supplier must advise the SAA in writing of the applicable change(s). All modifications must meet the requirement in accordance with the Request for Supply Arrangement. This modification opportunity will be offered periodically and will coincide with the Ceiling Prices/Rates - Modification Opportunity.

Section 12- Modifications 2020 - General Conditions - Supply Arrangements - Goods or Services:  
Canada further reserves the right to modify the SA by adding the following:

3. The Supplier also agrees that Canada has the right to disclose any information contained in the Supplier's Supply Arrangement and any resulting contracts to Service Provider(s) under contract with the Government of Canada. At Canada's discretion, a confidentiality agreement must be signed by Canada and the Service Provider(s) being given access to bid and resulting contract information.

#### **6A.3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

If the data is not supplied within the 15 days or in accordance with the instructions of the report then a letter will be sent to the Supplier. A 10 day grace period will be given to the Supplier once the letter has been sent, to send in or correct the report. If the Supplier fails to submit, before the end of the grace period, the report in accordance with the instructions, their supply arrangement may be set aside until the end of the next fiscal quarter.

#### **6A.4 Term of Supply Arrangement**

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it. The period for awarding contracts under the Supply Arrangement begins on the date of issuance of the Supply Arrangement.

#### **6A.5 Authorities**

##### **6A.5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Name: Chantal Clouthier

Title: Supply Team Leader

Public Works and Government Services Canada/Acquisitions Branch

Address: Place du Portage III, 6B3-71, 11 rue Laurier, Gatineau Quebec K1A 0S5

Telephone: 613-415-8469

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E-mail address: [Chantal.clouthier@tpsgc-pwgsc.gc.ca](mailto:Chantal.clouthier@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

#### **6A.5.2 Supplier's Representative**

See Section 12 of Part 6A.

#### **6A.6 Identified Users**

The Identified Users include any government department, agency or Crown Corporation listed in schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

#### **6A.7 On-going Opportunity for Qualification**

Further to section 7 of the General Conditions 2020, Canada intends to post a Notice of Proposed Procurement and Request for Supply Arrangement on the Government Electronic Tendering Service (GETS) for a period of one month in a 11 month period (Date will be added at SA award) to inform suppliers and pre-qualified suppliers of the opportunity to qualify for requirements or for requirements for which they are not already qualified, respectively. Applications to be placed on the Supply Arrangement may be submitted at anytime and will be placed on the qualifications lists as quickly as limited resources permit.

Existing Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

#### **6A.8 Supply Arrangement Priority of Documents**

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

- (a) the articles of the Supply Arrangement as amended from time to time;
- (b) the general conditions 2020 (2015-09-03), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Requirement;
- (d) Annex B, Work Spaces Product and Service Catalogue and Pricing;
- (e) Annex C, Supply Arrangement Reporting;
- (f) Annex D, Work Spaces Terms and Conditions Manual (WTCM);
- (g) Annex E, Solicitation and Resulting Contract Templates; and
- (h) the Supplier's arrangement dated \_\_\_\_\_.

#### **6A.9 Certifications**

##### **6A.9.1 Compliance**

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing additional information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

#### **6A.9.2 Product Conformance Certification**

The Supplier warrants that the Product Conformance Certification submitted by the Supplier with its arrangement is accurate and complete, and that the products provided under any Contract under the SA are in accordance with the Supplier's SA and in particular with Annex A. The Supplier must keep proper records and documentation relating to the product conformance and the testing requirements in Annex A. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA 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 Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to any Contract resulting from the SA.

#### **6A.9.3 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and ESDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### **6A.9.4 PSAB - Certificate of Compliance**

This clause applies to PSAB Suppliers who submitted a duly completed Set-Aside for Aboriginal Business Certification with their arrangement. This clause will not be included in the SAs to be issued to the General Suppliers. This paragraph of information will also not be included in all resulting SAs.

- (a) The Supplier warrants that its certification of compliance is accurate and complete in accordance with the "Requirements for the set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
- (b) The Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Supplier must obtain the written consent of the SAA before disposing of any such records or documentation before the expiration of six (6) years after final payment under each Contract, or until settlement of all outstanding claims and disputes, under each Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Supplier must provide all reasonably required facilities for any audits.
- (c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the SA and resulting Contracts.

#### **6A.9.5 Canadian Content**

This clause applies to PSAB Suppliers who submitted the Canadian Content Certification with their arrangement. This clause will not be included with the SAs to be issued to the General Suppliers and to

the PSAB Suppliers who have not offered products meeting the Canadian Content Certification Definition.

- (a) The Supplier warrants that the certification of Canadian Content submitted by the Supplier is accurate and complete, and that the goods to be provided under the resulting Contract are in accordance with the definition contained in clause A3050T.
- (b) The Supplier must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of six (6) years after final payment under each Contract, or until settlement of all outstanding claims and disputes under each Contract, 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. The Supplier must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
- (c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the SA and resulting Contracts.

#### 6A.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (SAA to insert the name of the province or territory as specified by the supplier in the arrangement, if applicable).

#### 6A.11 Use of Electronic Tool(s)

During the existence of the SA, Canada may begin using one or more electronic tools to accommodate the acquisition process. Canada reserves the right to make the use of the new electronic purchasing tool mandatory or optional, at its sole discretion. For all acquisition processes for which the use of any such electronic purchasing tool is mandatory, if the Supplier chooses not to propose its goods and services through the electronic tool, the Supplier may be deemed, by Canada, to have withdrawn its SA.

#### 6A.12 Supplier's Information

##### 6A.12.1 Supplier's Representatives - General

- 1. The Supplier's representatives listed below must be available to Canada at all times during normal business hours to carry out the responsibilities listed below.
- 2. Information from the Supplier's arrangement will be added by the SAA to the table below upon issuance of the SA.

A	<b>For General Inquiries</b> regarding the Supply Arrangement, how to contact Authorized Dealers (if any), etc.	
	Name:	
	Telephone No.:	
	E-mail:	
B	<b>For Receiving Bid Solicitations pursuant</b> to the resulting Supply Arrangement (only this contact will be used by Canada):	

	Name:	
	Telephone No.:	
	E-mail:	

## 6A.12.2 Supplier's Website

**6A12.2.1** The Supplier's website address is: \_\_\_\_\_ (The SAA will add the information from the Supplier's arrangement.)

The information in section 12.1-Responsibility B cannot be different on the Supplier's web site from the SA. All changes to this information must be pre-approved by the SAA and evidenced in a revision to the SA issued by the SAA. Once the revision is issued, the Supplier may update its web site.

## 6A.12.2.2 Supplier's Official Language

To the Supplier, Canada will issue bid solicitations and resulting contracts during the period of the SA in the following Official Language(s):

\_\_\_\_\_ (The SAA will list the language(s) selected by the Supplier in its arrangement.)

## 6A.13 Payment by Credit Card (The SAA will add the information from the Supplier's arrangement.)

The credit card \_\_\_\_\_ is accepted.

Or

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

Or

No credit cards are accepted

## 6A.14 Supplier's Work Coverage (Area)

### 6A.14.4.1-N National Coverage

The following will be included in SAs issued to PSAB Suppliers who offered National Coverage in their arrangement, and to all General Suppliers. This paragraph of instruction will not be included in the resulting SA.

1. The Supplier and/or its authorized dealer(s) must perform the Work in Annex A in all of the regions listed in Table 1 below for all Identified Users in those regions. However, no Work can be performed or delivered to areas covered by the Comprehensive Land Claims Agreement(s) (CLCAs). More than one authorized dealer may cover each region.

Table 1	
Region	Area Description (across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs)
Pacific	The province of British Columbia
Western	The provinces of Alberta, Saskatchewan and Manitoba

Ontario	The province of Ontario with the exception of the National Capital Region
National Capital Region	Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas)
Quebec	The province of Quebec with the exception of the National Capital Region
Atlantic	The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador but excluding Northern Labrador

**6A.14.4.1-R Regional Coverage**

The following will be included in SAs issued to PSAB Suppliers who offered Regional Coverage instead of National Coverage in their arrangement. Only the region(s) offered by the Supplier in its arrangement will be included in the Table. This paragraph of instruction will not be included in the resulting SA.

1. The Supplier and/or its authorized dealers must perform the Work in Annex A in all of the regions listed in Table 1 below for all Identified Users in those regions. However, no Work can be performed or delivered to areas covered by the CLCAs. More than one authorized dealer may cover each region.

Table 1	
	<b>Area Description</b> (across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs))
Pacific	The province of British Columbia
Western	The provinces of Alberta, Saskatchewan and Manitoba
Ontario	The province of Ontario with the exception of the National Capital Region
National Capital Region	Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas)
Quebec	The province of Quebec with the exception of the National Capital Region
Atlantic	The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador but excluding Northern Labrador

**6A.14.5 Supplier's Work Coverage (Contact Information by Region)**

The Supplier must complete and maintain the table shown below on its web site and provide the Identified Users with easy access to it at no charge to Canada. It is expected that changes to the parties and the contact information will occur and the Supplier must immediately update its web site once the change occurs, however, updates on the web site can only change the name and contact information of the parties. No updates will modify, or have the force of modifying, the terms of sub-section 12 and all other terms of the SA.



Region: (add region)			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:
Add blocks that contain same information for as many dealers as you are offering.			

**6A.15 Supply through Authorized Dealers**

If the Supplier has one or more authorized dealers, the following provisions apply.

**15.1 Supply through Authorized Dealer(s).**

1. The Supplier will supply the products and services listed in the SA to Canada through one or more authorized dealers. Contracts will only be issued to the Suppliers.
2. The Supplier must ensure that the authorized dealers supply the products and services only in accordance with the terms of this SA. The Supplier's authorized dealers named in the SA are not entitled to modify or vary from the terms of this SA in any way.
3. The Supplier is liable to Canada for its obligations under the SA regardless of the acts or omissions of its authorized dealers or any employee or agent of its authorized dealers in carrying out or purported carrying out of the Supplier's obligations under any resulting contract(s). The Supplier agrees and understands that it is the responsibility of the Supplier to ensure that authorized dealers comply with the terms and conditions of the SA.
4. Authorized dealers listed as authorized dealers, and the region(s) covered by each authorized dealer must be specified on the Supplier's web site before the authorized dealer can perform the Work.
5. If during the term of the SA, there is a change of status in any of the authorized dealers, the Supplier must follow the terms of of section 6A.14.5.
6. It is the Supplier's responsibility to determine the appropriate SA information to be supplied to its authorized dealers and to supply that information to its authorized dealers.

**15.2 Suspension of the Right to Use an authorized dealer notwithstanding General Conditions 2020.**

1. Canada, at its sole discretion, upon finding an authorized dealer not adhering to the terms of the SA, may suspend an authorized dealer from performing the Work of the SA by giving a written notice to the Supplier. Canada is not required to forward a copy of the written notice to the authorized dealer.
2. The authorized dealer's suspension under the SA will take effect on the date of issuance of the written notice or at the expiration of a cure period specified in the notice, if the Supplier has not cured the default to the satisfaction of Canada within that cure period. If the Supplier does not have another authorized dealer for the same region covered by the suspended authorized dealer, the SA may be suspended from use until a replacement authorized dealer



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is appointed and the Supplier has provided written notice to the SAA.

3. The SAA may, at its sole discretion, extend or impose a suspension period or remove the authorized dealer permanently from the SA if there is a recurrence of the transgressions from the SA that the notice has been based on and the Supplier must not list this authorized dealer on its web site.
4. The SAA may, at its sole discretion, suspend or cancel the Supplier's SA if the authorized dealers transgress from the terms of the SA, or if the Supplier transgresses from the terms of the SA relative to authorized dealers.

#### **6A.16 Combined**

##### **Requirements**

A Combined Requirement is a requirement for more than one Category of Workspaces.

1. Canada may issue Bid Solicitations for Combined Requirements.
2. Canada will solicit bids as per the provisions in Part 6B.
3. Failure to comply with these instructions may result in AB suspending from use or cancelling the Supplier's SA(s).
4. Canada may award a contract for more than one category.

#### **6A.17 Marking for Warranty Tracking**

The Supplier must meet the requirements of article 13 of Annex A-1 for all products supplied under contracts issued pursuant to the SA. The Supplier is to make the IUs aware of the presence and location of the marking and labelling information.

## PART 6B. SOLICITATIONS

### 6B.1 Definitions

The following terms are used throughout Parts 6B and 6C and have the definitions assigned to them below.

**Ceiling Price:** Refer to Annex B, Section 4.

**Conforming Supplier(s):** Supplier(s) with a SA(s) that meet(s) the Identified Users (IUs) Workspaces requirements, including delivery, installation and Product Related Services (if required). The term denotes the result of a review conducted by the IUs, of the potential sources of supply using the SAs. The term does not carry any other meaning than that given in this paragraph.

**RFB** – Request for Bid, also known as Bid Solicitation and Resulting Contract Template in this SA.

**Acquisitions Branch (AB)** - Refers to the procurement offices of the Acquisitions Branch of Public Works and Government Services Canada (PWGSC) within PWGSC headquarters located in Gatineau, Quebec. The Supply Arrangement Authority forms part of AB.

**Acquisitions Program (AP)** - Refers to the regional and headquarters procurement offices of PWGSC located throughout Canada.

**AB/P** - Refers to both AB and AP.

**Competitive Requirement** – Canada considers a competitive requirement to be when two or more Conforming Suppliers are requested to submit a bid and the contract is awarded to the lowest priced compliant bid.

The following scenarios are considered Competitive processes:

Scenario 1 – Multiple Conforming Suppliers (MCS)

MCS Tier 1 (up to \$24,999.99)

When there is at least two or more Conforming Suppliers are requested to submit a bid.

MCS Tier 2 and 3 (\$25,000.00 or more)

When all Conforming Suppliers are requested to submit a bid.

Scenario 2 – Manufacturer Product Specific (At least two Conforming Suppliers)

When the IUs requirement is restricted to SA product from a particular manufacturer for reasons of interconnectivity and there are at least two Conforming Suppliers. AB must approve the requirement before the IU proceeds with the procurement.

**Non-Competitive Requirement** – Canada considers a non-competitive requirement to be when one Conforming Supplier is requested to submit a bid and the contract is awarded to the Conforming Supplier.

The following scenarios are considered Non-Competitive processes:

Scenario 1: Single Conforming Supplier

When there is only a Single Conforming Supplier whose products/services meet the IUs requirement.

Scenario 2 - Tier 1 (up to \$24,999.99)

When there is more than one Conforming Supplier but the IU chooses to approach only a Single Conforming Supplier.

Scenario 3 – Manufacturer Product Specific (Single Conforming Supplier)

When the IUs requirement is restricted to SA product from a particular manufacturer for reasons of interconnectivity and there is only a Single Conforming Supplier. AB must approve the requirement before the IU proceeds with the procurement.

## 6B.2 Product Categories

Product Categories are defined as follows:

Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
Interconnecting Panels and Freestanding Systems	Freestanding Height Adjustable Desk/Table Products	Metal Filing and Storage Cabinets	Wood Veneer – Freestanding Products	Ancillary and Lighting Products	Support Space Furniture

Refer to the Work Spaces Product and Service Catalogue at Annex B for a detailed list of products for each category.

## 6B.3 Calculating the Estimated Median Value (EMV) for products and Services

The Tiers within the supply arrangement identifies which set of procedures must be followed for a solicitation.

### 3.1 For Products, Installation and Delivery:

The Identified Users will determine a Tier for each Product Category by calculating the Estimated Median Value per Product Category.

The Estimated Median Value per Product Category is calculated as follows:

“Determine the median value of the ceiling prices for the products within a product category of the Conforming Suppliers.”;

Add 3% for Delivery charges, if applicable;

Add 7%for Installation charges, if applicable;

Add 3% for Hardware; and

Add Applicable Taxes.

Once the Estimated Median Value per Product category is calculated, the solicitation of each Product Category must follow the Solicitation Method as set out in the appropriate Tier.

### 3.2 For Product Related Services:

Product Related Services are estimated on an hourly basis and calculated as follows:

Determine the estimated time required to perform the work;

Determine median value of the hourly rate for Product Related Services; and

Add Applicable Taxes.

### 3.3 The Tiers are as follows:

Tier 1: Estimated Median Value \$0.01 to \$24,999.99

Tier 2: Estimated Median Value \$25,000.00 to \$399,999.99

Tier 3: Estimated Median Value \$400,000.00 to upper PWGSC, Acquisitions Program limits -

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Product Related Services cannot exceed the total value of \$24,999.99 including Applicable Taxes.

## **6B.4 Bid Solicitation Methods**

### **4.1 General**

Suppliers are subject to the applicable Tier processes set out below.

Bids will be solicited for specific requirements within the scope of the SA from Conforming Suppliers who have been issued an SA

Conforming Suppliers will receive the bid solicitation documents at the contact coordinates listed in Part 6A section 12.1.B. The Conforming Supplier's authorized dealers will not receive bid solicitation documents from the IUs.

Non-SA suppliers may submit a bid to the IU but must also submit an arrangement to the SAA for evaluation. The non-SA suppliers cannot be awarded a contract unless and until the SAA has issued a SA to that supplier for the products and services contained in the bid. Canada is not required to delay award of a contract pending AB evaluation process and issuance of a SA to the non-SA suppliers.

Bidders when bidding must bid only SA products.

### **4.2 Combined Requirements**

For Tier 1

Canada may issue a solicitation and award a contract for multiple Categories including Product Related Services if the total value does not exceed 24,999.99 including installation (if applicable), delivery (if applicable) and all Applicable Taxes.

For Tier 2 and 3

Canada may issue a single solicitation containing more than one Product Category. Canada will assess bids and award contracts on a per category basis. For administrative purposes, in the event a same bidder wins more than one category, Canada may issue a single contract containing the categories won by the same bidder.

### **4.3 Methods by Tier**

Suppliers may expect to receive solicitations and/or notices of solicitation opportunities and/or notices of the IU's intent to solicit bid(s) as follows.

#### **4.3.1 For Tier 1**

Except in the case of Manufacturer Product Specific and Single Conforming Supplier requirements, IUs are encouraged, but are not required, to send the Bid Solicitation document to at least two Conforming Suppliers.

Conforming Suppliers may receive a bid solicitation document directly from the IUs. Alternatively, Conforming Suppliers may need to acquire the bid solicitation document from the Government Electronic Tendering Service (GETS) (however, IUs are not required to identify the Conforming Suppliers on GETS). In addition, Conforming Suppliers may view Notices of Planned Procurements (NPP) published by the IUs on GETS. The NPP will indicate whether the bid solicitation document is to be acquired from GETS.

The IU can request a verbal or written bid for a Tier 1 process. When a verbal bid is requested, any resulting contract will be prepared using the resulting contract templates of this SA.

The following Scenarios apply for:

#### **Competitive Requirements:**

Scenario 1 – Multiple Conforming Suppliers, MCS Tier 1 (up to \$24,999.99)

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## Scenario 2 – Manufacturer Product Specific (At least two Conforming Suppliers)

### Non-Competitive Requirements:

Scenario 1- Single Conforming Supplier

Scenario 2 - Tier 1 (up to \$24,999.99)

Scenario 3 - Manufacturer Product Specific (Single Conforming Supplier)

### 4.3.2 For Tier 2 and Tier 3

Suppliers may view NPPs published by the IUs on GETS for the purpose of providing bidding opportunities to more than one Supplier (for Competitive requirements) and opportunity to challenge the intention to direct a solicitation to a Conforming Supplier (for Non-Competitive requirements).

Conforming Suppliers may receive the bid solicitation document directly from the IUs. Alternatively, Conforming Suppliers may need to acquire the bid solicitation document from GETS (however, IUs are not required to identify the Conforming Suppliers on GETS). The NPP will indicate whether the bid solicitation document is to be acquired from GETS.

For Procurement Strategy for Aboriginal Businesses (PSAB) procurements, Canadian Content only applies when at least two conforming suppliers offering “Canadian Content” as listed in their SA and when AB/AP is the contracting authority.

Tier 3 requirements are procured solely by AB/AP.

The following Scenarios apply for:

### Competitive Requirements:

Scenario 1 – Multiple Conforming Suppliers, MCS Tier 2 and 3 (\$25,000.00 or more)

Scenario 2 – Manufacturer Product Specific (At least two Conforming Suppliers)

### Non-Competitive Requirements:

Scenario 1: Single Conforming Supplier

Scenario 3 – Manufacturer Product Specific (Single Conforming Supplier)

## **6B.5 Solicitation Bid Periods by Tier:**

The minimum bid periods per Tier when performing a solicitation are as follows:

Tier 1 – 3 calendar days

Tier 2 – 10 calendar days

Tier 3 – RFB 15 calendar days

RFP 23 calendar days

Identified Users can use longer bid periods based on the scope and complexity of the requirement.

## **6B.6 Bid Solicitation and Resulting Contract documents**

### **6B.6.1 Work Spaces Terms and Conditions Manual (WTCM)**

The WTCM is the Work Spaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA. The WTCM contains scenarios and these will be identified by Canada in the RFB.

The WTCM is attached at Annex D of the SA.

The Supply Arrangement Authority may modify the WTCM at any time to address its requirements and other provisions. The Supply Arrangement Authority will seek the Supplier's prior approval only for the

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modifications representing substantial changes. The issuance will be evidenced through a formal revision to the Supply Arrangement or other written advisement. For written advisements, a future formal revision to the Supply Arrangement will formally incorporate the new version(s).

#### **6B.6.2 Bid Solicitation and Resulting Contract Templates (RFB)**

The template is subject to many changes including the creation of an automated fillable form version to simplify the process for IUs.

The Supply Arrangement Authority may modify the templates at any time. The Supply Arrangement Authority will seek the Supplier's prior approval only for the modifications representing substantial changes. The issuance will be evidenced through a formal revision to the Supply Arrangement or other written advisement. For written advisements, a future formal revision to the Supply Arrangement will formally incorporate the new version(s).

##### **Bid Solicitation Documents**

IUs will use any of the templates listed below. PWGSC Acquisitions Program Offices may use any of the templates and a Request for Proposal (RFP). RFPs may or may not follow the same approach and may contain terms and conditions other than those within these templates. These terms and conditions will be listed in each solicitation and contract document.

1. One-page RFB (for Tier 1 requirements)
2. Standard RFB (for Tier 1, 2 and 3 requirements)

The RFBs are attached at Annex E of the SA.

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File No. - N° du dossier  
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## **PART 6C. RESULTING CONTRACT CLAUSES**

### **1. General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the terms and conditions of the resulting contract clauses of the solicitation (RFB/RFP).

## **ANNEX A**

### **Requirement**

Annex A is comprised of the provisions associated with the work to be performed detailed in the RFBs of this SA. Annex A is also comprised of the following:

Annex A-1.1 - Specifications for Furniture for Work Spaces

Annex A-1.2 - Specifications for Furniture for Support Spaces

Annex A-2 – Environmental Requirements

Annex A-3 - Supply Arrangement Deliverables

#### **1. Supply the Products**

- 1.1 The Supplier, when issued contracts pursuant to the SA, 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 the Supplier's SA.
- 1.2 All products supplied must conform to the Specifications contained in Annex A-1.1, Annex A-1.2 and Environmental Requirements in Annex A-2.

#### **2. Deliver the Products**

- 2.1 The Supplier, when issued contracts pursuant to the SA, must deliver the products in accordance with the delivery instructions of the RFB.

#### **3. Install the Products**

Notwithstanding General Condition 2010A - Inspection and Acceptance of the Work the following applies.

The Supplier, when issued contracts pursuant to the SA, as a minimum, must provide all of the services below for the products supplied.

1. If requested, move the products to the staging and/or installation site.
2. Unpack all pieces and inspect products for shipping damage.
3. Install all products in accordance with the manufacturers' specifications.
4. Ensure all products function properly and when necessary make minor adjustment/repairs.
5. Touch up all minor nicks and scratches on the products that may have occurred during installation.
6. Clean the products once installed.
7. 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. Site Inspection and Documentation**

The Supplier, when issued contracts pursuant to the SA, as a minimum, must provide all of the services below for the products supplied when requirements contain floor plan(s).

The Supplier must conduct a site condition inspection for the floor(s) / area(s) that form part of the Contract. Access to the floor(s) / area(s) must be coordinated with the Project Authority (PA). The inspections must occur no later than the date(s) prescribed in the Contract.



1. Using the information from the site condition inspection(s), and in conjunction with the Supplier's Supply Arrangement, by no later than five business days from the date of the inspection(s), the Supplier must prepare and deliver, to the PA at no additional cost to Canada, a complete draft installation drawing for the floor(s) / area(s) inspected.

The draft installation drawing must show the following, as a minimum:

- a) All furniture (including sizes and dimensions);
- b) Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
- c) Workstations and room numbers;
- d) Indications of powered and non-powered screens/panels;
- e) Indications of power poles locations;
- f) Electrical outlets;
- g) Telecommunications/data symbols;
- h) Lighting components requirements; and
- i) Deviations from original floor plans (if any) and include rationale.

If, due to site conditions, panel cutting and work surface cutting are required, the PA must be notified in writing before it is incorporated into the installation drawings.

If the PA is satisfied with the above requested documentation, the PA will provide the Supplier the written authority to proceed with the supply, delivery and installation of the goods. The deliverables as part of this process will include as a minimum the following:

- a) The final installation drawing
- b) The final component list
- c) The final floor plan

## **5. Inspect the Products**

### **Inspection and Post-Installation Deficiency Procedures**

The Supplier, when issued contracts pursuant to the SA, must adhere to the following procedures:

The Supplier 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.

The Project Authority must arrange for the initial walk-through inspection with the Supplier.

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.

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.

The Project Authority, in consultation with the Supplier, must prepare the deficiency list documenting all problems in every area.

The Project Authority must forward the deficiency list to the Supplier.

Within three business days of receipt of this deficiency list, the Supplier 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 Supplier 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 Supplier may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period.

The Supplier 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 Supplier a final sign-off indicating that the deficiencies have been rectified.

## **6. Hours of Service**

The Supplier must deliver the products and provide all services on the days and at the times set out in the resulting contract.

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.

## **7. Perform product Related Services:**

### **7.1 Reconfiguration Services**

Reconfiguration is to rearrange existing products to suit the Identified User's requirements of an existing workspace(s). The IU will provide to the Supplier a layout or detailed requirements to rearrange the workspace(s). An example of detailed requirements may be as a result of an ergonomic assessment or other factors and may include a specific height of a work surface, the location of a keyboard or monitor arm.

### **7.2 Inventory and Assessment of Existing Furniture Services**

These services are to perform the identification and/or assessment of the condition of existing furniture and provide a report that will include one or more of the following:

- a) Identification of manufacturer and series;
- b) Identification of type (e.g. work surfaces, desks, file cabinets etc.), finishes and colours, counts and sizes;
- c) Performing an assessment of the condition of existing furniture;
- d) Performing an assessment of the condition of the existing electrical systems;
- e) Providing a drawing of the existing furniture layout.

Drawings of the existing furniture layouts must include identification of existing location, user's name or workstation number when applicable.

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The documentation associated with the services stated above must be in a readable and editable format as requested by the IU in the RFB and be in the official language of choice of the IU.

## **ANNEX A-1.1**

### **SPECIFICATIONS FOR WORK SPACES**

#### **1.0 SCOPE**

- 1.1 This specification details the technical requirements, which apply to the furniture for work spaces purchased by the federal government.
- 1.2 These specifications must be read in conjunction with article 2.0 of this annex. All products must meet the latest publications and testing requirements in effect at date of arrangement in response to the RFSA , with the exception of CAN/CGSB-44.227-2008 Free-standing Office Desk Products and Components paragraph 6.5.3 - Usable Space and of CAN/CGSB-44.229-2008 Interconnecting Panel Systems and Supported Components paragraph 6.6.3 - Usable Space.
- 1.3 Work Spaces are separated into five categories to support the furniture requirements for the four worker profiles found in general purpose office space as detailed in the latest Government of Canada Workplace 2.0 – Fit-up-Standards - 2012.
- 1.4 All categories must be read in conjunction with the Work Spaces Product and Service Catalogue, found at Annex B.
- 1.5 The supplier is responsible for supplying all necessary hardware, trim, connectors, supports (including electrical components) and wall mounts etc. to allow the furniture to be installed.
- 1.6 All categories must be read in conjunction with the latest version of the Government of Canada Workplace 2.0 Fit-up Standards.

#### **2.0 PUBLICATIONS AND TESTING REQUIREMENTS**

##### **2.1 Publications**

##### **2.1.1 General Standards Board**

- 2.1.1.1 CAN/CGSB-44.227 Free-standing Office Desk Products and Components..
- 2.1.1.2 CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.
- 2.1.1.3 CAN/CGSB-12.1-M90 Tempered or Laminated Safety Glass.

##### **2.1.2 American National Standards Institute – Business Institutional Furniture Manufacturers Association**

- 2.1.2.1 ANSI/BIFMA X5.6 Panel Systems.
- 2.1.2.2 ANSI/BIFMA X5.9 Storage
- 2.1.2.3 ANSI/BIFMA X5.5 Desk/Table Products
- 2.1.2.4 ANSI/BIFMA X5.3 Vertical Files.

##### **2.1.3 American National Standards Institute/ National Particleboard Association (NPA)**

- 2.1.3.1 ANSI A 208.1- 2009 Particleboard
- 2.1.3.2 ANSI/HPVA HP-1- 2009 Hardwood lumber

##### **2.1.4 Underwriter Laboratory Inc.**

- 2.1.4.1 UL 1286-2011, Section 35 Standards for Office Furnishings.

##### **2.1.5 Architectural Woodwork Manufacturers Association of Canada (AWMAC).**

## **2.2 Testing Requirements**

The Product offering must meet all the test requirements listed in this section.

- 2.2.1 All interconnecting panels and supported components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.6 – Panel Systems and CAN/CGSB.44.229 Interconnecting Panel System and Supported Components.
- 2.2.2 The complete electrical system and all components must comply with CSA C22.2 No 203-Modular Wiring System for Office Furniture.
- 2.2.3 All panel frames with glazing materials must meet the requirements of UL 1286-2011, Section 35.
- 2.2.4 All freestanding office desk products and components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5 – Desk/Table Products and CAN/CGSB.44.227 Freestanding Office Desk Products and Components.
- 2.2.5 All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9 - Storage
- 2.2.6 All vertical filing products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.3 – Vertical Files.
- 2.2.7 Ancillary products must be tested and meet ANSI/BIFMA X5.5 and we will also accept X5.6 for Keyboard Support and Input Device Support Adjustment.
- 2.2.8 The keyboard support surfaces must be tested and meet CAN/CGSB-44.229.
- 2.2.9 Requirements for Category 1, Benching must have been tested and meet the acceptance levels in accordance with the standards cited by ANSI/BIFMA X5.5 Desk/Table Products and CAN/CGSB-44.227 Freestanding Office Desk Products and Components.
- 2.2.10. Test reports must not be more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.
- 2.2.11 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing Standards. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
- 2.2.12 Product Changes: When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility.
- 2.2.13 For all test reports that are not specific to the products in the Supply Arrangement, the Supplier must provide an explanation to Canada as to why the “worst-case condition” applies to the products. The definition of “worst-case condition” can be found in BIFMA PD-1.

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2.2.14 All tests must be completed by an acceptable test facility.

### 3.0 TERMINOLOGY

For the purpose of this specification, the following definitions apply:

- 3.1 **Acceptable Test Facility:** An Acceptable Test Facility is defined as a laboratory that is 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 for the applicable scope of testing requested.
- 3.2 **Modular:** Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements, to serve various purposes including storage, display, or shelving.
- 3.3 **Ancillary:** Products providing an enhancement to the primary operation of a system.  
Examples: CPU support, keyboard and mouse support surface, monitor arm and lighting.
- 3.4 **Panel Heights** are identified as Base Panel Height, Work Surface Privacy Height and Seated Privacy Height and are defined as follows:
  - 3.4.1 **Base Panel Height** – must be within the range of 711mm (28 in.) to 965mm (38 in.) inclusive.
  - 3.4.2 **Work Surface Privacy Height** – must be within the range of 1065mm (42 in.) to 1219mm (48 in.) inclusive.
  - 3.4.3 **Seated Privacy Height** – must be within the range of 1270mm (50 in.) to 1371mm (54 in.) inclusive.
- 3.5 **Privacy Screens:** Privacy screens are non-load bearing privacy accessories, which can be attached to the top of panels or to the edge of freestanding or to the system connected work surfaces.
- 3.6 **Hang-on component:** A product intended to be fully supported by a panel system.
- 3.7 **Continuous Height Adjustable Surface:** A surface that is intended to be adjusted vertically by the user, to allow working in the seated or sit/stand position.
- 3.8 **Off Module Component:** An off module component allows the panel-dependent product to be mounted without having to be the same width as the panel.
- 3.9 **Pedestal:** A self-contained unit that is deeper than wide, less than 787 mm (31 in.) in height, and having extendible elements. The extendible elements are typically used for multi-functional general storage or filing. It may be freestanding, work surface supporting, or mobile. Pedestal tops must be configured to accommodate seating, work surface supporting or as an extension to a work surface.
  - 3.9.1 **Work surface supporting:** A pedestal, which replaces the function of work surface, support hardware such as a c-leg, cantilever or gables.
  - 3.9.2 **Mobile:** A pedestal, which is on casters and can be easily moved by the user.
  - 3.9.3 **Mobile with seated surface:** A mobile pedestal, intended for occasional guest seating.
- 3.10 **Low Storage/Credenza Unit:** A self-contained storage unit with the capability of supporting work surfaces and hutches. A hutch which sits on a low storage/ credenza unit must provide visual privacy to the end user.
- 3.11 **Panel Add-on Module:** A panel add-on module is supported by the base panel.
- 3.12 **Stackable Panel:** A stackable panel consists of a base panel with additional panel add-on module. The stackable panel allows for an increase in height or decrease in height with minimal dismantling of the panel station. Each add-on module of the stackable panel must be load bearing.

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- 3.13 Panel Frame with Glazing: A frame designed to hold glazing material.
- 3.14 Seated Range: Refer to CAN/CGSB-44.229-2008 paragraph 6.2.2 "User-adjustable".
- 3.15 A benching work surface is comprised of a series of work surfaces inter-connected longitudinally.
- 3.16 Face Mounted Power Data Module: A face mounted power data module can be specified on the front and back of a panel frame, which will accommodate duplex power outlets and voice and data outlets at predetermined locations on the surface of a panel frame. It is designed for easy access without the use of access doors.
- 3.17 Transitional work surfaces: A transitional work surface is a work surface which has one depth dimension at one end and a different depth dimension at the other end, example: 610mm (24 in.) at the right side and 762mm (30 in.) at the left side of the work surface.
- 3.18 Concave work surfaces: A concave work surface is a work surface which has three straight sides and one side is curved inwards *where the works sits*.
- 3.19 Kidney work surfaces: *A kidney work surface is shaped like an oval with an inward curve at one side, similar to that of kidney bean.*

#### **4.0 CATEGORIES – For Work Spaces**

- 4.1 Work Spaces are comprised of the following Categories:
- 4.1.1 Category 1 – Interconnecting Panels and Freestanding Systems
  - 4.1.2 Category 2 – Freestanding Height Adjustable Desk/Table Products
  - 4.1.3 Category 3 – Metal Filing and Storage Cabinets
  - 4.1.4 Category 4 – Wood Veneer – Freestanding Products
  - 4.1.5 Category 5 – Ancillary and Lighting Products

#### **5.0 GENERAL REQUIREMENTS**

##### Category 1

- 5.1 Interchangeability: Each component must have the capability of being assembled, disassembled, and reconfigured without damage or loss of serviceability when changes are required. Parts must be capable of being replaced.

##### Categories 1, 2 and 4

- 5.2 Work surfaces must be of a similar construction and appearance and must allow the integration of work surfaces within a workspace.
- 5.3 When wire management openings pass through a work surface, a meeting table surface, a support or a modesty panel the openings must be provided with a grommet. Reusable covers must be provided for each grommet to conceal the openings when not in use.
- 5.3.1 If a grommet is used, all work surfaces measuring 1219mm (48") wide and less must have one grommet as part of the work surface. All work surfaces greater than 1219mm (48") wide must have two grommets incorporated into the work surfaces.

##### Categories 1, 3 and 4

- 5.4 Resilient bumpers must be provided on all doors and drawers assemblies to minimize impact noise when closing doors and drawers. An alternate means to minimize impact noise is acceptable.
- 5.5 All drawers and doors must be lockable.

5.5.1 All locks within a single workstation must be keyed alike.

5.5.2 A minimum of three (3) sets of keyed alike keys per workstation must be supplied.

#### Categories 1, 2 and 4

5.6 All work surfaces and meeting table surfaces with electrical and data cabling must provide wire management for routing and concealing electrical and data cabling.

5.6.1 The wire management system must be a grommet or a gap where the work surface meets a perpendicular panel or upper storage when specified.

5.6.2 The method of wire management must not cause the face of a pedestal to protrude beyond the front edge of the work surface when the pedestal is placed beneath the work surface.

5.6.3 When grommets are located over a work surface supported pedestal the resultant wires must not interfere with the operation of the drawers.

#### Categories 1, 3 and 5

5.7 Workmanship: The finished product must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.

5.7.1 All edges and corners with which the user is intended to come in contact must be eased or radius.

5.7.2 Doors and drawers must fit squarely and evenly on all sides, when closed.

5.7.3 Welds: All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.

5.7.4 Finish: All exposed aluminum components must be anodized, painted or otherwise treated to prevent oxidation.

5.7.5 Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.

5.7.6 The keyboard and mouse support surface must not interfere with leg clearance.

5.7.7 The location of the top of the keyboard and mouse support surface (in particular, the home row of the keyboard) must allow the user to maintain neutral shoulder, elbow and wrist postures.

#### Category 4

5.8 Workmanship: Wood and wood veneer surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, delamination or watermarks.

5.8.1 Face veneers must be tightly joined, properly matched and similar in grain pattern or colour throughout any given area. The natural characteristics of wood and veneer are acceptable.

#### Categories 1, 3 and 4

5.9 Cushion seats –must be upholstered on all sides, top and bottom and must not slide off the top surface and must be capable of being removed, except for mobile pedestal with seated surface.

#### ALL Categories



5.10 All brackets and hardware must be supplied in order to complete the installation.

5.11 Parts must be capable of being replaced.

Categories 1, 3 and 4

5.12 Pedestals must be 610mm (24 in.) and 762mm (30 in.) deep with a tolerance of -50.8mm (2 in.).

**6.0 DETAILED REQUIREMENTS – Category 1 (Interconnecting Panels and Freestanding Systems)**

**Panels**

6.1 The overall panel height, including any panel mounted component must not exceed 1.37 m (54 in.). Panels must be stackable.

6.2 Stackable Panels must increase from Base Panel Height to Work Surface Privacy Height and from Work Surface Privacy Height to Seated Privacy Height and decrease in height from Seated Privacy Height or Work Surface Privacy Height to a Base Panel Height. Stackable Panels must provide hang-on capability to the work surface.

6.2.1 Base Panel Height: provides no privacy to the end-user.

6.2.2 Work Surface Privacy Panel Height: provides work surface privacy to the end-user and provides access to power and data at the work surface and above the work surface and accessory capabilities.

6.2.3 Seated Privacy Panel Height: provides seated privacy to the end-user and provides access to power and data above the work surface and accessory capabilities

6.3 All Base Panels must provide access to power and data below the work surface.

6.4 All work surface privacy and seated privacy panels must provide face mounted power data modules at the work surface, or above the work surface or below the work surface. The duplex power outlets and voice and data outlets must be offered at predetermined locations when specified.

6.5 The tolerance for all panel widths listed in the "Government of Canada Product Catalogue" (GoC PC) is +/- 25.4mm (1 in.)

6.6 Panel widths must allow for the enclosure of freestanding desk/table and storage product system components with panels on three sides, while maintaining a 90-degree corner.

6.7 Panels must be offered in upholstered fabric and/or plastic laminate and/or wood veneer and/or metal air-flow for Base Panel Height.

6.8 All panel frames with glazing must have a height of no more than 610mm (24in).

6.9 When the interior structural support frame is fabricated from metal it must be anodized, painted or otherwise treated to prevent oxidization.

6.10 Panel add-on modules must be offered in upholstered fabric and/or tack-able surfaces and/or accessory rails, and/or whiteboard and/or glazing and/or any combination.

6.11 A panel-to-panel connectors must allow a panel to be installed perpendicular at any location along the width of the panel.

**Cable Pathway**

6.12 All powered and non-powered panels must have concealed cable pathways to accommodate the electrical, voice and data cables.

- 6.12.1 The cable pathway must provide sufficient space to allow for a bend radius of at least 76mm (3 in.) for the installation of communication cables both horizontally and vertically.
  - 6.12.2 The cable pathway must accommodate at least three (3) eight-wire circuits as well as nine (9) 5mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.
  - 6.12.3 Cable pathways located at the base must have knockouts to receive back-to-back electrical outlets.
  - 6.12.4 Cable pathway covers must open and close firmly without the use of proprietary tools.
  - 6.12.5 Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.
  - 6.12.6 Non-powered cable pathways must provide field conversion to powered cable pathways without requiring the workstation to be dismantled.
  - 6.12.7 Unused knockouts/access points, which are visible, must be covered to prevent unsightly holes.
- 6.13 Vertical Wire Management System: must conceal wires running from the base cable pathway up to desk height and above or from desk height cable pathways to above.

#### **Electrical Wiring System**

- 6.14 The electrical wiring system must be made of components which are modular and provide power at predetermined locations .When electrical wiring alterations or disassembly are required, the workstation must not be dismantled. The system must provide for ceiling access, floor access and power from the wall. Ceiling access top feeds must accommodate a ceiling height of at least 2743mm (9 ft.).
- 6.14.1 The electrical system must provide electrical distributing service to nine (9) workstations from one central feed point.
  - 6.14.2 The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.
  - 6.14.3 An electrical system rated with at least a 115 volt, 15 or 20 amps consisting of at least 2 circuits must be available for older buildings when specified.
  - 6.14.4 Each station must be provided with a maximum of six (6) receptacles in combination of either three (3) duplex power outlets or two (2) triplex power outlets. Each workstation must have one (1) voice / data outlet.
  - 6.14.5 Receptacles: Must be interchangeable within the manufacturer predetermined locations and accessible at, below and above work surface height.
  - 6.14.6 The complete electrical system and all components must comply with CSA C22.2 No 203-M91 (R2010) Modular Wiring System for Office Furniture.
  - 6.14.7 All powered panels and add-on with a width of 457mm (18 in.) to 610mm (24 in.) requires up to three receptacles power outlets and for a width of 762mm (30 in.) to 1524mm (60 in.) requires up to four receptacles power outlets.

#### **Panel-Mounted Work Surfaces**

- 6.15 The tolerance for all work surface widths listed in GoC PC is +/- 25.4mm (1 in.). The tolerance for all work surface depths listed in GoC PC is +/- 13mm (0.5 in.).

- 6.16 Work surfaces must be panel mounted and/or floor supported and/or combination of panel mounted and floor supported. Floor supported is non-panel dependent.
- 6.17 Off module capability must allow a panel mounted work surface to be installed at any location along the panel width.

#### **Panel-Mounted Transaction Surfaces**

- 6.18 The panel mounted transaction surface must be provided in widths ranging from 457mm (18 in.) to 1520mm (60 in.) and depths ranging from 305 mm (12 in.) to 432 mm (17 in.).

#### **Component System Accessories**

- 6.19 Panel-mounted accessories must be integrated into the panel frame or attached to the panels separately. Panel-mounted accessory widths must correspond with panel widths.
- 6.20 Accessory Rails, tackable surfaces and white boards must be installed above the work surface height and be of heights that correspond with the panels at Work Surface Privacy Panel Height and Seated Privacy Panel Height.
- 6.21 Accessories mounted on the accessory rails must be made of metal or rigid plastic. As a minimum the component system must provide; a paper sorter, a tray, a bin and a telephone holder.
- 6.22 Tackable surfaces must be made of upholstered fabric.
- 6.23 Privacy screens must attach to the top of panels.
  - 6.23.1 The attachment hardware for the privacy screens must not damage the panels when removed.
  - 6.23.2 The screens must be secured to the top of the panel.
  - 6.23.3 Hardware to secure the privacy screens to the panel do not need to be concealed.
  - 6.23.4 privacy screen finishes must be in *safety glass or plexiglas or acrylic*.

#### **6.24 Panel mounted overhead storage units and shelves**

- 6.24.1 Shelves, open and closed panel mounted overhead storage units must be capable of being mounted on a panel, on a wall and in an upmount location to the panel.
- 6.24.2 When the back of the panel mounted overhead storage unit or shelf is not completely closed, provision to prevent articles from falling out of the unit must be provided.
- 6.24.3 The type of doors for closed panel mounted overhead storage units must be provided as sliding and/or horizontal receding above the top of the storage unit.

#### **7.0 DETAILED REQUIREMENTS – Categories 1 and 4 – Freestanding Fixed Height Desk/Table and Storage Product System – laminate and wood veneer as well as painted metal finish which applies to Pedestals and Personal Storage Towers only**

##### **Fixed Height Work Surfaces**

- 7.1 Fixed height work surfaces must be freestanding and integrated with the storage products system and be of similar construction and appearance, as well as being supported by the storage products or to fit over a low storage/credenza unit with no interruptions to wire management or power and data.
  - 7.1.1 The tolerance for all work surface widths listed in the GoC PC is +/- 25.4mm (1 in.).
  - 7.1.2 The tolerance for all work surface depths listed in the GoC PC is +/- 13mm (0.5 in.).
- 7.2 Fixed height work surfaces with a modesty panel.

- 7.2.1 The modesty panel must not prevent access to wall outlets, or interfere with work surface supports and power/data access.
- 7.2.2 The modesty panel width must correspond with the work surface width.
- 7.2.3 The modesty panel must be in heights that allows for floor clearance and allows wire access from wall power/data to the equipment.
- 7.2.4 The modesty panel must be installed flush with the work surface back edge or recessed within the work surface back edge.

### **Storage Products**

- 7.3 Storage products consist of pedestals, low storage/credenza units, high storage or hutches, two drawer lateral file units, wardrobes and personal storage towers.
  - 7.3.1 Cushion seats must be provided for mobile pedestals, low storage /credenza units and two (2) drawer lateral files.
  - 7.3.2 All storage products must be finished on the top and all sides with the exception of work surface supporting pedestals, which do not require a top.
  - 7.3.3 All closed compartments within a storage unit must be lockable.
  - 7.3.4 Low storage/credenza units and high storage or hutches must be single sided and/or double sided (shared). Double sided is to be accomplished by add-on units.
  - 7.3.5 Two (2) or more storage units must be capable of being secured together in a group, side to side, rear to rear or a combination.
  - 7.3.6 Storage products must be in laminate and/or painted metal and/or wood veneer and/or a combination of finishes.
  - 7.3.7 All storage units without casters must have a leveling mechanism with a vertical adjustment of at least 19mm (0.75 in.).
  - 7.3.8 Powered low storage/credenza and high storage units must provide ceiling access, floor access and wall access for the electrical system and provide a cable pathway to route cables from the building to the storage products. Non powered units must allow to be retrofitted for future power requirements.

### **Pedestals**

- 7.4 Pedestals must be freestanding, and/or work surface supporting and/or mobile and/or mobile with seated surface.
  - 7.4.1 The top box drawer must have a movable pencil tray that spans the full interior width of the drawer.
  - 7.4.2 All pedestals must have at least one bottom file drawer and one top drawer or two file drawers.
  - 7.4.3 The file drawer must have at least two removable file dividers or a hanging file rail.
  - 7.4.4 Mobile Pedestals:
    - 7.4.4.1 Casters must be provided for carpet and hard surface floor covering.
    - 7.4.4.2 Mobile pedestals must have lockable casters.

### **Low Storage/Credenza Units**

- 
- 7.5 The low storage/credenza units must have open compartments, closed compartments or various combinations of closed and open compartments. Closed compartments must have drawers or doors or another method of closure.
- 7.6 The low storage/credenza units must be capable of being located beneath a fixed height work surface when partially supporting a work surface and when a seat cushion is not required.
- 7.6.1 The height of the low storage/credenza units must not exceed 797mm (31 in.)
- 7.6.2 The low storage/credenza units must be in a depth within the range from 381mm (15 in.) to 610mm (24 in.)
- 7.6.3 The low storage/credenza units must be non powered (no data capability) or powered with data capability.
- 7.6.4 Power kit : all the component(s) required to convert a non powered to a powered for the low storage/credenza unit. The Power kit must be equipped with a complete plug and play capability and include as a minimum one duplex outlet.

#### **High Storage Units or Hutches**

- 7.7 High Storage Units with closed compartments must have drawers or doors or another method of closure.
- 7.7.1 High storage units installed onto a low storage/credenza unit must not exceed a combined height of 1372mm (54 in.) with the exception of Category 4 – Wood Veneer – Freestanding Products.
- 7.7.2 When a hutch is used to make a high storage unit the overall height of the hutch plus the low storage/credenza unit must not exceed 1372mm (54 in.), with the exception of Category 4 – Wood Veneer – Freestanding Products.
- 7.7.3 The range of depth of the high storage units must be from 381mm (15 in.) to 610mm (24 in.).
- 7.7.4 Doors must be hinged vertically and/or sliding.
- 7.7.5 Hutches must be securely but not permanently affixed on the top of the supporting surface so that the hutch, when removed, will not cause any damage to the top of the supporting surface or the storage unit.
- 7.7.6 The high storage units must be powered with data capability or non powered without data capability.
- 7.7.7 Hutches must be mounted on a desk or low storage/credenza unit.
- 7.7.8 Power kit : all the component(s) required to convert a non powered to a powered for the high storage unit. The Power kit must be equipped with a complete plug and play capability and include as a minimum one duplex outlet.

#### **Two Drawer Lateral File Units**

- 7.8 Each drawer must have at least two removable dividers, hanging-file bars and legal-to-letter conversion bars.
- 7.8.1 Counterweights must meet ANSI/BIFMA X5.9 Storage requirements for stability when the files are not under a work surface.
- 7.8.2 The drawers must be with fixed fronts.

7.8.3 The lateral file units must not exceed 711mm (28 in.) in height and must fit under the work surface, excluding the cushion seat.

7.8.4 The lateral file units must fit under a 610mm (24 in.) deep work surface.

7.8.5 When a cushion seat is required it must maintain at least 610mm (24 in.) width suitable for seating.

#### **Wardrobe**

7.9 The wardrobe must have full-length garment storage for hanging more than one garment.

7.9.1 Wardrobes must have two doors, a hanging rod and a hat shelf.

#### **Personal Storage Tower**

7.10 The personal storage towers must have two (2) file drawers, a storage compartment with or without a door and a wardrobe section with a door.

7.10.1 The height of the personal storage towers must be 1372mm (54 in.) high and cannot exceed the height of the of the Seated Privacy Height panels with a tolerance of – 102 mm(-4 inch.), with the exception of Category 4 – Wood Veneer – Freestanding Products..

7.10.2 The file drawers must be capable of side-to-side and back-to-back filing.

7.10.3 The storage compartment must have adjustable shelves.

7.10.4 The wardrobe section must have a hanging coat rod and one shelf.

7.10.5 The wardrobe door is to be hinged to open out to the left hand and the storage compartment is to be hinged to open out to the right hand and vice a versa.

#### **Work Surface Privacy Screens**

7.11 Work surface privacy screens must be attached to the work surfaces.

7.11.1 Attachment hardware must not damage work surfaces when removed.

7.11.2 Hardware to secure a screen, to the work surface does not need to be concealed, but must coexist with the work surface supports.

7.11.3 Width of privacy screen must correspond to work surface widths.

7.11.4 The overall height of a privacy screen measuring from the floor to the top of the screen must not exceed 1372mm (54 in.).

7.11.5 Privacy screen finishes must be in *safety glass or plexiglas or acrylic*.

#### **Meeting Tables**

7.12 Meeting tables must be of round or square shapes, and top surfaces must be wood veneer and/or high-pressure laminate.

7.12.1 The meeting table bases must be offered in metal.

7.12.2 The meeting table bases must be offered in star/cross base, and /or four post legs and /or flat disc with single center post.

7.12.3 All bases and legs must have a levelling mechanism with a vertical adjustment of at least 25mm (1 in.)

7.12.4 Four post legs must have lockable casters.

#### **Benching Products**

- 7.13 A benching work surface is comprised of a series of work surfaces inter-connected longitudinally to a length greater than 1829mm (72 in).

7.13.1 The benching work surface must have a depth of at least 610mm (24 in.).

7.13.2 The benching products must provide power and data.

## **8.0 DETAILED REQUIREMENTS – Categories 2 and 4 (Freestanding Height Adjustable Desk/Table Products)**

- 8.1 Freestanding height adjustable desk/tables products must be a depth of at least 610mm (24") and a width ranging from 762mm (30") to 1524mm (60").

The tolerance for all work surface widths and depths listed in the GoC PC is -76mm (-3 in.).

### **Continuous Height Adjustable Work Surfaces**

- 8.2 Continuous height adjustable work surfaces must be seated range or sit/stand range.

- 8.3 The controls for continuous height adjustable work surfaces must be mechanical crank or counter balance or torsion or gas assisted or electrical.

8.3.1 The electrical controls must be CSA certified.

### **Seated Range**

- 8.4 Seated range continuous height adjustable work surfaces must comply as defined in CAN/CGSB-44.227-2008.

### **Sit/Stand Range**

- 8.5 The primary surface must be capable of a height adjustment of 710mm to 1040mm (27 to 41 in.).

### **Incremental height adjustable work surfaces**

- 8.6 The tolerance for all work surface widths and depths listed in the GoC PC is +/- 25.4mm (1 in.).

## **9.0 DETAILED REQUIREMENTS – Category 3 (Metal Filing and Storage Cabinets)**

- 9.1 Metal filing and storage units must be a lateral filing cabinets, or vertical filing cabinets, or storage cabinets, or pedestals or personal storage towers.

9.1.1 Glides - All metal filing and storage cabinets must be equipped with four (4) glides with a minimum vertical adjustment of 19 mm (0.75 in.). The glides must be adjustable from the interior of the cabinet.

9.1.2 Suspension - the suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.

9.1.3 Cushion seats – When a cushion seat is required it must be upholstered on all sides, top and bottom and must not slide off the top surface, and must be capable of being removed without damaging the cabinet surface.

### **Lateral Filing Cabinets**

- 9.2 Lateral filing cabinets must be two, three, four, or five (2, 3, 4 or 5) file drawers. Each drawer must have at least two removable dividers, hanging-file bars and legal-to-letter conversion bars.

9.2.1 Counterweights must meet ANSI/BIFMA X5.9 Storage requirements for stability when the files are not under a work surface..

9.2.2 Safety System - Lateral filing cabinets with two or more extendible members must be equipped with a positive interlock system. The system must prevent any drawer from being



opened by more than 51 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers shall be capable of being opened simultaneously.

9.2.3 All drawers must be fixed front except for the 5 high lateral top drawers which must be a pull out shelves with receding doors.

9.2.4 The drawer and/or pullout shelf bottom and back must be slotted to receive dividers.

9.2.5 The front edge of the pullout shelf bottom must be flanged upwards.

9.2.6 When a cushion seat is required, it must be provided on a two (2) drawer lateral file.

### **Vertical Filing**

9.3 Vertical filing cabinets must be two, three or four (2, 3 or 4) file drawer high.

### **Storage Cabinets**

9.4 Storage Cabinet Shelves must be adjustable and shelves within the same cabinet compartment must be interchangeable and extend the full width and depth of the interior cabinet compartment

### **Filing and Storage Cabinet Locks**

9.5 Locks for drawers and doors must be keyed operated.

9.5.1 Locks must be pin, tumbler and wafer type, and must have a corrosion resistant finish.

9.5.2 Locks and cylinders must be designed to allow for easy installation or replacement on site.

### **Pedestals**

9.6 Pedestals must be freestanding, or work surface supporting or mobile or mobile with seated surface.

9.6.1 All pedestals must have a removable pencil tray that span the full interior width.

9.6.2 All pedestals must have at least one bottom file drawer and one top drawer or two file drawers.

9.6.3 The file drawer must have at least two (2) removable file dividers or a hanging file rail.

9.6.4 Casters must be for carpet and hard surface floor covering. Mobile pedestals must have lockable casters.

### **Personal Storage Towers**

9.7 The personal storage towers must have two (2) file drawers, a storage compartment with or without a door and a wardrobe section with a door.

9.7.1 The file drawers must be side to side and back to back filing

9.7.2 The storage compartment must have adjustable shelves.

9.7.3 The wardrobe section must have a hanging coat rod and one shelf

9.7.4 The wardrobe door and storage compartment door must be hinged right or left.

9.7.5 The height of the personal storage towers must be 1372mm (54 in.) high and meet the height of the Seated Privacy Height panels, and/or must be 1676mm (66 in.) high, both heights have a tolerance of – 102 mm(-4 in).

## **10.0 DETAILED REQUIREMENTS – Category 5 - (Ancillary and Lighting Products)**

### **Ancillary Products**



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## 10.1 Keyboard and Mouse Support Surfaces-

- 10.1.1 Must attach to the work surface and be continuously height adjusted by the user through the use of a lever or lever-free, and be locked at any position within a minimum range of 203mm (8"), 127mm (5") below the surface and 50mm (2") above the terminal support surface. Tolerance of +/-19mm (+/-0.75"). Once the keyboard/mouse support surface has been locked in the desired position, the surface must remain stable during the normal keying process.
- 10.1.2 The keyboard and mouse support surfaces must be supported by a track hardware and slide under the work surface when not in use.
  - 10.1.2.1 The track must be provided in at least two lengths, one to fit under a 610mm (24") deep surface and under a 762mm (30") deep surface.
- 10.1.3 The keyboard/mouse support surface must be equipped with a palm support featuring a gel-based or polyurethane or foam.
- 10.1.4 The depth of the keyboard surface must accommodate a standard rectangular keyboard device; the keyboard support surface and mouse area must be at least 635mm (25 in.) wide and must be designed to prevent the keyboard and mouse device from slipping off the surface.
- 10.1.5 The adjustable mouse support surface must not interfere with the keying action of the end user.
- 10.1.6 The keyboard and mouse support surfaces must be equipped with a surface large enough for mousing, be at the right or left or both sides of the keyboard, and must be mounted in order to provide independent horizontal swivel adjustability. The mouse must not slip off the mouse surface.
- 10.1.7 For a separate mouse surface, it must have the ability to slide under or rotate 180° to the rear of the work surface when not in use.
- 10.1.8 The keyboard and mouse support surfaces must have a rearward tilt of at least -15° and have a horizontal rotation of 360°.

## 10.2 Computer Processor Unit (CPU) Support

- 10.2.1 Must be under the work surface mounted or stand-alone.
- 10.2.2 The under work surface mounted must retract, slide in-and-out and swivel.
- 10.2.3 The stand-alone unit must be fixed or mobile.
- 10.2.4 The CPU holder must adjust from a minimum of 89mm to 236mm (3.5 in. to 9.3in.) wide and 317.5 mm to 571.5 mm (12.5 in. to 22.5 in.) high to accommodate various sizes of CPU units.

## 10.3 Monitor Arm

- 10.3.1 Monitor arms must be a single arm or dual arm.
- 10.3.2 The flat screen monitor must be securely attached to the monitor arm, must not dislodge from the structure or work surface.
- 10.3.3 The monitor arm must attach to the work surface edge with a clamp or into a work surface grommet or attached to a rail system.
- 10.3.4 Each swivel arm must support the weight of one monitor of at least 9.07kg (20lbs). Tolerance of -.907kg (2-lbs.).

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- 10.3.5 Wires must be contained securely as to not interfere with the movement of the monitor.
  - 10.3.6 The bracket, which supports the monitors, must adapt to various types and sizes of monitors, and provide the necessary components to ensure a secure mount, to the monitor and to rotate the monitor from portrait to landscape positioning.
  - 10.3.7 The monitor arm must be constructed from metal and be finished in paint, which emits low to no volatile organic compounds.
  - 10.3.8 The monitor arm must adjust vertically from a minimum range of 241mm (9.5in.) and horizontally from a minimum range of 490mm (19.3in.) and a minimum range of 483mm(19 in.) from installation point to full extension toward the user and the monitor must rotate and swivel 360 degrees without using tools. A tolerance of +/- 25.4mm(1 in.) on all adjustments.
  - 10.3.9 The horizontal tolerance for the monitor must be of -25.4mm (-1in.)
  - 10.3.10 The adjustment mechanism must be gas lift or spring tension or pneumatic.
  - 10.4 Lighting Products
    - 10.4.1 Includes task lights, which are freestanding, and panel mounted.
    - 10.4.2 All lighting products must be CSA certified.
    - 10.4.3 Lighting products must be energy efficient, complete with on/off switch.
    - 10.4.4 Freestanding and panel mounted lighting products must have a height adjustable arm with pivot capabilities to redirect light and provide at minimum a1829mm (6ft) long power cord.
    - 10.4.5 All task lights must be equipped with Low Emitting Diode (LED) or Compact Fluorescent Light (CFL) bulb with a minimum lamp life of 35,000 hours.
    - 10.4.6 Task lights must be mounted by desk base or on a system's slat wall.
    - 10.4.7 Task lights must have an articulating arm.
  - 11.0 DETAILED REQUIREMENTS FOR FINISHES AND MATERIALS.**
    - 11.1 All finishes and materials, must meet the performance requirements in Section 2.0 Publication and Testing Requirements.
      - 11.1.1 Category 1 all finishes for, panel and upholstery fabrics, work surface finishes, edge profile details for panel and freestanding work surfaces, panel trims finishes for vertical supports, metal storage and personal storage towers.
      - 11.1.2 Category 2 all finishes work surfaces, edge profile details, finishes for vertical supports including modesty panels.
      - 11.1.3 Category 3 all finishes for metal and storage cabinets.
      - 11.1.4 Category 4 all finishes for upholstery fabrics, work surfaces, edge profile detail for work surfaces and meeting tables, vertical supports, storage components.
      - 11.1.5 Category 5 all finishes and images of manufactures catalogue for keyboards, monitor arms, CPUs, task lights.
    - 11.2 Glazed components must be available clear, translucent or frosted or tinted and *or plexiglas or acrylic.*

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- 11.2.1 When safety glass is used, it must meet the CAN/CGSB12.1, Type 2 – tempered or ANSI Z97-2009.
- 11.3 Fabric for panels, tack boards and seated cushions must be manufactured from 100% recycled material or from other environmentally appropriate materials.
- 11.3.1 All panel fabrics must meet the requirements and acceptance levels cited in the Association for Contract Textile (ACT) Voluntary Performance Guidelines for wrapped panels and upholstered walls.
- 11.3.2 All seated cushion fabrics must meet the requirements and acceptance levels cited in the Association for Contract Textile (ACT) Voluntary Performance Guidelines for general contract upholstery.
- 11.4 Flammability: The panels must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102-2010. The test must be conducted on each different fabric composition and interior construction. If panel construction is changed, new flammability tests are required.
- 11.4.1 Fabrics that are “identical” in content and weight will be accepted as comparable to the fabric tested on the panel.
- 11.5 Particleboard must meet ANSI A208-2008.1, grade M2 or greater when used as substrate.
- 11.6 Hardwood lumber must meet Architectural Woodwork Manufacturers Association of Canada (AWMAC) custom grade.
- 11.7 Hardwood plywood must meet ANSI/HPVA HP-1, Birch-2008 species, architectural grade.
- 12.0 QUALITY ASSURANCE**
- 12.1 The Supplier must have a recognized quality management system in place at the manufacturing facility or conformance to ISO 9001:2008.
- 13.0 PREPARATION FOR DELIVERY**
- 13.1 In addition to the marking requirement stated in section 9.0 MARKING of CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components or CAN/CGSB.44.229-2008 Interconnecting Panel System and Supported Components all Panels, Work surfaces, Storage, electrical components and freestanding units must be permanently and legibly marked with:
- The product code
  - Manufacturer's trade mark
  - Traceable order information for warranty purposes.

Solicitation No. - N° de l'invitation  
E60PQ-140003/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pq416

Client Ref. No. - N° de réf. du client  
E60PQ-140003

File No. - N° du dossier  
pq416.E60PQ-140003

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A-1.2**

### **SPECIFICATIONS FOR SUPPORT SPACE FURNITURE**

## ANNEX A-1.2 – CATEGORY 6 SPECIFICATIONS FOR SUPPORT SPACE FURNITURE

### 1.0 SCOPE

- 1.1 This specification details the technical requirements that apply to the furniture for Support Spaces purchased by the federal government.
- 1.2 These specifications must be read in conjunction with article 3.0 of this annex. All products must meet the most recently published standards publications and testing requirements in effect at date of arrangement in response to the Request for Supply Arrangement (RFSA).
- 1.3 Support Spaces is to support the furniture requirements found in Office and Support Space Allocations section as detailed in the latest Government of Canada Workplace 2.0 – Fit-up- Standards – 2012 and must be read in conjunction with this latest version. All products must be read in conjunction with Work Spaces Product and Service Catalogue – Category 6 found at Annex B.
- 1.4 The supplier is responsible for supplying all necessary hardware, connectors, supports, components (including electrical components) and wall mounts etc. required for furniture installation.
- 1.5 All products must be new.

### 2.0 TERMINOLOGY

For the purpose of this specification, the following definitions apply. All definitions, unless otherwise stated, are original to this document.

- 2.1 **Acceptable Test Facility** – An acceptable test facility is defined as a laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
- 2.2 **Breathable Material** – Breathable material is defined as any knit, woven, or knotted material or open texture material (i.e. mesh).
- 2.3 **Casework**<sup>1</sup> – When referring to “casework” within this specification it is regarding furniture components related to ends (gables), divisions, fixed shelves, tops, and door/drawer fronts. Any exposed surfaces excluding work surface tops for - Meeting Room Furniture specifically related to lecterns, credenzas, wall hung presentation cabinets, mobile carts, wardrobe cabinets, storage cabinets.
  - 2.3.1 **Exposed Parts**<sup>1</sup> – surface is visible when:
    - 2.3.1.1 Drawer fronts and doors are closed
    - 2.3.1.2 Cabinets and shelving are open
    - 2.3.1.3 Cabinet tops and sides also known as exterior casework
    - 2.3.1.4 Front edges of casework or body members
  - 2.3.2 **Semi-Exposed Parts**<sup>1</sup> – surface is visible when:
    - 2.3.2.1 Drawers/doors are in the open position
    - 2.3.2.2 All front edges of shelving and interior casework behind doors.
  - 2.3.3 **Concealed Surfaces**<sup>1</sup> – Surfaces are concealed when:

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<sup>1</sup> Architectural Woodwork Institute. *Architectural Woodwork Quality Standards: Illustrated*. 8th ed. (Centreville, VA: Architectural Woodwork Institute, 2005), 400: 122.

- 2.3.3.1 Surfaces are not visible after installation
- 2.3.3.2 Bottom of cabinets are less than 762mm (30") above the floor finish
- 2.3.3.3 Back of cabinet
- 2.4 **Collaborative Spaces** – Collaborative spaces vary in size and quantity depending on the floor layout, function and space available. Collaborative spaces create environments to help people connect and collaborate, all while encouraging teamwork and idea sharing. Collaborative spaces provides touchdown spots.
- 2.5 **Kitchenettes** – Kitchenettes are designed to accommodate multiple functions and may be used as informal meeting, work or resource areas as well as coffee/lunch facilities or recycling centers.
- 2.6 **Large Table** – A large table is defined as a table having a seating capacity of 13 or more people.
  - 2.6.1 Large tables may consist of more than one section or as multiples of small and/or medium tables.
- 2.7 **Medium Table** – A medium table is defined as a table having a seating capacity of 7 to 12 people.
- 2.8 **Meeting Rooms** – The following definition of “meeting rooms” is republished from the Government of Canada Workplace 2.0 Fit-up Standards.

#### Meeting Rooms

Meeting rooms provide enclosed spaces for meetings, presentations and collaborative work. The following table summarizes provisions for meeting rooms for various population ranges on a floor.

# of FTEs per floor	Size of Meeting Room			Total
	Small 14 m <sup>2</sup> seats 6	Medium 30 m <sup>2</sup> seats 12	Large 60.0 m <sup>2</sup> seats 20+	

\* The large meeting room consists of 2 medium sized meeting rooms divided by a retractable wall to maximize flexibility.<sup>2</sup>

- 2.9 **Quiet Rooms** – These are spaces intended for the shared use of personnel who normally occupy open workstations. They provide a private environment for telephone calls, work requiring a high level of concentration, or similar functions.
- 2.10 **Reception Waiting Areas** – Reception waiting areas may consist of a hard walled reception area or may take the form of a workstation that accommodates some guest seating.
- 2.11 **Small Table** – A small table is defined as a table having a seating capacity of up to 6 people.
- 2.12 **Sphere** – A sphere is an electrical accessory installed onto the tabletop that provides power and data to the Identified User(s) in all directions of the table. It can be either field-installed or installed at the manufacturing facility. This accessory does not have a cover. The sphere must not interfere with the table supports or the wire management when installed.
- 2.13 **Tablet Arm** – A tablet arm refers to a surface attached to a chair that has the primary function of supporting tasks such as writing and short-term handling of reference material. These surfaces typically do not have independent support legs and are not intended to support a person’s weight.

<sup>2</sup> Real Property Branch, Public Works and Government Service of Canada, *Government of Canada Workplace 2.0 Fit-Up Standards*, (Ottawa, ON: Government of Canada, 2012), A-37.

- 2.14 **Tabletops** – When making references to “tabletops”, this specification will be referring to the surface forming the top of meeting, training, multimedia and kitchenette tables.
- 2.15 **Tailored Appearance** – Tailored appearance refers to lounge seating having simple, straight lines and a neat appearance.
- 2.16 **Waterfall Edge** – A waterfall edge refers to a chair seat construction method where the seat front is sculpted downward in a rounded or eased fashion to reduce or eliminate pressing against nerves in the back of the thigh.

### 3.0 PUBLICATIONS

The following publications are referenced herein:

- 3.1 American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA)<sup>3</sup>;
  - 3.1.1 ANSI/BIFMA X5.1 - Office Chairs
  - 3.1.2 ANSI/BIFMA X5.4 - Lounge Seating
  - 3.1.3 ANSI/BIFMA X5.5 – Desk Products
  - 3.1.4 ANSI/BIFMA X5.6 - Panel Systems
  - 3.1.5 ANSI/BIFMA X5.9 – Storage Units
- 3.2 American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA);
  - 3.2.1 ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood<sup>4</sup>
  - 3.2.2 ANSI/NPA A208.1 – Particleboard<sup>5</sup>
  - 3.2.3 ANSI/NPA A208.2 – Medium Density Fiberboard (MDF) for Interior Applications<sup>5</sup>
  - 3.2.4 ANSI Z97.1 - Safety Glazing Materials Used in Buildings – Safety Performance Specifications and Methods of Test (includes errata)<sup>6</sup>
- 3.3 American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)<sup>7</sup>
  - 3.3.1 ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)
- 3.4 American Association of Textile Chemists and Colorists (AATCC)<sup>8</sup>
  - 3.4.1 AATCC EP001-EP-1 – Grey Scale for Color Change
- 3.5 Association for Contract Textiles (ACT)<sup>9</sup>
  - 3.5.1 ACT Voluntary Performance Guidelines for Upholstery
- 3.6 ASTM International (formerly American Society for Testing and Materials)<sup>10</sup>

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<sup>3</sup> For the most current versions of all ANSI/BIFMA Product Safety and Performance Standards and Guidelines, please see [BIFMA's website](#).

<sup>4</sup> For the most current version of the American National Standard for Hardwood and Decorative Plywood please see [HPVA's website](#).

<sup>5</sup> For the most current versions of all ANSI Standards Sponsored by the Composite Panel Association (including those authored by the National Particleboard Association) please see [CPA's website](#).

<sup>6</sup> For the most current version of ANSI Z97, please see [ANSI's webstore](#).

<sup>7</sup> For the most current version of the ANSI/NEMA HPDL Standard, please see [NEMA's website](#).

<sup>8</sup> For the most current version of the Grey Scale for Color Change evaluation procedure, please see [AATCC's webstore](#).

<sup>9</sup> For the most current versions of ACT's Guidelines for Upholstery, please see [ACT's website](#).

- 3.6.1 ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
- 3.6.2 ASTM D523- Standard Test Method for Specular Gloss
- 3.6.3 ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
- 3.6.4 ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
- 3.6.5 ASTM D3574 – Standard Test Method for Flexible Cellular Materials – Slab, Bonded, and Molded Urethane Foams.
- 3.6.6 ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.
- 3.7 Business and Institutional Furniture Manufacturers Association (BIFMA)<sup>11</sup>
  - 3.7.1 BIFMA G1 – Ergonomics Guideline for Furniture Used in Office Work Spaces Designed for Computer Use
  - 3.7.2 BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions
- 3.8 California Department of Consumer Affairs<sup>12</sup>
  - 3.8.1 California Technical Bulletin 117 - Requirements, Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture
- 3.9 Canadian Standards Association Group (CSA Group)<sup>13</sup>
  - 3.9.1 CAN/CSA-ISO 9241-5-00 - Ergonomic Requirements for Office Work with Visual Display Terminals (VDTs), Part 5: Workstation Layout and Postural Requirements
  - 3.9.2 C22.2 No. 9.0 - General Requirements for Luminaires
  - 3.9.3 C22.2 No. 12 - Portable Luminaires
  - 3.9.4 CAN/CSA C22.2 No.203- Modular Wiring Systems for Office Furniture
- 3.10 Canadian General Standards Board (CGSB)<sup>14</sup>
  - 3.10.1 CAN/CGSB 12.1-M, Type 2 - Tempered Glass
- 3.11 International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)<sup>15</sup>
  - 3.11.1 ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories
  - 3.11.2 ISO 9001 – Quality Management Systems – Requirements
- 3.12 U.S. Army NATICK Research, Development and Engineering Center NATICK/TR-89/044 - 1988 Anthropometric Survey of U.S. Army Personnel: Methods and Summary Statistics<sup>16</sup>
- 3.13 The Government of Canada Workplace 2.0 Fit-up Standards<sup>17</sup>

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<sup>10</sup> For the most current versions of ASTM International's Standards Publications please see [ASTM's website](#).

<sup>11</sup> For the most current versions of any BIFMA standard, please see [BIFMA's webstore](#).

<sup>12</sup> For the most current versions of California State's Department of Consumer Affairs' Flammability Technical Bulletins, please see the [Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation \(BHFTI\) website](#).

<sup>13</sup> For the most current versions of the Canadian Standards Association Group's (CSA Group) standards, please see the [CSA Group webstore](#).

<sup>14</sup> For the most current versions of the Canadian General Standards Board's (CGSB) Standards, please see the [Federal Organization's online catalogue](#).

<sup>15</sup> For the most current versions of the International Organization for Standardization's- and International Electrotechnical Commission's- Standards, please see [ISO's online standards catalogue](#).

<sup>16</sup> Gordon, Claire C., Thomas Churchill, Charles E. Clauser, Bruce Bradtmiller, John T. McConville, Ilse Tebbetts, and Robert A. Walker. 1989. "1988 Anthropometric Survey of U.S. Army Personnel: Methods and Summary Statistics." Natick, MA.



- 3.14 Architectural Woodwork Institute - Architectural Woodwork Manufacture Association of Canada (AWMAC) – 2005 AWI/AWMAC – 8<sup>th</sup> Edition Quality Standards Illustrated (now replaced by Architectural Woodwork Standards 2<sup>nd</sup> Edition - 2014)<sup>18</sup>
- 3.15 References to the above publications and test methods therein are to be consulted to-, and be considered regulatory from-, the most recently issued version or revision unless otherwise noted.

#### **4.0 CATEGORY 6 – Support Space Furniture is comprised of the following Products**

##### **4.1 Collaborative Tables, Meeting and Training Room Furniture**

###### **4.1.1 Tables**

- 4.1.1.1 Bar Height Tables
- 4.1.1.2 Coffee Tables
- 4.1.1.3 Kitchenette Tables with End Gables
- 4.1.1.4 Meeting Room Tables
- 4.1.1.5 Multi Media Tables
- 4.1.1.6 Side Tables
- 4.1.1.7 C-shaped Side Tables
- 4.1.1.8 Training Room Tables
- 4.1.1.9 Table Trolleys

###### **4.1.2 Meeting Room Furniture**

- 4.1.2.1 Credenza
- 4.1.2.2 Lectern
- 4.1.2.3 Mobile Carts
- 4.1.2.4 Wardrobe and Storage Cabinets
- 4.1.2.5 Wall Hung Presentation Cabinets

##### **4.2 Collaborative Seating and Screens**

###### **4.2.1 Soft Seating**

- 4.2.1.1 Ganging Banquette Seating
- 4.2.1.2 Lounge Chairs
- 4.2.1.3 Modular Benching Units
- 4.2.1.4 Sofas
- 4.2.1.5 Upholstered Stools

###### **4.2.2 Kitchenette Seating**

- 4.2.2.1 Bar Stools
- 4.2.2.2 Kitchenette Chairs

###### **4.2.3 Lounge Screens**

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<sup>17</sup> Public Works and Government Services Canada. 2012. "Government of Canada Workplace 2.0 Fit-Up Standards." Ottawa, ON: Government of Canada.

**Note:** For the most current versions of the Government of Canada's Real Property Requirements, please see [Public Works and Government Services Real Property Publications List](#).

<sup>18</sup> Architectural Woodwork Institute, Architectural Woodwork Manufacturers Association of Canada, and Woodwork Institute of California. 2014. *Architectural Woodwork Standards*. Edited by Stanley R. Gustafon. 2nd ed. Potomac Falls, VA; High River, AB; West Sacramento, CA: Adopted and Published jointly by the Architectural Woodwork Institute, Architectural Woodwork Manufacturers Association of Canada, and the Woodwork Institute of California.

4.2.3.1 Upholstered Screens

4.2.3.2 White Boards

## 5.0 TEST REPORTS

- 5.1 Test reports must not be more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.
- 5.2 All tests must be completed by an acceptable test facility.
- 5.3 Revised Test Standard(s): Reference is made to the testing standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing standards. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
  - 5.3.1 **Product Changes** – When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an Acceptable Test Facility.
  - 5.3.2 For all test reports that are not specific to the products in the Supply Arrangement, the Supplier must provide an explanation to government of Canada as to why the “worst-case condition” applies to the products. The definition of “worst-case condition” can be found in BIFMA PD-1.

## 6.0 TESTING REQUIREMENTS

The product offering must meet all the testing requirements as listed below:

- 6.1 Collaborative Tables, Meeting and Training Room Furniture
  - 6.1.1 **Flammability** – All foam and fabric must comply with the requirements of California Technical Bulletin 117.
  - 6.1.2 **Upholstery** – All upholstery must meet the requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines for Upholstery in the following categories: Wet & Dry Crocking, Physical Properties, Flammability, and Colorfastness to Light. In addition, upholstery must meet the heavy-duty rating for abrasion resistance.
  - 6.1.3 **Deflection** - Tables and Meeting Room Furniture must meet the acceptance levels as described in ANSI/BIFMA X5.5.

- 6.1.3.1 **Deflection** – Table surfaces must deflect no more than its overall length (L) divided by 180 (L/180) when tested in accordance with the requirements detailed for bar height, kitchenette, meeting, training and multi-media tables.
- 6.1.3.2 **Horizontal Surface Deflection for bar height-, kitchenette-, meeting-, training- and multi-media- tables** – when tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5. Average the height of the end points and subtract the height of the center. The resultant dimension is the deflection.
- 6.1.3.3 **Surface Deflection for credenzas, storage cabinets, wardrobe cabinets** – The surface deflection of storage cabinet shelves must be no more than the shelf length (L) divided by 180 (L/180) when tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5 and ANSI/BIFMA X5.9.
- 6.1.3.4 **Force Stability** - Attached privacy screens must be tested for force stability as specified in ANSI/BIFMA X5.5.
- 6.1.4 Lecterns must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5.
- 6.1.5 **Disengagement** – Attached privacy screens must not tip over or shift from their original position when tested in accordance with ANSI/BIFMA X5.9.
- 6.1.6 All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9.
- 6.1.7 All vertical table surfaces excluding side tables must meet and pass the performance testing for Low Pressure Laminate detailed by the Performance Testing Requirements for Finishes.
- 6.1.8 Power and Data
  - 6.1.8.1 All electrical systems and components must comply with CAN/CSA C22.2 No. 203.
  - 6.1.8.2 Power receptacles must be certified to CAN/CSA C22.2 No. 203 and be 15 amperes.
  - 6.1.8.3 Task light fixtures must comply with CSA C22.2, No. 9.0.
- 6.1.9 **Adhesives**<sup>19</sup> – The adhesives used to apply plastic laminates must achieve a tensile strength of 449 kPa (65 psi) when tested in accordance with ASTM C297/C297M. The test must be performed using the core material, adhesive, and laminate representative of those that will be used in the finished product.
- 6.2 **Finishes** - Including metals, laminate and wood veneer must be tested and meet the performance testing requirements detailed in the Performance Testing Requirements for Finishes herein.
  - 6.2.1 The product offering for Collaborative Tables, Meeting and Training Room furniture must meet and pass all the Performance Testing Requirements for Finishes detailed below;

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<sup>19</sup> Canadian General Standards Board, *Free-Standing Office Desk Products and Components*, 2008th ed., CAN/CGSB-44.227 (Ottawa, ON: Standards Council of Canada, 2008), Article 6.1.2.

6.2.1.1 Meeting-, training-, kitchenette- and multimedia- table-top surface finishes must meet the performance requirements for high-pressure laminate or wood veneers.

6.2.1.2 Side/Coffee Tables – the surface finish must meet the performance requirements for low-pressure laminate or wood veneer.

6.2.1.3 All other surfaces – All other components for Collaborative Tables, Meeting and Training Room, must meet the performance requirements for low-pressure laminate, metal or wood veneer.

## 6.2.2 Performance Testing Requirements for Finishes

### 6.2.2.1 High- and Low- Pressure Laminate

- a) **Gloss** – The 60° specular gloss of surfaces, when tested in accordance with ASTM D523, must not exceed 45 units.
- b) **Abrasion Resistance** – The loss of finish, when tested in accordance with ASTM D4060 using a CS-10 wheel with a 1000 g load, must not exceed 0.04 g at 500 cycles.
- c) **Colour Stability** – The finish, after exposure, when tested in accordance with ANSI/NEMA LD 3, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC EP001.

### 6.2.2.2 High-Pressure Laminate

- a) Impact Resistance – There must be no cracking when tested in accordance with ANSI/NEMA LD 3, with the following exceptions:
  - i. The ball drop height must be 762 mm (30 in.).
  - ii. The test substrate must be the material to be used for the manufacturer's work surfaces.
  - iii. Trim and edging that may project onto the surface are exempt from these requirements.

### 6.2.2.3 Low-Pressure Laminate

- a) Impact Resistance – There must be no cracking when tested in accordance with ANSI/NEMA LD 3, with the following exceptions:
  - i. The ball drop height must be 254 mm (10 in.).
  - ii. The test substrate must be the material to be used for the manufacturer's work surfaces.
  - iii. Trim and edging that may project onto the surface are exempt from these requirements.

### 6.2.2.4 Wood Veneer

- a) Gloss – The 60° specular gloss of surfaces, when tested in accordance with ASTM D523, must not exceed 45 units.

### 6.2.2.5 Metal

- a) Finish Hardness – The finish, when tested in accordance with ASTM D3363's "scratch hardness" method, must not be less than H.
- b) Abrasion Resistance – The loss of finish, when tested in accordance with ASTM D4060 using a CS-10 wheel with a 1000 g load, must not exceed 0.04 g at 500 cycles.
- c) Colour Stability – The finish, after exposure, when tested in accordance with NEMA LD 3, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC EP001.

- d) **Paint Adhesion** – The adhesion rating of the painted metal finish must be at least 4B, when tested in accordance with ASTM D3359, Method B.
- 6.3 **Upholstery** – All upholstery must meet the requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines for Upholstery in the following categories: Wet & Dry Crocking, Physical Properties, Flammability, and Colorfastness to Light. In addition, upholstery must meet the heavy-duty rating for abrasion resistance.
- 6.4 **Polyurethane Foam** – Foams must have the Indentation Force Deflection (IFD) (at 25%) between 155.7 – 177.9 N (35–40 lbf) and a density greater than 32 kg/m<sup>3</sup> (2 lbs/ft<sup>3</sup>) when tested in accordance with ASTM D3574.
  - 6.4.1 When tested in accordance with ASTM D3574 - Dynamic Fatigue Test I-3 by Constant Force Pounding, procedure B, the cushioning material's loss of force support at 40% IFD (Indentation Force Deflection) must not exceed 23% for seat applications and 33% for backrest applications.
- 6.5 All soft seating must meet the acceptance criteria provided in ANSI/BIFMA X5.4 when tested in accordance with the appropriate tests from the referenced standard.
- 6.6 All kitchenette chairs and bar stools must meet the acceptance criteria provided in ANSI/BIFMA X5.1 when tested in accordance with the appropriate tests from the referenced standard.
- 6.7 All lounge screens must meet the acceptance criteria provided in ANSI/BIFMA X5.6 when tested in accordance with the appropriate tests from the referenced standard.

## 7.0 GENERAL REQUIREMENTS

All Collaborative Tables, Meeting and Training Room Furniture materials must meet the performance testing requirements detailed below:

- 7.1 **Particleboard** – Particleboard must conform to ANSI/NPA A208.1 grade M2 or greater when used as a substrate.
- 7.2 **Medium Density Fiberboard (MDF)** – When medium density fiberboard (MDF) is used as a substrate, the core must conform to ANSI/NPA A208.2.
- 7.3 **Solid Wood, Veneer, or Painted Wood** – Solid wood, wood veneer, and painted wood must be certified by the Forest Stewardship Council (FSC) and requires an FSC Chain of Custody certificate. The wood must be free of open knots.
  - 7.3.1 Wood veneer must be provided in Cherry, Maple, Oak and Walnut in the manufacturer's standard line of wood veneer.
- 7.4 **Engineered Composite Panels** – When the substrate for work surfaces, shelving, or any other component is a composite wood product (i.e. particle board, medium density fiberboard, plywood) that contains urea-formaldehyde-based resins, the substrate must be fully encapsulated on all six sides.
- 7.5 **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.
- 7.6 **Drawer Sides and Backs** – wood drawers must be of single species solid lumber as per AWMAC, section 100-G-1 hardness rating of medium or better.
  - a) 7-ply all hardwood veneer core plywood, no voids; no edge band required.
  - b) High pressure decorative laminate on 7-ply veneer core substrate.
  - c) Edge banded HPDL or thermos-set decorative overlay on particleboard core.

- 7.7 **Drawer Bottoms** – Veneer core panel product, “B” face hardwood veneer or thermos-set decorative overlay panel product or hardboard (smooth side visible inside).
- 7.8 All wood trims, wood drawers, wood pulls etc. require finishing such as transparent stained or opaque finish fully ready for use.
- 7.9 Wood cabinetry manufacturing must comply to AWMAC to the latest version;
- a) Minimum Nominal and Material for Cabinet Components
  - b) Flush Wood Exposed and semi-exposed Materials,
  - c) Edge Treatment of Exposed and Semi-exposed Panel Products,
  - d) Flush Wood Cabinet Doors and Drawer Fronts.
  - e) Stile and Rail Wood Doors, Drawer Fronts, and Exposed Materials,
  - f) Stile and Rail Workmanship,
  - g) Stile and Rail Machining and Joinery,
  - h) Drawer Sides and Backs,
  - i) Drawer Bottom Materials,
  - j) Drawer Construction Techniques/Supports,
  - k) Concealed 35mm Cup Hinge Installation,
  - l) Adjustable Shelf Techniques/Supports,
  - m) Joinery of Case Body Members,
  - n) Joinery of Face Frames and Trims,
  - o) Smoothness of Exposed Surfaces,
  - p) Selection for Grain and Color.
- 7.10 All exposed and semi-exposed casework, doors/drawers and tops must be finished in the same material unless otherwise noted.
- 7.11 Tabletop finishes for training and meeting room tables must be provided in high-pressure laminate or wood veneer. Laminate finish must be properly adhered onto a substrate and the under surface must have equally balanced backer.
- 7.12 For tables with laminate top, the colour of the exposed edge finish must match the colour of the tabletop finish.
- 7.13 For tables with veneer top, the colour of the exposed edge must match the colour of the tabletop finish.
- 7.14 Table bases and all other furniture must be provided in high- or low-pressure laminate, wood, wood veneer, metal, or a combination of the aforementioned finishes.
- 7.15 For tabletops, the finish of the surface must meet the performance requirements for high-pressure laminate.
- 7.16 **Edges** – edges must be finished in PVC, solid wood edge band. All edge banding must be free of de-lamination, bubbles, and all adhesive or processing residues.
- 7.17 Exposed and semi-exposed edges must be treated by applying edge bandings.
- 7.17.1 **Body Members** – material must be the same as components or of a compatible PVC.
  - 7.17.2 **Exposed Shelves** – material must be of the same as exposed body members or of a compatible PVC.
  - 7.17.3 **Semi-Exposed Shelves** – material must be the same as cabinet interior, shelf, or of a compatible PVC.
  - 7.17.4 **Doors and Drawer Fronts** - material must be the same as exposed or of a compatible PVC.
- 7.18 **Coffee and Side Tables** – the finish of the surface must meet, at minimum, the performance requirements for low-pressure laminate or wood veneer.

- 7.19 **Meeting Room Furniture** – Semi-exposed finish on the casework, drawer and doors must be finished in like materials and thicknesses on both sides as the exposed finishes to prevent warping.
- 7.20 Surfaces must have a laminate bonded to all exposed single- and double- faced sides.
- 7.21 All veneered particleboard parts must be veneered on both sides to provide balanced construction.
- 7.22 Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
- 7.23 Veneer surfaces must have a multi-layer backer sheet applied to the underside, if not laminated on both sides.

## 8.0 MATERIALS - Collaborative Seating and Screens

### 8.1 Soft Seating

- 8.1.1 **Frames** – Frames must be metal or solid hardwood. All solid hardwood frames must be corner-blocked, glued, and wood-screwed for maximum strength.
- 8.1.2 **Joints** – Joints must be solid wood so that the frame is strong and stable. All joints must be tight and must be either glued and doweled or glued and screwed.
- 8.1.3 **Dowels** – Dowels must be made of wood, rather than a composite.
- 8.1.4 **Seat and Back**
  - 8.1.4.1 **Appearance** - The seat and back must be fully upholstered with stitch detailing for a tailored appearance.
  - 8.1.4.2 **Springs and Webbing** – Sinuous springs or drop-in coil springs webbing must be used.
  - 8.1.4.3 **Foam** – Foam must be a minimum of 63.5 mm (2.5 in.) in thickness.
- 8.1.5 Upholstery must be fabric with recycled content, vinyl, leather-like, or Crypton.
  - 8.1.5.1 Fabric upholstery must be made of stain-resistant fabric.
  - 8.1.5.2 Patterns must align at the seams and corners, both vertically and horizontally.
  - 8.1.5.3 Upholstery seams must be double-stitched or top-seamed and be perfectly straight.
- 8.1.6 **Tablet Arms** – Tablet arms must be wood veneer or laminate with coordinating edge material.
- 8.1.7 **Side Tables** – Side tables for modular benching units must be wood veneer or laminate.
- 8.1.8 **Legs/Bases** – Legs and bases must be metal or solid hardwood.

### 8.2 Kitchenette Seating

- 8.2.1 **Frames and Legs** – Frames and legs must be metal.
- 8.2.2 **Seat and Back** – The seat and back must be wood veneer, bent plywood, perforated or non-perforated molded plastic and/or polyamide, upholstered, or any combination of these materials.
- 8.2.3 **Foam** – Foam must be a minimum of 63.5 mm (2.5 in.) in thickness.
- 8.2.4 **Upholstery** – Upholstery must meet the criteria below;



- 8.2.4.1 Upholstery must be fabric with recycled content, vinyl, leather-like, or Crypton. Fabric upholstery must be made of stain-resistant fabric.
- 8.2.4.2 Patterns must align at the seams and corners, both vertically and horizontally.
- 8.2.5 **Lounge Screens** – Lounge screens must meet the criteria below;
  - 8.2.5.1 **Frames** – Frames must be metal.
  - 8.2.5.2 **Upholstery** – Screens must be upholstered in either fabric or breathable material (for example, mesh).
- 8.2.6 **White Boards** – Each side of the screen must either be a white board, a tackable fabric surface or a combination of the two.

## 9.0 COMPONENTS - Collaborative Tables Meeting and Training Room Furniture

- 9.1 All laminate and PVC edges must be machine flush, filed, sanded, or buffed to remove machine and processing marks (i.e. sharp corners removed). Cleanup at easing must be such that no overlap of member eased is visible. Chip out of the laminate must be invisible when viewed.
- 9.2 **Edges** – For work surface edges designed for a user to rest the forearm or wrist must have a radius of at least 3mm (0.12 in.).
- 9.3 **Workmanship** – The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts, excluding drawers, must be protected against accidental contact with the user, the user's clothing, or documents. Wood core surfaces must have a balanced construction to minimize warping.
- 9.4 **Wood and Wood Veneer** – Furniture surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, de-lamination, or water marks. Wood face veneers must be tightly joined, properly matched, and similar in grain pattern or colour throughout the tabletop surface. The natural characteristics of wood and veneer are acceptable although all visible solid wood must be free of open knots.
- 9.5 **Meeting and Training Room Tables<sup>20</sup>** - must be provided in three sizes; small, medium and large tables.
  - 9.5.1 All tables, with the exception of multi-media tables, must have a fixed height measuring 730±25.4mm (28.7±1.0 in.) from the floor to the under surface of the tabletop.
  - 9.5.2 Tabletops must be edged with PVC edging or solid hardwood edging for laminate tops, and at least 25.4mm (1 in.) solid hardwood edging for wood veneer tops.
  - 9.5.3 The top must be a minimum of 19 mm (3/4 in.) in thickness and must be made of particleboard, MDF or hardwood plywood with a veneer or laminate surface.
- 9.6 Veneers must be selected with careful attention to pattern grain matching and symmetry (as applicable).
- 9.7 Tables must be supported by legs, bases, or end gables. Legs must not be shared in table configurations.

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<sup>20</sup> Canadian General Standards Board, *Free-Standing Office Desk Products and Components*, 2008th ed., CAN/CGSB-44.227 (Ottawa, ON: Standards Council of Canada, 2008), 6.1.2.



- 9.8 Each support must have a leveling mechanism with a vertical adjustment of at least 19 mm (3/4 in.).
- 9.9 Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- 9.10 The factory finish must be smooth and free of snags, runs, orange peel and overspray.
- 9.11 **Metals** – All exposed aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
- 9.12 **Welds** – All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.
- 9.13 **Safety** – Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.
- 9.14 **Table Edges** – There must be a minimum of three types of edge details available and the colour must match the tabletop finish. Self-edging is not acceptable for meeting, training, kitchenette and multimedia tables.
- 9.15 All tables must be supplied with hardware to complete the installation.
- 9.16 All connections into particleboard core must have metal-to-metal connectivity.
- 9.17 All tables must be level and square.
- 9.18 **Clearance Under Work Surfaces** – meeting, training, kitchenette and multimedia tables.
- 9.19 **Tables** – There must be a clearance envelope under all tables of 610 mm (24 in.) in depth or greater, which must meet the requirements of BIFMA G1 for the 95th percentile male, except that the depth at toe level must be 584 mm (23 in.).
- 9.20 For height-adjustable work surfaces, the range of adjustments must include the clearance envelope for the 95th percentile male.
- 9.21 **Glides** – All furniture, except for mobile tables, must be equipped with four corrosion-resistance glides on the legs. The glides must not exceed the width of the base and must have a vertical adjustment of at least 25.4 mm (1 in.), with a tolerance of -6.35 mm (-0.25 in.). Glides must be secured and must not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.
- 9.22 **Power Outlets and Data Module**
  - 9.22.1 The power and data module must be recessed in the tabletop and have flip-up access doors that pivot, retract, or pop up to conceal and protect the module. The module must provide four receptacles and four data covers.
  - 9.22.2 Each data module is composed of a cover and a jack adapter. Data jacks are supplied by other Suppliers and are not covered under this specification.
  - 9.22.3 Power outlets and data covers must be supplied and must be easily accessible by the Identified Users.
  - 9.22.4 The module must have a 15-ampere cord that is at least 3.7 m (12 ft.) long with a plug.
  - 9.22.5 Hardwired connection is not acceptable.
- 9.23 **Cable Management**
  - 9.23.1 The power and data cable management assembly must be concealed in a trough or wire tray and must be easily accessible by the Identified Users.

- 9.23.2 An additional system of cable management must be provided with a flexible casing to conceal the cables from the floor to the power and data at the table surface.
- 9.24 **Seating Calculations** – All seating calculations for category 6 are based on the use of a 58.42 cm (23 in.) wide chair. Allow an additional 10.16 cm (4 in.) between chairs.
- 9.25 **Supports or Table Bases**
  - 9.25.1 Table surfaces must be supported by either legs or bases.
  - 9.25.2 Legs must not be shared in multiple-table configurations.
  - 9.25.3 Fixed supports must be provided with a leveling mechanism with a vertical adjustment of at least 25.4 mm (1 in.), with a tolerance of -6.35 mm (-0.25 in.).
  - 9.25.4 **Table Bases** – The table base must not be less than half the size of the table top. The leg spread of the base must not be narrow to cause the table to tip, the base must be properly weighted to avoid tipping.
- 9.26 **Tabletops**
  - 9.26.1 The under surface of the table must be predrilled to accept the installation of mounting hardware and attachments.
  - 9.26.2 All hardware must be installed with metal-to-metal connection.
  - 9.26.3 Tabletops must be manufactured of particleboard or medium density fiberboard.
  - 9.26.4 Table surfaces must be predrilled to accept the installation of mounting hardware and attachments.
- 9.27 Casework or shelves in semi-exposed conditions must have edge band which match the casework or shelf.

## 10.0 COMPONENTS – Collaborative Seating and Screens

- 10.1 The finished products must be stable; be uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- 10.2 All components must be level and square.
- 10.3 Veneer for exposed parts must be clear, sound, and smoothly sanded without obvious scratches, marks, or splits.
- 10.4 **Soft Seating**
  - 10.4.1 The covering of soft seating products must be properly positioned, clean, and well-tailored in appearance. All excess covering must be neatly trimmed and any surplus removed.
  - 10.4.2 All edges and corners of the back and seat frame must be eased or rounded to prevent damage, abrasion, and wear and tear of the fill and cover materials.
  - 10.4.3 Seam allowances must be maintained and seams properly sewn so that no raw edges, runoffs, broken or skipped stitches, twists, pleats, or puckers result. Top and bottom threads must be adjusted to the upholstery materials with proper tension so that there will be no looped stitches, puckering of materials, or cracking when the cover is stretched to fit the finished product.
  - 10.4.4 The seam must line up with the edges of the surfaces.
  - 10.4.5 All directional or patterned fabrics (e.g. stripes, geometrics, textured) must be installed respecting the consistency/repetition and direction of the given pattern.

- 10.4.6 The covering must be securely attached with tacks and/or staples, and fastening devices must be positioned so as not to be visible.
- 10.4.7 All seat bottoms must be covered with cambric and the covering must be finished without exposed edges.
- 10.4.8 Armrest profiles must be straight on the exterior and have a tailored appearance.
- 10.4.9 Sofas must accommodate two or three adults.

#### 10.5 Kitchenette Seating

- 10.5.1 Kitchenette seating must be uniform in quality, clean, and free of any defects that may affect appearance and serviceability.
- 10.5.2 External surfaces must be smooth and all edges must be rounded and beveled. All accessible surfaces must be free of sharp edges, burrs, and any other safety hazards.
- 10.5.3 **Waterfall edge** – When measured without compression, the vertical height of the seat front edge curve must not be less than 40 mm (1.6 in.) and the radius of the front edge curve must not be less than 40 mm (1.6 in.) or greater than 120 mm (4.7 in.).
- 10.5.4 Kitchenette chairs with four legs and without arms must be stackable and have a minimum stacking capability of 10 chairs.

#### 10.6 Lounge Screens

- 10.6.1 Upholstery seams must be straight and aligned with the frame. There must be no puckering or pulling in the upholstery fabric or mesh.
- 10.6.2 The upholstery fabric or mesh must be replaceable using commonly available tools.

### 11.0 DETAILED REQUIREMENTS

#### 11.1 Tables

##### 11.1.1 Bar-Height Tables

###### 11.1.1.1 Description

- a) Round
- b) Straight-edge, or self-edge profile
- c) Post leg with round pedestal base, post leg with round pedestal base and footrest, cylindrical base, square base, or 3-point base

###### 11.1.1.2 Dimension

- a) Must be 762 mm (30 in.) or 914 mm (36 in.) in diameter  $\pm 25.4$  mm ( $\pm 1$  in.)
- b) Height of Table Surface – Must be between 1041 mm and 1092 mm (41 in. and 43 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor

###### 11.1.1.3 Finishes

- a) High-pressure laminate (HPL) surface
- b) Metal post legs
- c) Metal base
- d) Metal 3-point base

##### 11.1.2 Coffee Tables

###### 11.1.2.1 Description

- a) Rectangular

- b) Straight-edge profile, or self-edge
- c) Four legs, end gables, or mobile

#### 11.1.2.2 Dimension

- a) Rectangular Table – 457 mm to 610 mm deep (18 in. to 24 in. D) x 914 mm to 1219 mm wide (36 in. to 48 in. W)  $\pm 25.4$  mm ( $\pm 1$  in.)
- b) Height of Table Surface – Must be between 356 mm and 533 mm (14 in. and 21 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor

#### 11.1.2.3 Finishes

- a) Laminate or wood veneer surface
- b) Metal legs or base
- c) Laminate or wood veneer end gables

### 11.1.3 Kitchenette Tables with End Gables

#### 11.1.3.1 Description

- a) Rectangular
- b) Straight-edge profile, self-edge, post-formed
- c) Full table depth end gables
- d) With or without power/data management
- e) Full end gables must be laminate or wood veneer.

#### 11.1.3.2 Dimension

- a) Must be 1524 mm to 2438 mm wide (60 in. to 96 in.) x 762 mm to 1219 mm deep (30 in. to 48 in.)  $\pm 25.4$  mm ( $\pm 1$  in.).
- b) Height of Table Surface – Must be between 738 mm and 787 mm (29 in. and 31 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor.

#### 11.1.3.3 Finishes

- a) High-pressure laminate (HPL) surface.
- b) Laminate full end gables.

### 11.1.4 Data and Electrical Requirements for Kitchenette Tables with Full End Gables

11.1.4.1 Kitchenette tables with power and data capability must have a minimum of three (3) duplex or pairs of power outlets and four (4) RJ45 data outlets accessible from either side of the table.

#### 11.1.4.2 Power, Data, and Cable Management

- a) Kitchenette tables with full end gables must have continuous horizontal power, data, and cable management components that run the entire length of the table under the surface and are concealed from view. The power, data, and cable management must be pre-wired and capable of being ganged/joined and connected from one table to another at the short end.
- b) Power and data connections must be supplied from the floor. All connections and cables must be contained and controlled in a flexible casing/spine from the floor to any location from the underside of the table. Casings must be flexible white/off-white translucent plastic or metal to match the table frame and the full end gables.

11.1.5 Kitchenette tables with full end gables must be provided either with fully integrated one-touch flip-top power and data access units that are flush with the surface or with a slot or trough with fixed faceplates and tops that are fully integrated with the power and data outlets and are flush with the surface. Both option must be located along the centerline of the table.

## 11.2 Meeting Room Tables

### 11.2.1 Small Tables

#### 11.2.1.1 Description

- a) Table shapes must be round, square and rectangular.
- b) The option of ganging several small tables together to create a large meeting table must be provided.
- c) Ganging hardware and power connectivity are required.

#### 11.2.1.2 Dimension

- a) Small round tables must range from 762 mm (30 in.) to 1524 mm (60 in.) in diameter.
- b) Small square tables must range from 762 mm (30 in.) x 762 mm (30 in.) to 1524 mm (60 in.) x 1524 mm (60 in.) in size.
- c) Small rectangular tables must range from 610 mm (24 in.) to 762 mm (30 in.) wide x 1219 mm (48 in.) to 1524 mm (60 in.) long.
- d) A tolerance of 152.4 mm (6 in.) is acceptable for small round, square, and rectangular tables.

### 11.2.2 Medium Tables

#### 11.2.2.1 Description

- a) Table shapes must be rectangular.
- b) Ganging hardware and power connectivity are required.

#### 11.2.2.2 Dimension

- a) Medium rectangular tables must range from 762 mm (30 in.) to 914 mm (36 in.) wide x 1828 mm (72 in.) to 3048 mm (120 in.) long.

### 11.2.3 Large Tables

#### 11.2.3.1 Description

- a) Must have a racetrack-shaped, boat-shaped, or oval top.
- b) Table tops must be provided in at least two pieces, to ensure they will fit into service elevators.

#### 11.2.3.2 Dimension

- a) Large tables must range from 1067 mm (42 in.) to 1524 mm (60 in.) wide by at least 3658 mm (144 in.) long.

### 11.2.4 Supports/ Table bases

#### 11.2.4.1 Description

- a) Table supports must be provided with wire management attached to the legs, through the bases, and installed under the table surface by means of a trough or tray.
- b) Legs and bases must be provided in either a four-post table leg design with or without lockable casters, a three-point base or four-point base, a disk base design with a central post, or a panel base design with three or four panels.
- c) Drum bases must be provided for round, racetrack-shaped, boat-shaped and oval table tops.
- d) The quantity of bases is the responsibility of the manufacturer based on function and stability and must meet and pass ANSI/BIFMA X5.5.

- e) Panel bases must be provided for square, rectangular, racetrack-shaped, boat-shaped and oval table tops. The quantity of bases is the responsibility of the manufacturer based on function and stability, and must meet and pass ANSI/BIFMA X5.5.
- f) All tables must have glides, small table must have the option of having lockable casters on four-post table legs.

#### 11.2.4.2 Dimension

- a) Must be manufacturer's standards.

### 11.2.5 Finishes

#### 11.2.5.1 Description

- a) Table finishes must be pressure laminate, wood veneer, metal, or a combination of the aforementioned finishes.
- b) Tabletops must be finished in high-pressure laminate and wood veneer.
- c) Table base/supports must be provided in metal, laminate or solid wood, wood veneer or a combination of those finishes.

### 11.2.6 Power and Data

#### 11.2.6.1 Description

- a) Tables measuring from 1372 mm (54 in.) to 2134 mm (84 in.) in length must be provided with at least one recessed or surface-mounted power/data module with wire management.
- b) Tables measuring 2438 mm (96 in.) or longer must be provided with two recessed or surface-mounted power/data modules with wire management.
- c) Power and data modules or spheres must be designed to allow for future expansions to plug-in outlet or data requirements.

### 11.2.7 Multi-Media Tables

#### 11.2.7.1 Description

- a) Surface Area Shapes – Multi-media tables must be rectangular or D-shaped.
- b) Multi-media tables must be provided in three types: mobile easels/carts, monitor support mount, and table/monitor units.
- c) Single and Double Monitors – Multi-media tables must accommodate the placement of both a single monitor and double monitors.
- d) Height – Multi-media tables must be provided in two heights: seated-height and bar-height.
- e) Seated-height tables must be 730±25.4 mm (28.7±1.0 in.) when measured from the floor to the top of the work surface.
- f) Bar-height tables must be between 1016 and 1118 mm (40 and 44 in.) when measured from the floor to the top of the work surface.
- g) Bases – Multi-media table bases must accommodate cable or wire management.
- h) Monitor Supports – Monitor supports must accommodate flat screens ranging from 813 mm (32 in.) to 1524 mm (60 in.) in size, and must accommodate the placement of a single and double monitor.
- i) Monitor supports must provide wire management to connect with the table wire management.

- j) Power/Data and Cable Management – Power/data and communication connection from the monitor supports to the tabletop must be provided to the Identified Users for teleconference functions.
- k) Multi-media tables must be designed to accommodate equipment such as flat-screen monitors, switchers, sensors, and Universal Serial Bus (USB) programmable and wireless transmitters. However, the equipment does not form part of these specifications.

#### 11.2.7.2 Dimension

- a) The depth must be provided in three sizes: 1219 mm (48 in.), 1372 mm (54 in.), and 1524 mm (60 in.). The width must range from 1524 mm (60 in.) to 3048 mm (120 in.). A tolerance of  $\pm 50.8$  mm ( $\pm 2$  in.) is acceptable for both the depth and width.

#### 11.2.7.3 Finishes

- a) High Pressure Laminate top
- b) Metal legs or laminate base
- c) PVC or equivalent edge, no self-edge.

### 11.2.8 Side Tables

#### 11.2.8.1 Description

- a) Square or round
- b) Straight-edge, or self-edge profile.
- c) Four legs, end gables, base, or mobile

#### 11.2.8.2 Dimension

- a) Square Table – 457 mm to 610 mm deep (18 in. to 24 in. D) x 457 mm to 610 mm wide (18 in. to 24 in. W)  $\pm 25.4$  mm ( $\pm 1$  in.)
- b) Round Table – 457 mm to 610 mm (18 in. to 24 in.) in diameter
- c) Height of Table Surface – Must be between 356 mm and 533 mm (14 in. and 21 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor

#### 11.2.8.3 Finishes

- a) Laminate or wood veneer surface
- b) Metal legs or base
- c) Laminate or wood veneer end gables

### 11.2.9 C-shaped Side Tables

#### 11.2.9.1 Description

- a) Side table to have a “C” shape configuration
- b) Straight-edge, or self-edge profile.

#### 11.2.9.2 Dimension

- a) Must be 356 mm to 610 mm wide x 495 mm to 610 mm deep (14 in. to 24 in. W x 19½ in. to 24 in. D)  $\pm 25.4$  mm ( $\pm 1$  in.)
- b) Round Glass Top – Minimum 356 mm (14 in.) in diameter
- c) Height of Table Surface – Must be between 500 mm and 660 mm (19.7 in. and 26 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor

#### 11.2.9.3 Finishes

- a) Plywood, bent plywood, laminate, or wood veneer
- b) Stainless Steel frame

- c) C-shaped side tables must be made of plywood, bent plywood, laminate, wood veneer, or a steel frame supporting a glass top.
- d) Glass tops must be frosted or back-painted glass.

#### 11.2.10 Training Room Tables

##### 11.2.10.1 Description

- a) Training tables must be modular and capable of accommodating frequent reconfigurations by the Identified Users without the use of the manufacturer's proprietary tools.
- b) Shapes – Training tables must be rectangular, trapezoidal, and/or half-moon.
- c) Flip-Top Tables – Flip-top tables must be collapsible and lockable in an upright position and must be designed to nest within each other for ease of storing when not in use.
- d) Folding Tables – Folding table supports must be collapsible underneath the tabletop and must be designed not to unfold without assistance.

##### 11.2.10.2 Dimension

- a) The depth of the Rectangular Tables must be provided in three sizes; 610 mm (24 in.) and/or 762 mm (30 in.) and/or 914 mm (36 in.).
- b) The length of the Rectangular Tables must be provided in six sizes; 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), and 1524 mm (60 in.) and 1829 mm (72 in.).
- c) The depth of the Trapezoidal Tables must be provided in three sizes, 610 mm (24 in.) and/or 762 mm (30 in.) and/or 914 mm (36 in.).
- d) The length of the Trapezoidal Tables must be provided in four sizes, 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), and 1829 mm (72 in.).
- e) The depth of a Half-Moon Tables must be provided in three sizes, 610 mm (24 in.) and/or 762 mm (30 in.) and/or 914 mm (36 in.).
- f) The length of a Half-Moon Tables must be provided in three sizes, 1219 mm (48 in.), 1524 mm (60 in.), and 1829 mm (72 in.).
- g) A tolerance of  $\pm 76$  mm ( $\pm 3$  in.) is acceptable for both depth and length.

##### 11.2.10.3 Finishes

- a) High Pressure laminate tops
- b) Metal legs
- c) PVC or equivalent edges

#### 11.2.11 Training Tables Supports

##### 11.2.11.1 Description

- a) Tabletops must be supported by four metal legs or by C- or T-shaped metal legs with or without casters.
- b) The supports must have accessories that provide wire management.
- c) Casters must be lockable.

##### 11.2.11.2 Dimension

- a) Manufacturer's standards.



#### 11.2.11.3 Finishes

- a) Painted metal.

### 11.2.12 Hardware

#### 11.2.12.1 Description

- a) All tables must be designed to accommodate being butted against one another end-to-end or side-to-side.
- b) All tables must be supplied with ganging or linking devices to ensure they can be joined together in horizontal positions at 45 and/or 90 and/or 180 degrees to each other while still allowing for the provision of power and data connectivity across the entire multi-table configuration.

#### 11.2.12.2 Dimension

- a) Manufacturer's standards.

#### 11.2.12.3 Finishes

- a) Painted metal.

### 11.2.13 Privacy Screens

#### 11.2.13.1 Description

- a) For training tables requiring privacy screens, attachment devices must not damage the table when the privacy screen is being installed or removed from the table.
- b) The overall height of a privacy screen measuring from the floor to the top of the screen must not exceed 1372 mm (54 in.).
- c) Hardware to secure a screen to the tabletop does not need to be concealed but must be compatible with the table's supports and wire management.

#### 11.2.13.2 Dimension

- a) Sizes – Privacy screens must range from 610 mm (24 in.) to 1524 mm (60 in.) in length, and must range from 152 mm (6 in.) to 610 mm (24 in.) in height.

#### 11.2.13.3 Finishes

- a) Privacy screens must be provided in fabric, plexiglas or tempered safety glass.
- b) Plexiglas or tempered safety glass must be provided in a clear, frosted, or tinted finish.
- c) When tempered safety glass is used, it must meet either the CAN/CGSB 12.1, Type 2 standard or the ANSI Z97.1 standard.
- d) Fabric must be manufactured from 100% recycled material and meet the requirements and acceptance levels of Wrapped Panels and Upholstered Walls cited in the Association for Contract Textiles (ACT) Voluntary Performance Guidelines.

### 11.2.14 Modesty Panels

#### 11.2.14.1 Description

- a) Modesty panels must be flush with the edge of the work surface or be recessed.
- b) Modesty panels must provide wire management.

- c) Modesty panels must provide leg privacy and extend across the width of the table to which it is mounted without interfering with the supports.

#### 11.2.14.2 Dimension

- a) The modesty panel width must correspond with the work surface width to allow for a good installation without any interference with the table top supports.
- b) The height of the modesty panel must be full height and allow for a floor clearance which provides wire access from wall power/data to equipment.

#### 11.2.14.3 Finishes

- a) Modesty panels must be provided in laminate, metal, and/or wood veneer.
- b) The finishes must be tested and meet the performance testing requirements of low-pressure laminate, wood veneer and metal listed under Testing Requirements of this Annex.

### 11.2.15 Cable Management and Electrical and Data Connectivity for training room tables

#### 11.2.15.1 Description

- a) Tables must be provided with concealed cable management and allow for power and data connectivity across the entire multi-table configuration when tables are ganged together.
- b) All power and data connections must be inherent in the table design.
- c) Tables must be pre-wired and provide removable connections to floor monuments.

### 11.2.16 Power Modules for training room tables

#### 11.2.16.1 Description

- a) Power modules must be recessed into the tabletop and provide at least two power inputs and two data inserts.
- b) Spheres – Spheres must be used on small tables instead of grommets. In addition, spheres must provide both power and data, or provide just power to four sides, i.e. either provide two power inputs and two data inserts, or provide four power inputs.

### 11.2.17 Table Trolleys for training room tables

#### 11.2.17.1 Description

- a) Trolleys must be provided for moving and storing training tables. They must be easily moved by the Identified User, and must support at least four or more collapsed tables.
- b) Trolleys must have lockable casters.

## 11.3 Meeting Room Furniture

### 11.3.1 Credenzas

#### 11.3.1.1 Description

- a) Credenzas must have open shelves, shelving with doors, drawers, or any combination of the aforementioned features for storage.
- b) Credenza doors and drawers must be lockable.
- c) Credenzas must provide access to power and data through grommets at the back.

- d) Ventilation must be provided as an option.
- e) Hardware must be supplied and installed as part of the assembly of the furniture and must meet industry standard.
- f) Drawers - slides must be a combination metal and roller bearing.
- g) Drawers must at least extend three-quarter.
- h) File drawers must extend fully.
- i) Spring loaded tip-down stops shall be provided on all drawers.
- j) File drawers must have a minimum inside clear height to allow the use of hanging folders on a system stand or integral rails.

#### 11.3.1.2 Dimension

- a) Credenzas must range from 762 mm (30 in.) to 1524 mm (60 in.) in width and from 508 mm (20 in.) to 610 mm (24 in.) in depth. The tolerance is  $\pm 51$  mm ( $\pm 2$  in.).
- b) Credenza height must range from 711 mm (28 in.) to 1067 mm (42 in.).

#### 11.3.1.3 Finishes

- a) The casework must be finished in laminate or wood veneer
- b) The semi exposed parts must be finishes in laminate or wood to complement the casework finishes.

### 11.3.2 Lecterns

#### 11.3.2.1 Description

- a) Freestanding lecterns must be of a fixed or mobile unit design with open shelves, shelving with doors, drawers, or any combination of the aforementioned features for storage.
- b) Mobile lecterns must have lockable casters and must be designed to be easily moveable.
- c) Lecterns with and without power and data access are both acceptable.
- d) The top surfaces of lecterns must be designed to support the placement of documents and/or notebooks and must have a lip or edge to prevent items from rolling or slipping off the surface.

#### 11.3.2.2 Dimension

- a) The height of freestanding lecterns must range from 1067 mm (42 in.) to 1219 mm (48 in.).
- b) The height of desk-mounted lecterns must range from 406 mm (16 in.) to 508 mm (20 in.).
- c) Both freestanding and desk-mounted lecterns must be provided with a depth ranging from 406 mm (16 in.) to 610 mm (24 in.) and a width ranging from 432 mm (17 in.) to 762 mm (30 in.).

#### 11.3.2.3 Finishes

- a) The casework must be finished in laminate, wood veneer or metal or in a combination of these finishes.
- b) Semi exposed parts must be finished in laminate or wood veneer or solid wood to compliment the casework finishes.

### 11.3.3 Task Light Fixtures for Lecterns

#### 11.3.3.1 Description

- a) Freestanding light fixtures and surface clamp-on LED task light fixtures must have a height-adjustable stem, a horizontally and

vertically pivoting light head, and a minimum lamp life of 35,000 hours.

#### 11.3.4 Mobile Carts

##### 11.3.4.1 Description

- a) Mobile carts must be provided for storing and transporting equipment such as projectors, computers, or supplies related to meetings.
- b) Mobile carts must be easily moveable and casters must be provided to facilitate mobility on carpet or hard-surface floors.
- c) Mobile carts must have lockable casters and lockable doors.
- d) Mobile carts must have open shelves, shelving with doors, drawers, or any combination of the aforementioned features for storage.

##### 11.3.4.2 Dimension

- a) The depth must range from 406 mm (16 in.) to 610 mm (24 in.).
- b) The width must range from 432 mm (17 in.) to 914 mm (36 in.).
- c) The height must range from 559 mm (22 in.) to 965 mm (38 in.).

##### 11.3.4.3 Finishes

- a) The casework must be finished in laminate or wood veneer
- b) The semi exposed parts must be finishes in laminate or wood to complement the casework finishes.

#### 11.3.5 Wardrobe and Storage Cabinets

##### 11.3.5.1 Description

- a) Doors are optional but must be the hinged or receding type if provided.
- b) Wardrobe and storage cabinets with doors must have lockable doors.
- c) A hanging rod and a hat shelf that extends across the full width of the cabinet interior must be provided.
- d) Room for hanging more than one full-length garment must be provided.
- e) Storage cabinets must provide at least three adjustable shelves that extend across the full width of the cabinet interior.

##### 11.3.5.2 Dimension

- a) The width must be provided in three sizes; 610 mm (24 in.), 762 mm (30 in.), and 914 mm (36 in.).
- b) The depth must range from 610 mm (24 in.) to 762 mm (30 in.).
- c) The height must range from 1676 mm (66 in.) to 1829 mm (72 in.).

##### 11.3.5.3 Finishes

- a) The casework must be finished in laminate or wood veneer.
- b) The semi exposed part must be finished in laminate or finished wood.

#### 11.3.6 Wall-Hung Presentation Cabinets

#### 11.3.6.1 Description

- a) Wall-hung presentation cabinets must include wall-hanging hardware and instructions for a secure installation.
- b) Wall-hung presentation cabinets must have a full-size whiteboard that extends the full width of the cabinet, with erasable markers and an eraser provided, and must have two doors that close firmly to cover the whiteboard when the cabinet is not in use.
- c) The two doors must be part of the presentation feature when opened, i.e. the inside of one door must be a tackable surface, and the inside of the other door must provide the mechanism required for hanging a large flip chart paper pad. A paper pad must be provided.

#### 11.3.6.2 Dimension

- a) The width must be provided in two sizes; 914 mm (36 in.) and 1219 mm (48 in.).
- b) The height must be provided in two sizes; 914 mm (36 in.) and 1219 mm (48 in.).

#### 11.3.6.3 Finishes

- a) Casework exposed parts must be finished in laminate, wood veneer or metal or a combination of the aforementioned finishes.
- b) The semi exposed parts must be finished to compliment the exposed parts.

### 11.3.7 Locks

#### 11.3.7.1 Description

- a) Locks for drawers and doors must be key-operated.
- b) Locks must be either the pin tumbler type or the wafer type, and must have a corrosion-resistant finish.
- c) Locks and cylinders must be designed to allow for easy installation or replacement.

## 12.0 DETAILED REQUIREMENTS - Collaborative Seating and Screens

### 12.1 Soft Seating

#### 12.1.1 Ganging Banquette Seating (With or Without High Back Screen)

##### 12.1.1.1 Description

- a) Base Style – Must have a minimum of four legs with glides
- b) Leg Shape – Must be rectilinear, square, or other options
- c) Glides – Must be non-marking adjustable glides or glides suitable for carpets
- d) Bolster – Must be with or without bolster
- e) Arms – Must be without arms
- f) Front Edge of Seat – Must have a waterfall edge
- g) Ganging – Must have ganging capability
- h) Features for Seating With High Back Screen – Add-on screen to create privacy, or privacy screen that surrounds three sides, or square corner unit (without back/screen) to create an L shape.

##### 12.1.1.2 Dimension

- a) Overall Width – overall seat arrangement width must be 1676 mm to 1905 mm (66 in. to 75 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.). Individual units must be capable of being ganged together to create the total

- overall width. Individual Dimension must range between 610 mm and 1905 mm wide (24 in. and 75 in. W)  $\pm 12.7$  mm ( $\pm 1/2$  in.).
- b) Overall Seat Depth – Must be between 483 mm and 584 mm (19 in. and 23 in.)  $\pm 12.7$  mm ( $1/2$  in.).
  - c) Overall Height for Seating Without High Back Screen – Must be between 737 mm and 1321 mm (29 in. and 52 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor.
  - d) Overall Height for Seating With High Back Screen – Must be between 1092 mm and 1321 mm (43 in. and 52 in.)  $\pm 25.4$  mm ( $\pm 1$  in.) above finished floor.
  - e) Seat Height – Must be between 406 mm and 508 mm (16 in. and 20 in.)  $\pm 25.4$  mm ( $\pm 1$  in.) above the finished floor.

#### 12.1.2 Lounge Chairs (With or Without Tablet Arm)

##### 12.1.2.1 Description

- a) Base Style – Must have four legs with glides, two casters and two legs or four casters of which two must be locking
- b) Leg Shape – Must be rectilinear, square, or other options
- c) Glides – Must have non-marking adjustable glides or glides suitable for carpets
- d) Armrests – Must be with or without arms
- e) Back and Seat Cushions – Must be fixed or have Velcro attachment
- f) Tablet Arm – If provided, must be fixed (R or L) or universal
- g) Features – Must be swivel base or swivel with auto-return mechanism, shelf at the base, back handle, cup holder, or a combination of these features
- h) Additional Features for Chairs With Tablet Arm – Tablet arm with a 360° turning radius or the ability to move in and out

##### 12.1.2.2 Dimension

- a) Overall Dimension for Chairs without Tablet Arm – 787 mm to 915 mm wide (31 in. to 36 in. W) x 711 mm to 762 mm deep (28 in. to 30 in. D) x 686 mm to 762 mm high (27 in. to 30 in. H)  $\pm 12.7$  mm ( $\pm 1/2$  in.).
- b) Overall Dimension for Chairs with Tablet Arm – 711 mm to 813 mm wide (28 in. to 32 in. W) x 610 mm to 806 mm deep (24 in. to 31 $\frac{3}{4}$  in. D) x 737 mm to 806 mm high (29 in. to 31 $\frac{3}{4}$  in. H)  $\pm 12.7$  mm ( $\pm 1/2$  in.).
- c) Seat Height – Must be between 406 mm and 508 mm (16 in. and 20 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above the finished floor.

#### 12.1.3 Modular Benching Units (With or Without Square Side Table)

##### 12.1.3.1 Description

- a) Base Style – Must have legs with glides or a base
- b) Leg Shape – Must be rectilinear, square, or other options
- c) Glides – Must be non-marking adjustable glides or glides suitable for carpets
- d) Features – Must have a backrest
- e) Units with Square Side Table – Must include a bench with one side table that must be attached to or integrated with the bench

#### 12.1.3.2 Dimension

- a) Overall Dimension – 2362 mm to 2642 mm wide (93 in. to 104 in. W) x 483 mm to 660 mm deep (19 in. to 26 in. D)  $\pm 12.7$  mm ( $\pm 1/2$  in.)
- b) Seat Height – Must be between 381 mm and 508 mm (15 in. and 20 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor
- c) Side Table Depth and Height – Must fully align with bench unit in depth and seat height

#### 12.1.4 Sofas

##### 12.1.4.1 Description

- a) Base Style – Must have a minimum of four legs with glides
- b) Leg Shape – Must be rectilinear, square, or other options
- c) Glides – Must be non-marking adjustable glides or glides suitable for carpets
- d) Armrests – Must be with or without arms
- e) Back and Seat Cushions – Must be fixed or have Velcro attachment

##### 12.1.4.2 Dimension

- a) Overall Dimension for Sofas That Seat Two Adults – 1295 mm to 1829 mm wide (51 in. to 72 in. W) x 660 mm to 762 mm deep (26 in. to 30 in. D) x 686 mm to 762 mm high (27 in. to 30 in. H)  $\pm 12.7$  mm ( $\pm 1/2$  in.)
- b) Overall Dimension for Sofas That Seat Three Adults – 1651 mm to 2134 mm wide (65 in. to 84 in. W) x 660 mm to 762 mm deep (26 in. to 30 in. D) x 686 mm to 762 mm high (27 in. to 30 in. H)  $\pm 12.7$  mm ( $\pm 1/2$  in.)
- c) Seat Height – Must be between 406 mm and 508 mm (16 in. and 20 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor

#### 12.1.5 Upholstered Stools

##### 12.1.5.1 Description

- a) Seat Shape – Solid round, square, or other shapes
- b) Base Style – Must be with base or legs, or with non-visible base or non-visible legs
- c) Casters – Must be with or without casters
- d) Casters must be lockable.

##### 12.1.5.2 Dimension

- a) Overall Dimension – 508 mm (20 in.) in diameter, or 445 mm to 686 mm wide x 343 mm to 483 mm deep x 381 mm to 686 mm high (17½ in. to 27 in. W x 13½ in. to 19 in. D x 15 in. to 27 in. H)  $\pm 25.4$  mm (1 in.)
- b) Seat Height – Must be between 432 mm and 508 mm (17 in. and 20 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above the finished floor

#### 12.2 Kitchenette Seating

##### 12.2.1 Bar Stools

##### 12.2.1.1 Description

- a) Back and Seat – Must be one piece
- b) Base Style – Must have sled base or four legs
- c) Leg Style – Must be rectilinear, square, or other options
- d) Arms – Must be with or without arms

- e) Footrest – Must have a footrest

#### 12.2.1.2 Dimension

- a) Seat Height – Must be between 711 mm and 813 mm (28 in. and 32 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above the finished floor.

### 12.2.2 Kitchenette Chairs With or Without Arms

#### 12.2.2.1 Description

- a) Base Style – Must be pedestal base, X base, four legs, or sled base
- b) Leg Style – Must be rectilinear, square, round, or other options
- c) Casters – With or without casters
- d) Casters must be lockable.
- e) Backrest for Chairs With Arms – Backrest must be one continuous rounded surface that wraps around the back to incorporate the armrest
- f) Back and Seat for Chairs Without Arms – Back and seat must be one piece

#### 12.2.2.2 Dimension

- a) Seat Depth – Must be between 406 mm and 508 mm (16 in. and 20 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.)
- b) Seat Height – Must be between 432 mm and 508 mm (17 in. and 20 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above the finished floor
- c) Armrest Height for Chairs With Arms – Must not interfere with tables with surface height between 737 mm and 787 mm (29 in. and 31 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above the finished floor

### 12.3 Lounge Screens

#### 12.3.1 Upholstered Screens

##### 12.3.1.1 Description

- a) Shape – Must be a single straight screen, an L-shaped screen, or a combination of two straight screens with a linking mechanism to create an L shape
- b) L-shaped Screens – Must be available in left- and right-hand versions
- c) Casters and Glides – Legs must have adjustable glides with a minimum 12.7 mm ( $1/2$  in.) adjustment, or have casters or lockable casters
- d) Frames – Must be metal rods welded together with metal bottom support plate(s), or have legs with threaded holes for adjustable glides or casters
- e) Frames must be self-supporting and must not tip over.

##### 12.3.1.2 Dimension

- a) Overall Dimension for L-shaped Screens – Must be 915 mm to 1067 mm wide x 915 mm to 1067 mm deep x maximum 1372 mm high (minimum 36 in. to 42 in. w x 36 in. to 42 in. d x maximum of 54 in. h) + 51 mm / - 76 mm (+ 2 in. / - 3 in.)
- b) Overall Dimension for Straight Screens – Must be 915 mm to 1067 mm wide x maximum 1372 mm high (36 in. to 42 in. w x maximum 54 in. h)  $\pm 51$  mm ( $\pm 2$  in.)

#### 12.3.2 White Boards



#### 12.3.2.1 Description

- a) Surface – Must have a dry erase surface
- b) Storage – Must have an integrated marker tray and eraser storage
- c) Casters – Must have lockable casters

#### 12.3.2.2 Dimension

- a) Overall Dimension – Must be a minimum of 915 mm to 1680 mm wide x 1321 mm to 1900 mm high (36 in. to 66 in. w x 51 in. to 75 in. h)  $\pm 51$  mm ( $\pm 2$  in.)

### 13.0 **QUALITY ASSURANCE**

- 13.1 Suppliers must have a recognized quality management system in place at the manufacturing facility or conform to ISO 9001:2008 (Quality Management Systems – Requirements, currently superseded by ISO 9001:2015).

### 14.0 **PREPARATION FOR DELIVERY**

- 14.1 **Marking** – Support Space Furniture must be permanently and legibly marked with the following information:
  - 14.1.1 Manufacturer's product code;
  - 14.1.2 The product name;
  - 14.1.3 Manufacturer's trade mark;
  - 14.1.4 The contract number;
  - 14.1.5 The invoice number;
  - 14.1.6 Any additional information traceable for warranty purposes; and
  - 14.1.7 All products must be marked on the under surface, inside drawers or inside doors in such a way as to not be visible for users but readily accessible.
- 14.2 **Labelling** – The Supplier must comply with federal textile labelling legislation that applies to the textile component parts of lounge seating, kitchenette seating or lounge screens.

### 15.0 **MAINTENANCE**

- 15.1 Instructions for recommended repair and maintenance procedures must be available for all products.

## **Annex A-2**

### **Environmental Requirements**

In April 2006, the Government of Canada introduced a "Policy on Green Procurement" as mandated by Treasury Board of Canada Secretariat. The objective of the Policy is to advance the protection of the environment and to support sustainable development by integrating environmental considerations into the procurement decision-making process.

#### **1.0 Materials**

- 1.1. All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999))
- 1.2 All metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- 1.3 All steel parts must contain a minimum of 25% recycled content.
- 1.4 All plastic components must be recyclable at the end of their life.
- 1.5 All composite wood products must contain a minimum of 60% recycled material.
- 1.6 Product emitting formaldehyde which must result in an indoor air concentration of more than 0.5 mg/m<sup>3</sup> shall be plugged. Holes do not need to be plugged if the product is listed on Ecologo, Greenguard etc.

#### **2.0 BioBased Renewable Material - Sustainable Wood**

- 2.1 All wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CS), Forest Stewardship Council (FSC), Program for the Endorsement of Forest Certification (PEFC) or Sustainable Forestry Initiative (SFI).

#### **3.0 Product Design**

- 3.1 Wear susceptible parts must be designed to be replaceable.

#### **4.0 Manufacturing**

- 4.1 Waste material from the manufacturing process must be minimized and/or recycled.
- 4.2 The Supplier must have certificates as proof that all products contain no chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE).
- 4.3 Products offered must be manufactured in a facility with a hazardous and toxic material management system in place.

#### **5.0 Packaging and Distribution**

- 5.1 Corrugated containers used must contain at least 80% recycled content paper fibre.
- 5.2 Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
- 5.3 As a minimum, the Supplier must implement one of the following requirements:

5.3.1 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site)

5.3.2 Packaging is recyclable and/or bio-degradable

5.3.3 Packaging is returnable to the supplier/shipper

5.3.4 Packaging is reusable

## **6.0 Chemical Management Plan (CMP)**

6.1 All products offered must come from a Manufacturer who has a Chemical Management Plan to cover one or more of the following:

6.1.1 Must demonstrate that a hazardous substances (materials) management system is in place at their manufacturing facility(s)

6.1.2 Must have a system in place to acquire, use, store, transportation and final disposition of chemicals

6.1.3 Must adopt a chemical hazard recognition plan

6.1.4 Must have a documented emergency response plan in place

## **7.0 Leadership in Energy and Environmental Design (LEED) - Canada CI**

All products offered must meet the following credits for LEED - Canada CI (Commercial Interiors):

7.1 Energy & Atmosphere

Credit 1.1 Optimize Energy Performance, Lighting Power

Credit 1.2 Optimize Energy Performance, Lighting Control

7.2 Materials & Resources

Credit 4.1 Recycled Content, 10%

Credit 4.2 Recycled Content, 20%

Credit 6 Rapidly Renewable Materials

Credit 7 Certified Wood

7.3 Indoor Environmental Quality

Credit 4.1 Low-emitting Materials, Adhesives and Sealants

Credit 4.2 Low-emitting Materials, Paints and Coatings

Credit 4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives

Credit 4.5 Low-emitting Materials, Systems Furniture

## **Annex A-3**

### **Supply Arrangement Deliverables**

The Supplier is required to carry out the following within the timeframe(s) stated within each article. If the information is not carried out within the specified timeframes, the Supply Arrangement Authority will inform the Supplier of a time frame within which to rectify the matter. The SAA may suspend or cancel the Supplier's SA if the Supplier does not meet the provisions of this Annex.

For information to be hosted on Supplier's Website detailed at in Part 6A, the Supplier must maintain the information as required for the period of the SA. The Website is to provide the federal government with easy access to the information at no charge to Canada. It is expected that changes to the information could occur and it is the responsibility of the Supplier to immediately update its Website with the changes. The updates on the Website can only change the Supplier's offering although the requirements of the SA must continue to be met. No updates will modify, or have the force of modifying, all other terms of the SA.

#### **1. Standard Finishes**

Within 90 days of Supply Arrangement award, the Supplier is required to complete the Standard Finish(es) at Appendix B for the category(ies) and products being offered. This information is to be displayed on the Supplier's Website.

#### **2. Product Images**

Within 90 days of Supply Arrangement award, the Supplier is required to create and display on the Supplier's Website, images of at least the major products offered. Below is a list of the major products:

##### **Category**

##### **1 – Interconnecting Panels and Freestanding Systems**

- Panel
- Work surface
- Panel mounted overhead
- Meeting table
- Benching products
- Pedestal
- Personal Storage Towers
- Low Storage/Credenza Unit
- High Storage Unit or Hutches

##### **2 – Freestanding height adjustable Desk/Table products**

- Continuous height adjustable work surfaces - Seated range
- Continuous height adjustable work surfaces - Sit/Stand range

##### **3 – Metal Filing and Storage Cabinets**

- Lateral
- Vertical
- Storage cabinets
- Pedestal

## Personal Storage Towers

### 4 – Wood Veneer – Freestanding Products

Work Surface

Storage cabinet

Pedestal

Personal Storage Tower

Low Storage/Credenza Unit

High Storage Unit or Hutches

Meeting table

### 5 – Ancillary and Lighting Products

Keyboard and Mouse support surfaces

CPU

Monitor Arms

Lighting Products

### 6 – Support Spaces Furniture

Kitchenette furniture

Meeting room furniture

Training room furniture

Lounge chairs

Modular benching units

Banquette seating

Sofas

Side tables

Coffee tables

## **Annex B**

### **Work Spaces Product and Service Catalogue and Pricing**

#### **1. Supplier's SA Products and Services**

- a. The Supplier's products available under this SA are listed in Annex B-1 attached.
- b. For PSAB only, some products may be certified as meeting the Canadian Content Policy and are identified in the "Canadian Content" column in Annex B-1 attached.
- c. The Supplier's Product Related services available under this SA are listed in Annex B article 5.2 below.

#### **2. Supplier's Prices in the SA**

- a. The Supplier's ceiling prices for each product are listed in Annex B-1 and
  - i. exclude delivery;
  - ii. exclude installation;
  - iii. exclude additional hardware(if applicable);
  - iv. exclude Applicable Tax(es).
- b. The Supplier's ceiling hourly rates are all-inclusive for each Product Related Service listed in article 5.2 below and
  - i. exclude applicable tax(es).

#### **3. Pricing Terms for the Basis of Payment**

- a. This Section applies to the bid solicitations, the resulting bids and contracts issued pursuant to the SA.
- b. Canada is not required to purchase delivery and installation services.
- c. Canada's purchase of products, delivery, installation and product related services must be priced in accordance with the terms in the RFB.

#### **4. Supplier's Bid Pricing**

In addition to all provisions of this Annex, the following applies to the Supplier's bid prices in response to Canada's solicitations during the period of the SA.

The Supplier's bids in response to Canada's bid solicitations under the SA must not:

For ceiling prices:

- a. Contain a firm lot price that exceeds the total ceiling amount for the corresponding products/services in the SA. This requirement applies when the bid solicitation requests a firm lot price; and/or
- b. Contain firm unit prices that exceed the ceiling unit prices of the corresponding products/services in the SA. This requirement applies when the bid solicitation requests firm unit prices.

## 5. Work Spaces Product and Services Catalogue

5.1 Product - Refer to Annex B-1 attached

5.2 Product Related Services

Refer to Annex A for full definition of services.

	Types of Product Related Services	Ceiling Hourly Rate	
		During Normal Business Working hours	During Outside Normal Business hours
1	Reconfiguration Services	\$ _____	\$ _____
2.	Inventory and Assessment of Existing Furniture Services		
2.1	Identification of existing furniture and providing chart	\$ _____	\$ _____
2.2	Assessment of existing of finishes and colours and providing report	\$ _____	\$ _____
2.3	Assessment of condition of existing furniture and providing report	\$ _____	\$ _____
2.4	Assessment of existing electrical systems and providing report	\$ _____	\$ _____

Solicitation No. - N° de l'invitation  
E60PQ-140003/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pq416

Client Ref. No. - N° de réf. du client  
E60PQ-140003

File No. - N° du dossier  
pq416.E60PQ-140003

CCC No./N° CCC - FMS No./N° VME

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### **Annex B-1**

Provided as a separate attachment and titled "Annex B-1 Category – Catégorie \_\_(#)".

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Client Ref. No. - N° de réf. du client E60PQ-140003	File No. - N° du dossier pq416.E60PQ-140003	CCC No./N° CCC - FMS No./N° VME

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**Annex C – Supply Arrangement Reporting**

Provided as a separate attachment and titled "V2 Annex C – Reporting – Annexe C - Rapport

Solicitation No. - N° de l'invitation  
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pq416

Client Ref. No. - N° de réf. du client  
E60PQ-140003

File No. - N° du dossier  
pq416.E60PQ-140003

CCC No./N° CCC - FMS No./N° VME

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## **Annex D – Work Spaces Terms and Conditions Manual (WTCM)**

The SAA may modify the WTCM content at any time. The SAA will seek the Supplier's prior approval only for the modifications representing substantial changes. Revisions will be evidence through new Version numbers and will be in effect on the date of their issue by the SAA to the Supplier. The issuance will be evidenced through a formal revision to the SA or other written advisement. For written advisements, a future formal revision to the SA will formally incorporate the new Version(s).

1. Annex D WTCM – See Attached.

Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pq416

Client Ref. No. - N° de réf. du client  
E60PQ-140003

File No. - N° du dossier  
pq416.E60PQ-140003

CCC No./N° CCC - FMS No./N° VME

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### **Annex E – Bid Solicitation and Resulting Contract Template (RFB)**

The SAA may modify the RPB content at any time. The SAA will seek the Supplier's prior approval only for the modifications representing substantial changes. Revisions will be evidenced through new Version numbers and will be in effect on the date of their issue by the SAA to the Supplier. The issuance will be evidenced through a formal revision to the SA or other written advisement. For written advisements, a future formal revision to the SA will formally incorporate the new Version(s).

1. One Page RFB – see attached
2. Standard RFB – see attached

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Buyer ID - Id de l'acheteur  
pq416

Client Ref. No. - N° de réf. du client  
E60PQ-140003

File No. - N° du dossier  
pq416.E60PQ-140003

CCC No./N° CCC - FMS No./N° VME

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### **Appendix A of the RFSA – Work Coverage**

Provided as a separate attachment and titled “Appendix A of the RFSA – Work Coverage”.

Solicitation No. - N° de l'invitation  
E60PQ-140003/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pq416

Client Ref. No. - N° de réf. du client  
E60PQ-140003

File No. - N° du dossier  
pq416.E60PQ-140003

CCC No./N° CCC - FMS No./N° VME

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### **Appendix B of the SA – Deliverables**

Provided as a separate attachment and titled “Appendix B of the SA – Deliverables”.

**Annex D – Work Spaces Terms and Conditions Manual (WTCM)**

The SAA may modify the WTCM content at any time. The SAA will seek the Supplier's prior approval only for the modifications representing substantial changes. Revisions will be evidenced through new Version numbers and will be in effect on the date of their issue by the SAA to the Supplier. The issuance will be evidenced through a formal revision to the SA or other written advisement. For written advisements, a future formal revision to the SA will formally incorporate the new Version(s).

**Work Spaces Terms and Conditions Manual (WTCM)  
for Individual Bid Solicitations and Resulting Contracts**

Reference: Supply Arrangement for Furniture for Workspaces issued by Public Works and Government Services Canada (PWGSC) under the series number E60PQ-140003, PARTS 6B and 6C.

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    4. Standard Instructions, Clauses and Conditions
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    13. Access to Facilities and Equipment



14. Insurance
15. Site Regulations
16. Defence Contract
17. Shipping Instructions

## 1. Reference: Part 6B, of the SA

### A. RFB (Bid Solicitation and Resulting Contract) Templates

There are two templates: One Page RFB and Standard RFB.

One Page RFB accommodates few variables for goods, quantities, locations and schedules.

Standard RFB accommodates more variables for goods, quantities, locations and schedules.

### B. First Page of the RFB Standard Template (applies to Standard RFB only)

The RFB First Page contains general information about the requirement.

### C. Subsequent pages of the RFB Templates

The clauses below, and those in Section 1 of the RFB, apply to and form part of the solicitation.

#### 1. PSAB or GENERAL

**Scenario A** -Set-aside under the Federal Government's Procurement Strategy for Aboriginal Business (PSAB).

Clauses a, b and c apply only to PSAB procurements. In addition, clauses b and c apply only as listed below.

- a. "This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business."
- b. EMV of \$28,900.00 or more: "This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses."
- c. EMV of \$25,000.00 or more: "Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement."

#### **Scenario B** – GENERAL

Except for procurements conducted under subarticle c, above, the requirement is subject to the provisions of the following Trade Agreement(s) for requirements with the EMVs set out below.

- d. EMV of \$25,000.00 or more: the "Agreement on Internal Trade (AIT)."

- e. EMV of \$28,900.00 or more: the "Agreement on Internal Trade (AIT)" and the "North American Free Trade Agreement (NAFTA)" and the Canada-Columbia Free Trade Agreement, the Canada-Chili Free Trade Agreement, and the Canada-Peru Free Trade Agreement.
- f. EMV of \$221,400.00 or more: the "Agreement on Internal Trade (AIT)" and the "North American Free Trade Agreement (NAFTA)" and the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Canada-Columbia Free Trade Agreement, the Canada-Chili Free Trade Agreement, and the Canada-Peru Free Trade Agreement.

#### National Security Exception

If Canada has invoked a National Security Exception provided for in the Trade Agreements, this procurement is excluded from all of the obligations of all the trade agreements.

### 2. Security Requirement

Scenario A - Unless otherwise indicated in the RFB, there is no security requirement.

Scenario B - For security requirements indicated in the RFB, except for the requirements that can be met by Canada escorting the Contractor, the Supplier must possess the security requirements at the time listed in the RFB.

### 3. Debriefings

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

### 4. Standard Instructions, Clauses and Conditions

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

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

### 5. Standard Instructions

Scenario A - The following clause applies to Competitive Requirements.

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

Scenario B - The following clause applies to Non-Competitive Requirements.

- b. The 2004 (2015-07-03) Standard Instructions – Goods or Services – Non-Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- c. The following clauses apply to both 2003 and 2004 (above):

- i. Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions incorporated by reference above is deleted in its entirety and replaced with the following:
- ii. List of Names
  - 1. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
  - 2. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.
- b. Enquiries – Bid Solicitation

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

## 6. Bid Preparation Instructions

Scenario A - For requirements to be sent to a physical location:

Unless otherwise stated in the RFB, Canada requests that bidders provide one hard copy of their bid.

If the RFB requests a soft copy in addition to the hard copy and there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy has priority over the wording of the soft copy. Bidders must submit one soft copy on CD or DVD that must be readable by the IU.

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

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

Scenario B - For requirements to be sent by e-mail:

Bidders must submit one soft copy by email that must be readable by the IU.

## 7. Financial Bid

Bidders must submit their financial bid in accordance with Annex A of the RFB and article "Mandatory Evaluation Criteria" below.

## 8. Certifications

Clauses a and b apply to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

### a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

### b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

### c. Integrity Provisions - Additional Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

## 9. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the RFB including the mandatory evaluation criteria.

Unless otherwise indicated in the RFB, an evaluation team composed of representatives of Canada will evaluate the bids.

**Canadian Content:** The provisions below apply to RFBs issued for procurements for which AB/P is the Contracting Authority for requirements with an EMV of \$25,000.00 or more that are set-aside under PSAB.

### a. Canada will evaluate the bids in accordance with the scenario selected in the RFB.

#### i. Scenario 1: No Canadian Content requirement.

Products proposed that are denoted as Canadian Content in the Supplier's SA for Workspaces will not be given evaluation preference over products without this Canadian Content designation.

- ii. Scenario 2: Products proposed should be those denoted in the Supplier's SA for Workspaces as Canadian Content. The evaluation team will determine first if there are two or more bids that propose products denoted as Canadian Content in each of the Bidders' SA for Workspaces. In that event, the evaluation will be limited to these bids; otherwise, all bids will be evaluated. If some of the bids with Canadian Content products are declared non-responsive, or are withdrawn, and less than two responsive bids with Canadian Content products remain, the evaluation will continue among those bids with Canadian Content products. If all bids with Canadian Content products are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### 10. Mandatory Evaluation Criteria

- a. The bid must be completed in full in accordance with the instructions of the WTCM and the RFB.
- b. The Bidder must bid the firm pricing at Annex A in the RFB template.
- c. The Bidder must bid only the products listed in its SA that conform to the requirement listed in Annex A of the RFB.
- d. Bid prices for the products must not exceed the ceiling unit prices/rates listed in the Bidder's SA.
- e. For PSAB procurements, the bid must comply with the Canadian Content provision stipulated in article 10 and applied in the RFB.
- f. The total amount of Applicable Taxes must be shown separately.
- g. If delivery is requested, prices must be DDP Incoterms®2010. If delivery is not requested, prices must be FCA Incoterms® 2010.
- h. Prices must be in Canadian funds.
- i. The bid must not request exchange rate fluctuation risk mitigation.

#### 11. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.

If delivery is part of the requirement, the price of the bid will be evaluated on a DDP Incoterms®2010 basis.

If delivery is not part of the requirement, prices will be evaluated on a FCA Incoterms®2010 basis.

#### 12. Basis of Selection

Scenario A – For Competitive Requirements

To be declared responsive, a bid must

- a. comply with the requirements in
  - i. the WTCM;
  - ii. the RFB; and
- b. meet all mandatory evaluation criteria.

The responsive bid with the lowest evaluated bid price will be recommended for award of a contract.

Scenario B – For Non-Competitive Requirements

To be declared responsive, a bid must

- a. comply with the requirements in
  - i. the WTCM; and
  - ii. the RFB.
- b. meet all mandatory evaluation criteria.

The responsive bid with the pricing acceptable by the IU will be recommended for award of a contract.

## 2. Reference: Part 6C of the SA

### A. Resulting Contract Template

IUs will use the RFB template listed above at 1.A. "RFB (Bid Solicitation and Resulting Contract) Template".

### B. Contract First Page (**applies to Standard RFB only**)

The Contract First Page is to be completed and used as page one with the awarded contract.

The first page of the resulting contract contains the following, as a minimum:

- a. File No.;
- b. Date of Contract;
- c. Contract number or Amendment number (if applicable);
- d. Financial code;
- e. Total Estimated Cost; and
- f. Signature.

### C. Subsequent pages the Resulting Contract Templates

The clauses below, and those in Section 2 of the RFB - Resulting Contract Clauses, apply to and form part of the Contract.

#### 1. Requirement

- a. The Contractor must perform the Work listed in Annex A of the Contract.

#### 2. Security Requirement

- a. If Section 2 of the Contract contains Security Requirements, the Contractor must meet the requirements.

#### 3. Standard Clauses and Conditions

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

#### 4. General Conditions



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

a. Section 09 - Warranty, is amended as follows:

a. At Sub-section 1.

- a. Deleted: "The warranty period will be twelve months."
- b. Inserted: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years.""

b. At Sub-section 2.

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

All other provisions of the warranty section remain in effect.

b. Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

5. Term of Contract

Performance of the Work

All the Work listed in Annex A of the Contract must be received in accordance with the schedule detailed in the same Annex.

6. Optional Quantities

The clause below applies when the RFB included optional quantities of goods and/or services and they are included in Section 2, Annex A of the Contract.

- a. The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in the Contract under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- b. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 7. Payment

### a. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit/lot/rate prices specified in Annex A of the Contract for the total cost specified at "Contract Price". Applicable Tax(es) are extra.

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

### c. Method of Payment

#### Scenario A - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

#### Scenario B - Multiple Payment

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

c. Payment of Invoices by Credit Card

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment.

d. 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:

- i. Unless otherwise stated in the "Invoicing Instructions" of the Contract, the original and one (1) copy must be forwarded to the Contracting Authority, listed in the Contract under the section titled "Authorities", for certification and payment.

e. Discretionary Audit – Commercial Goods and/or Services

The clauses below apply when the Contractor's bid includes a Price Certification.

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

8. Certifications

Compliance

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

to terminate the Contract for default.

9. Federal Contractors Program for Employment Equity - Default by the Contractor

The following clause applies for Contracts with an Estimated Total Contract Amount of \$1,000,000.00 or more.

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

As set out in the article "Applicable Laws" in Part 6A of the SA.

11. Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions 2010A (2015-07-03) "General Conditions - Goods (Medium Complexity)";
- c. Annex A, Requirement and Basis of Payment;
- d. Annex B, Security Requirements and Security Requirements Check List (*if applicable*); and
- e. the Contractor's bid as dated in the bid and as may have been clarified or amended on the dates in the clarifications and amendments.

12. Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

13. Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada

and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

#### 14. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### 15. Site Regulations

- a. The clause below applies when the Contract is issued by or on behalf of all departments, agencies and Crown corporations who are authorized IUs, except the Canadian Forces of the Department of National Defence.

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

- b. The clause below applies when the Contract is issued by or on behalf of the Canadian Forces of the Department of National Defence

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

#### 16. Defence Contract

The following clauses apply if Section 2 of the Contract indicates that the Contract is a Defence Contract as defined in the Defence Production Act.

- a. The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.
- b. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

#### 17. Shipping Instructions

Scenario A – If delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms®2010 rules, Applicable Taxes extra.

In addition to the above, the contractor is to unload and move the goods to the delivery location(s) specified in the contract.

Scenario B – If delivery is not required: Goods must be delivered FCA (seller's premises) Incoterms® 2010 rules, Applicable Taxes extra.



Contract No. : \_\_\_\_\_

Date: \_\_\_\_\_ Gov't org: \_\_\_\_\_

This Contract confirms the verbal/written solicitation  
conducted on (date-YY/MM/DD):\_\_\_\_\_ between the **Identified User (IU)**  
listed below and the **Contractor's representative**.

Financial Code(s): \_\_\_\_\_

Contractor's Supply Arrangement No. :  
E60PQ-140003/\_\_\_\_\_/PQ

Amend No. : \_\_\_\_\_

Increase/Decrease \_\_\_\_\_ Previous Amt \_\_\_\_\_

The **SUPPLIER** hereby accepts this Contract. (Return signed copy forthwith.)  
Name and title of person authorized to sign on behalf of supplier.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**To the Contractor:** This contract is an abbreviated version of the Request for  
Bid (RFB), including the resulting Contract that forms part of your supply  
arrangement (SA) with PWGSC under the series no. E60PQ-140003/PQ. The  
terms and conditions of your SA apply to and form part of this Contract.The Contractor must perform the Work listed in the Requirement & Basis of  
Payment (Annex A) herein as table 1 below.**Terms and Conditions of Contract (Derived from Section 2 of the RFB)****Invoices**Further to the Invoicing terms of the WTCM of the Supply  
Arrangement, the Contractor will deliver the original and one  
copy of the invoice to the following address for certification  
and payment. (Checked box applies, if completed.)☐ Name of the organization, contact and address :

OR

☐ The address shown in the Delivery location.**Security - This contract includes security provisions if one of the boxes below are  
checked:**The applicable security requirement(s) is(are) set out in the Security Requirement Check List  
attached as Annex B of this Contract. (IU to attach the applicable SRCL as Annex B to this  
template). The Contractor must fulfill the security requirements by meeting the terms in the  
checked box below:☐ Contractor may be escorted; possession of security clearance not required.Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where  
PROTECTED or CLASSIFIED information or assets are kept, without an escort provided  
by the department or agency for which the work is being performed.☐ Possession of security clearance(s) is required.The Contractor must meet the security clearance requirements contained in the clause in  
Annex B herein.**Defence Contract**

This provision applies if the box below is checked.

☐ The Contract is a defence contract within the meaning of the Defence  
Production Act, R.S.C. 1985, c. D-1: <http://laws-lois.justice.gc.ca/eng/acts/d-1/>**Standard Finishes (applicable if not already established during telephone  
quote):**Within two business days of the award of Contract, the Contractor must deliver, to the  
Contracting Authority, information describing all of the finish names and colours available for  
each product.

No additional charge will be applied to Canada.

**Table 1: Requirement & Basis of Payment (Derived from Section 2, Annex A of the RFB)**

#	Item Description		QTY	Firm Unit Price			Extended Total (\$)
				Product (\$)	Delivery (\$)	Installation (\$)	
1	1	GoCUID					
	2	Description of Product					
	3	Supplier Part Number (Supplier to complete if not already completed during telephone quote)					
2	1	GoCUID					
	2	Description of Product					
	3	Supplier Part Number (Supplier to complete if not already completed during telephone quote)					

Extended Total – all goods and services required (\$):

Applicable Tax(es): Specify GST/PST/HST &amp; Amounts (as applicable) (\$):

Total Contract Amount (\$):

Delivery Location (if applicable):	Date:	Time:	Canada's Facilities to Accommodate the Delivery (if applicable) Dock: [For non-standard size, if applicable] Lift: [Exists or does not exist] [weight capacity, e.g. ½ ton maximum] [Size – W x D] Door: [Size - H x W] Freight Elevator: [Location]
Installation Location (if applicable):	Date:	Time:	

For further information, contact the person:

Identified User (IU) / Contracting Authority  
(CA):

Project Authority:

Approved for the Minister.

Signature (Mandatory)

Name

Name

Name

Telephone

Telephone

Date

SOLICITATION AND RESULTING CONTRACT (RFB)

SUPPLY ARRANGEMENT FOR WORK SPACES

(E60PQ-140003/xxx/PQ)

VERSION 3

RFB First Page

Project Title:		
RFB Date:	RFB No.	Amendment No.
RFB Closing Date [Y/M/D]:		RFB Closing Time:
Return bids to:  <input type="checkbox"/> Physical Location  _____One soft copy of the bid, in addition to the hard copy. (This is required only if it is checked.)  or  <input type="checkbox"/> e-mail address. (one soft copy of bid)	[full address and/or complete e-mail address]	



# SOLICITATION AND RESULTING CONTRACT (RFB)

## SUPPLY ARRANGEMENT FOR WORK SPACES

(E60PQ-140003/xxx/PQ)

VERSION 3

### TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

### **SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**

#### **Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? If yes, the IU must complete and submit the Manufacturer Product Specific form to the Workspaces Supply Arrangement Authority for approval. If form approved, keep copy on file and proceed with the step 2.

**Step 2.** ☐ **Competitive** or ☐ **Non-Competitive** *(Identified User (IU) to check the applicable box)*

#### **For Competitive Requirements:**

**The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:**

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

#### **For Non-Competitive Requirements:**

**The Bidder must provide the following information WITH the bid:**

- The information requested by Canada in Annex A herein.
- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

**Step 3.** ☐ **General** or ☐ **PSAB** *(Identified User (IU) to check the applicable box)*

#### **For PSAB procurement:**

#### **Canadian Content**

*(The following only applies only to procurements for which Acquisitions Branch (AB) or Acquisitions Program (P) of Public Works and Government Services Canada is the Contracting Authority.)*

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation. *(Refer to WTCM for further information)*

# SOLICITATION AND RESULTING CONTRACT (RFB)

## SUPPLY ARRANGEMENT FOR WORK SPACES

(E60PQ-140003/xxx/PQ)

### VERSION 3

#### Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

#### The Bidder must provide the following information **WITH** the bid:

- The information requested by Canada in Annex A herein.

*(IUs will include the Security Requirement article below if Section 2, article 2.1.b. herein applies. IUs may modify the provisions of the sub-articles to correspond to their specific needs. Select 3.a. when the bidder must possess the security clearance at bid closing; select 3.b. when the bidder must possess the security clearance by contract award.)*

#### The Bidder must also provide the information at article 4. below at the time indicated in article 3.

#### Security Requirement

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
  - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
  - a. ☐ by the closing date of the bid;
  - b. ☐ before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid VOS clearance number issued by CISD;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

#### Bid Evaluation

This article is completed if non-Government of Canada personnel will evaluate bids.

An evaluation team composed of representatives of Canada and \_\_\_\_\_ (name of firm or consultant) will evaluate the bids.

# SOLICITATION AND RESULTING CONTRACT (RFB)

## SUPPLY ARRANGEMENT FOR WORK SPACES

(E60PQ-140003/xxx/PQ)

VERSION 3

<b>RFB Issued to:</b> [This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]	
Supplier Name and Address: (City, Province)	[use address from Supplier’s SA] [SA number starts with E60PQ-140003/.../PQ]
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
- Facsimile Number:	
<b>RFB Issued by:</b>	
Identified User’s (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority until two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	_____ business days

# SOLICITATION AND RESULTING CONTRACT (RFB)

## SUPPLY ARRANGEMENT FOR WORK SPACES (E60PQ-140003/xxx/PQ)

VERSION 3

### SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
	a.	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b.	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausings in Annex B herein.
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.2	<b>Project Authority [To be left blank for RFB. IU to complete only when awarding contract]</b>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
<b>5.</b>	<b>Payment</b>	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing (optional)</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact:	

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	Address:	
7.	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <u>Defence Production Act</u> , R.S.C. 1985, c. D-1.

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#### ANNEX A REQUIREMENT and BASIS OF PAYMENT

##### 1. Category Selection

The requirement includes the following category(ies) of work (*check applicable box(es)*):

☐ Category 1 – Interconnecting Panels and Freestanding Systems

Does the requirement include metal storage products?	<u>If yes:</u> Does the metal storage product represent less than 20% of the value of the requirement?	<u>If yes:</u> Proceed using Category 1
		<u>If no:</u> Select Category 3 for this requirement. Metal storage products can only be purchased in Category 1 when they are part of a new workstation requirement.
	<u>If No:</u> Proceed using Category 1	

☐ Category 2 – Freestanding Height Adjustable Desk / Table Products

☐ Category 3 – Metal Filing and Storage Cabinets

☐ Category 4 – Wood Veneer – Freestanding Products

☐ Category 5 – Ancillary and Lighting Products

☐ Category 6 – Support Space furniture

☐ Product Related Services (*cannot be combined with Category 1-6 requirements for Tier 2 and 3*)

##### 2. Floor Plans

2.1 For Product Related Services requirements (*(IU to skip article 2 and complete Section A of Table 7 at article 3 of this Annex)*)

##### 2.2 For Categories 1-6:

☐ Does not include a floor plan

*(IU to skip article 2 and complete section A of Tables 1-3; Section A of Tables 4-6 if optional quantities are required; and Table 8 in its entirety at article 3 of this Annex.*

☐ Includes floor plan(s) WITHOUT identification of GocUIDs in article 3 of this Annex.

*(IU to attach plan(s) to Annex C of this RFB and complete Section A of Tables 2-3, Section A of tables 5 -6 if optional quantities are required, and Table 8 in its entirety at article 3 of this Annex.*

*As a minimum, the IU must identify the following information on their approved floor plan provided as part of this RFB:*

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- a) *All furniture (including sizes and dimensions);*
- b) *Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;*
- c) *Workstations and room numbers;*
- d) *Indications of powered and non-powered screens/panels;*
- e) *Indications of power poles locations;*
- f) *Electrical outlets;*
- g) *Telecommunications/data symbols;*
- h) *Lighting components requirements; and*
- i) *List of acceptable deviations from the original floor plans (if any).*

Refer to Annex A article 3.2 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: \_\_\_\_\_ (to be completed by IU at contract award)

☐ Includes floor plan(s) WITH identification of GocUIDs in article 3 of this Annex.  
(IU to attach plan(s) to Annex C of this RFB and complete Section A of Tables 1-3; Section A of Tables 4-6 if optional quantities are required; and Table 8 in its entirety at article 3 of this Annex.

As a minimum, the IU must identify the following information on their approved floor plan provided as part of this RFB:

- a) *All furniture (including sizes and dimensions);*
- b) *Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;*
- c) *Workstations and room numbers;*
- d) *Indications of powered and non-powered screens/panels;*
- e) *Indications of power poles locations;*
- f) *Electrical outlets;*
- g) *Telecommunications/data symbols;*
- h) *Lighting components requirement.*

If there is a discrepancy between the floor plans and the pricing tables at article 3, the pricing tables will take precedence.

Refer to Annex A article 3.2 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: \_\_\_\_\_ (to be completed by IU at contract award)

### 3. Product and Pricing Tables

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

(IU to insert either "firm unit" or "firm lot" or "firm price" or "firm hourly rate" in Section B of each of Tables 1-7 and make other corresponding adjustments.)

**Product Category:** \_\_\_\_\_ (Add Product Category #, Tables 1-10 (except 7) to be repeated for additional product categories)

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**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm _____ Price** \$	Extended Total [Qty x Price] \$
1						
2						
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.				Product Total		\$

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm _____ Price \$	Extended Total (Qty x Firm Unit Price) \$
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y) (M) (D) (T) (M) (D) (T)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$



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**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm _____ Price \$	Extended Total (Qty x Firm Unit Price) \$
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y)		
				(M)		
				(D)		
				(T)		
				(M)		
				(D)		
				(T)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.			Installation Total: \$			

**Table 4 – Optional Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Manufacturer Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1						
2						
**Must not exceed ceiling unit price in SA. Add more rows if necessary.				Product Total:		\$

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**Table 5 – Optional Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm _____ Price \$	Extended Total (Qty x Firm Unit Price) \$
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y)		
				(M)		
				(D)		
				(T)		
				(M)		
				(D)		
				(T)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.			Delivery Total: \$			

**Table 6 – Optional Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y)		
				(M)		
				(D)		
				(T)		
				(M)		
				(D)		

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				(D)		
				(T)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

**Table 7 – Product Related Services**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Service Required <i>(check applicable box)</i>	Service	Description of Service (refer to Annex A for full definition of services)	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
___	Reconfiguration Services	Rearrange existing components			
___	Inventory and Assessment of existing furniture	___Identification of manufacturer and series ___Identification of type, finishes and colours, counts and sizes ___Assessment of condition of existing furniture ___Assessment of condition of existing electrical systems ___Provide drawing of the existing furniture layout			
Desired completion date for services: _____ Can this date be met? ___yes, if not please provide best completion date: _____  Add more lines as necessary if there is more than one desired date.				Product Related Services Total:	\$

**Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>

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2.1	Loading Dock/Location	
A	Location	[address]
B	Dock	[For non-standard size, if applicable]
C	Lift	[Exists or does not exist] [weight capacity, e.g. ½ ton maximum] [Size – W x D]
D	Door	[Size - H x W]
2.2	Freight Elevator	[Location]
2.3	Other (specify, if any)	
<b>Continuance of Certifications</b>		
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):</b>	\$
10	Applicable Tax(es):	\$
11	<b>Total Estimated Cost (9+10):</b>	\$

**Table 10 – Bidder's Authorized Representative**

Table 6 – Bidder's Authorized Representative		
1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**\*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".**

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**ANNEX B**  
**SECURITY REQUIREMENTS**

*Instructions to IU:*

*Add this Annex B IF there are security requirements. The content of Annex B will be:*

- *Only the Security Requirement Check List if Section 2 of the contract, article 2.1 a is selected. Use clause A below.*
- *The SRCL and the contract clauses from PWGSC-CISD if Section 2 of the contract, article 2.1.b is selected. Use clause B below.*

A. The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.

*IU to attach the SRCL*

B. The security requirements set out in the attached Security Requirements Check List (SRCL) and in the terms below apply to and form part of the Contract.

*IU to insert the contract clauses provided by CISD and attach the SRCL.*

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**ANNEX C**  
**FLOOR PLANS(s)**

*Instructions to IU:*

*Add this Annex C if the requirement includes a Floor Plan(s). The content of Annex C will be:*

- *Floor Plan(s) in PDF or AutoCAD version*

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### VERSION 3

*I/U to use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.*

#### Contract First Page

#### CONTRACT – CONTRAT

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Project Title:		
Date of Contract:	Contract No.	Amendment No. (if applicable)
Financial Codes		
Total Estimated Cost	\$	
For the Minister (signature)		

Appendix A of the RFSA

Work Coverage

National Coverage

The following applies to PSAB Suppliers offering national coverage and to all General Suppliers.

The Supplier must provide the information required in column B, column C and column D or each of the six regional tables by completing the table below with the information about the Supplier and/or the authorized dealer(s) who will meet the requirements detailed and defined in Part 6A. This information can be used to satisfy the Supplier's Work Coverage provision in Part 6A of the SA.

Region: Pacific			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:
Region: Western			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:



Region: Ontario			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:
Region: National Capital Region			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:
Region: Quebec			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:
Region: Atlantic			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:

Add blocks of same requested information for as many dealers as you are offering.

### Regional Coverage

The following applies to PSAB Suppliers who are offering Regional Coverage only.

The Supplier must provide the information required in column B, column C and column D for the regions offered by completing the table below with the information about the Supplier and/or the authorized dealer(s) who will meet the requirements detailed and defined in Part 6A. This information will be used to satisfy the Supplier's Work Coverage provision in Part 6A of the SA.

Region: Pacific			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:
Region: Western			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:
Region: Ontario			
Business performing the Work:		Business Location	Contact Information for General Enquiries
A	B	C	D
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:

Region: National Capital Region				
Business performing the Work:		Business Location		Contact Information for General Enquiries
A	B	C	D	
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:	
Region: Quebec				
Business performing the Work:		Business Location		Contact Information for General Enquiries
A	B	C	D	
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:	
Region: Atlantic				
Business performing the Work:		Business Location		Contact Information for General Enquiries
A	B	C	D	
Supplier or Authorized Dealer(s) (if applicable)	Name:	Address:	Name: Tel#: E-mail:	
Add blocks of same requested information for as many dealers as you are offering.				

Appendix B of the SA - Deliverables

1. Standard Finishes

Suppliers are required to describe their standard finishes, fabric and edge detail pertaining to the products for each Product Category offered. Standard finishes must be included with the products at no extra cost to Canada. This information can be used to satisfy the Standard Finishes provision Annex A-3 of the SA.

Product Category 1	Standard Offering:		
Finishes for panels and upholstery fabrics, work surface finishes, edge profile details for panel and freestanding work surfaces, panel trims, finishes for vertical supports.	Panels Fabric	Panels Wood Veneer	Panel Plastic
	Panels Metal	Work Surfaces	Panel Trim

[illegible]

<div>Product Category 4</div> <div>Finishes for upholstery fabrics, work surfaces, edge profile detail for work surfaces and meeting tables, vertical supports, finishes for storage components.</div>	<div>Standard Offering:</div> <div><div>Work Surfaces</div><div>Storage Products</div><div>Meeting Tables</div><div>Upholstery Fabric</div><div>Other</div></div> <div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div></div></div>
<div>Product Category 5</div> <div>Finishes for ancillary and lighting products</div>	<div>Standard Offering:</div> <div><div>Key boards</div><div>Monitor Arms</div><div>CPU Support</div><div>Lighting</div><div>Other</div></div> <div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div></div></div>
<div>Product Category 6</div> <div>Support Space Furniture</div>	<div>Standard Offering:</div> <div><div>Tables</div><div>Collaborative Seating</div><div>Meeting Room Furniture</div><div>Screens</div></div> <div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div>

Add lines as necessary to any of the Categories above