



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

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

Title - Sujet Computer work benches	
Solicitation No. - N° de l'invitation B8114-170080/A	Date 2016-09-22
Client Reference No. - N° de référence du client B8114-170080	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-968-71586	
File No. - N° de dossier pq968.B8114-170080	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-04	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dale, Evonne	Buyer Id - Id de l'acheteur pq968
Telephone No. - N° de téléphone (613) 853-6646 ()	FAX No. - N° de FAX (819) 956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the requirement.

1.2 Requirement

Public Services and Procurement Canada, on behalf of Immigration, Refugees and Citizenship Canada, has a requirement for 20 computer workbenches to be delivered and installed in the National Capital Region.

1.3 Debriefings

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

1.4 Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid 2 soft copies on CD, DVD or USB.

Section II: Financial Bid 2 soft copies on CD, DVD or USB.

Section III: Certifications 1 soft copy on CD, DVD or USB.

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

-
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

Delivery and Loading Dock Conditions:

- Contractor will have access to a freight elevator;
- Loading dock can accommodate 5-tone sized trucks;
- Loading dock cannot accommodate 53' trailers.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the *Employment and Social Development Canada (ESDC) - Labour's website* (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A".

Bidder's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed at Annex "B" – Basis of Payment which are in accordance with the specifications at Annex A – Requirement.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 entitled Warranty of general conditions 2010A is amended as follows:

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

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

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

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

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Delivery Date and Time

The completion of all Work is required within five (5) weeks of Contract award.

Delivery will take place Monday to Friday outside of normal business hours between 5:00pm to 7:00pm.

Contract must contact (To be inserted after Contract Award) a minimum of 72 hours before delivery to schedule the delivery.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery points:

- 1) Quantity: 5
2nd Floor
70 Cremazie St.
Gatineau, QC
- 2) Quantity: 3
19th Floor
300 Slater St.
Ottawa, ON
- 3) Quantity: 4
20th Floor
300 Slater St.

Ottawa, ON

4) Quantity: 8
B2 Floor
365 Laurier St.
Ottawa, ON

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Evonne Dale
Supply Specialist
Public Services and Procurement Canada
Furniture & Office Supplies Division
11 Laurier St, Gatineau, QC

Telephone: 613-853-6646
E-mail address: Evonne.dale@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: (To be inserted after Contract Award)

Title: _____

Organization: _____

Address: _____

Telephone: ____ _

Facsimile: ____ _

E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Limitation of Price

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

6.6.3 Single Payment

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

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Odette Power / Catherine Thompson
365 Laurier St.
Ottawa, ON
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, 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.

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

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

6.9 Applicable Laws

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

6.10 Priority of Documents

If there is a discrepancy between the wording of any 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 (2016-04-04), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ (To be inserted after Contract Award).

6.11 SACC Manual Clauses

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

6.12 Installation Services

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

1. Receive, unload, store and transport all products/pieces 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 manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

6.13 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;

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7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
 8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
 9. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A"

REQUIREMENT

1.0 SCOPE

- 1.0 This requirement applies to computer workbenches with the purpose of holding 10 CPU and 10 monitors each. Herein are the minimum required features and components to be accepted.

2.0 APPLICABLE PUBLICATIONS

The following publications are applicable:

- 2.1 CANADIAN STANDARD ASSOCIATION (CSA)
Canadian Electrical Code Part I - CSA C22.1
- 2.2 AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) BUSINESS AND INTERNATIONAL
FURNITURE MANUFACTURE ASSOCIATION (BIFMA)
ANSI/BIFMA X5.5-1998 DESK PRODUCT
ANSI/BIFMA X5.9-2004 STORAGE UNIT
- 2.3 AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)
ANSI/NEMA LD-3, CGSB testing of coating, surface finishes, adhesive.
D523 - Test Method for Specula Gloss
D3359 - Standard Test Method for Measuring Adhesion by Tape Test
D3363 - Standard Test Method for File Hardness by Pencil Test
D4060 - 01 Standard Test Method for Abrasion Resistance of Organic Coating by the Taber
Abraser.
- 2.4 Reference to the above publications, or test methods herein, is to the latest issue or unless noted.

3.0 TERMINOLOGY

- 3.1 Computer Workbenches: a stand-alone workstation structure which must be made up of metal upright supports with mounting system that supports a work surface, two open shelves and provides electrical and wire management capability.
- 3.2 Uprights: Metal supports for shelving and work surfaces and can also be used to house electrical wiring.

4.0 GENERAL REQUIREMENTS

- 4.1 Quality of Workmanship- The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect the appearance, serviceability, or safety.
- 4.2 When assembled there must be no visible unfinished edges or surfaces, other than stainless steel.
- 4.3 Metal edges, corners and parts with which the user is intended to come in contact, must have rounded corners or be covered with protective caps.

-
- 4.4 All welds must be structurally sound and free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matters or any other inclusions that may be determined to the application of the primer or final finish.
 - 4.5 Safety- Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
 - 4.6 Finish, Laminate Horizontal Work Surfaces - must meet the requirements specified in section 11.2.
 - 4.7 Finish, Painted Non-Wood Surfaces - must meet the requirements specified in section 11.3.
 - 4.8 Tolerances - Unless otherwise specified, the tolerance for all dimensions must be ± 25.4 mm (± 1 in.).

5.0 DETAIL REQUIREMENTS

5.1 Uprights

- 5.1.1 Uprights must be in congruent with the system's work surfaces and storage sizes in width and depth and supported components in order to permit integral furniture configurations.

5.2 Work Surfaces

- 5.2.1 Work surfaces must be available in a depth of at least 762mm (30 in.) and widths from at least 1778mm (70 in) to 1829mm (72 in).
- 5.2.2 The overall height of the work surface must be between 711mm (28 in.) to 762mm (30 in.) above finished floor.
- 5.2.3 Work surfaces must be completely upright supported with fix brackets.
- 5.2.4 Deflection - The work surface must not deflect.
- 5.2.5 Supports - All supports must be fixed. The supports must have the load bearing capacity to support fully loaded hanging storage units.
- 5.2.6 Computer workbench surfaces must be finished in high pressure laminate.
- 5.2.7 All work surface edges, which are designed for a user to rest the forearm or wrist must have a minimum 3mm (1/8 in.) thickness to accommodate a 3mm (1/8 in.) Radius.

5.3 Open Shelves

- 5.3.1 Two open shelves are required per computer workbench. The top open shelf must be between 1778mm (70 in) to 1829mm (72 in) high above finished floor. There must be 305mm (12 in) to 381mm (15 in) of space between the two open shelves.
- 5.3.2 The open shelves must be available in sizes that are compatible with the system's work surfaces and uprights.
- 5.3.3 Attachment - The open shelves must be permanently secured to the sides of the uprights.
- 5.3.4 The depth of the open shelves must be between 305mm (12 in.) to 381mm (15 in.).

5.4 Casters

5.4.1 The work bench must be provided with a minimum of four (4) casters.

6.0 FINISH REQUIREMENTS

6.1 Horizontal Work Surfaces – Laminated

- 6.1.1 Abrasion Resistance - The loss of finish must not exceed 0.020g per 500 cycles a CS-10 wheel, with a 1000 g load when tested in accordance with ASTM D 4060-01.
- 6.1.2 Colour Stability - The finish, after exposure, when tested in accordance with ANSI/NEMA LD 3-2005, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC EP 1.

6.2 Other Surfaces - Painted, Non-Wood

- 6.2.1 Gloss - The 60 degree specular gloss of work surfaces must not be more than 45 units when tested in accordance with ASTM D 523.
- 6.2.2 Abrasion Resistance - The loss of finish must not exceed 0.020g per 500 cycles a CS-10 wheel, with a 1000 g load when tested in accordance with ASTM D 4060-01.
- 6.2.3 Finish Hardness - The finish must meet the requirements of ASTM D3363, hardness H.

7.0 ENVIRONMENTAL REQUIREMENTS

- 7.1 Adhesives used in the manufacture of LAN Rack Furniture and supported components must be free Hazardous Air Pollutants (HAP's).
- 7.2 Metal components must be finished using low VOC content or nontoxic surface coatings.
- 7.3 Steel used in the manufacture of interconnecting panel systems and supported component must contain a minimum of 25% recycled material.
- 7.4 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 substrates must be fully encapsulated on all six sides.
- 7.5 Holes drilled into the composite wood product components at the factory must be supplied with plugs that can be removed when the holes are required for the assembly of the workstation components. Holes do not need to be plugged if the product does not emit formaldehyde resulting in an indoor air concentration of more than 0.5 mg/m³.

8.0 TEST REQUIREMENTS

- 8.1 Testing for Horizontal Surface deflection - Load the surface in accordance with BIFMA X5.5 functional distributed load. Measure the vertical height of the surface. Average the height of the end points and subtract the height of the center. The resultant dimension is the deflection.
- 8.2 An independent testing laboratory and a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

ANNEX "B"

BASIS OF PAYMENT

Item	Description	Firm Lot Price
1	Quantity of 20 computer workbenches	\$
2	Delivery/Transportation Total (This price includes all costs associated with the transportation of all goods to the delivery locations as identified in this contract).	\$
3	Installation Total (This price includes all costs associated with the installation of all goods to the delivery locations as identified in this contract).	\$
4	Total Price for Evaluation (Sum of items 1, 2, and 3):	\$
5	Applicable Taxes	\$

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)