



**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 a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**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> New Workstations Phase 2	
<b>Solicitation No. - N° de l'invitation</b> EP837-171633/A	<b>Date</b> 2016-12-14
<b>Client Reference No. - N° de référence du client</b> 20171633	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PQ-982-72081
<b>File No. - N° de dossier</b> pq982.EP837-171633	<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 2017-01-25</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dale, Evonne	<b>Buyer Id - Id de l'acheteur</b> pq982
<b>Telephone No. - N° de téléphone</b> (819) - ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA RPT 8 - LAB 2.2 3500 CARLING AVE OTTAWA Ontario K2H8E9 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend 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/ 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**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

Public Works and Government Services Canada (PWGSC), on behalf of the Department of National Defense (DND), has a requirement to establish a regional individual standing offer (RISO) for the supply, delivery and installation of commercial furniture systems, including complete workstations, to Ottawa, On. on an "as and when requested" basis.

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

It is expected that 3,000 to 6,000 workstations may be purchased against the resulting standing offer. This estimate does not represent a guarantee of any future requirements.

(i) as per the Integrity Provisions under section 01 of Standard Instructions 2006 offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

Solicitation No. - N° de l'invitation  
EP837-171633  
Client Ref. No. - N° de réf. du client  
20171633

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
PQ982  
CCC No./N° CCC - FMS No./N° VME

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(ii) 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), and the Agreement on Internal Trade (AIT).

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

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

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

### 2.3 Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary"

will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## 2.4 Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies and 2 soft copies in CD/DVD or USB format)

Section II: Financial Offer (1 hard copy and 1 soft copy in CD/DVD or USB format)

Section III: Certifications (2 hard copies)

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

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

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

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

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

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

### Section I: Technical Offer

Offerors must submit their technical offer in accordance with the Mandatory Technical Criteria in Part 4.

## Section II: Financial Offer

Offerors must submit their financial offer as detailed in the Mandatory Financial Criteria (MFC) in Part 4 and in accordance with Annex B-1- Basis of Payment, and Annex B-2 – Financial Evaluation.

### 3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" 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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Mandatory Technical Specifications Criteria (MTS)	
<b>MTS1</b>	<p><u>MTS1.1</u> The Offeror must complete and submit the component listing at Annex B-1 - Basis of Payment and at Annex B-2 – Financial Evaluation. Pricing information should not be included in Technical Offer.</p> <p><u>MTS1.2</u> To demonstrate compliance with MTS1.1 the component listings submitted must include: product dimensions, model numbers and series offered. Any additional hardware, electrical components and work surface supports required to complete any part of the Work must also be identified in the component listing. Annex B-1 and B-2 must be submitted in Excel (electronic) format.</p>

<b>MTS2</b>	<p>2. The Offeror must submit one (1) plan view and one (1) 3D view of the cluster of eight (8) typical fixed workstations as shown in furniture legend note #1 and with a dotted outline in the Floorplan located at Annex A-3. Collectively, the plans must indicate the following information:</p> <p>2.1 Location of all required poles, raceways, communication knock-outs and duplex electrical outlets.</p> <p>2.2 Distance between offset communications knockouts. Distance must be a minimum of four (4) inches.</p> <p>2.3 Heights of raceways 1, 2 and 3.</p> <p>2.4 Products being offered on the floor plans (Annex A3) must be included in Annex B-1 and B-2.</p>
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#### 4.1.2 Financial Evaluation

<b>4.1.1.1 Mandatory Financial Criteria (MFC)</b>
<b>MFC 1.1</b> Offerors must complete and submit their financial offer in accordance with Annex B-1 – Basis of Payment and Annex B – 2 – Financial Evaluation. The products submitted by the Offeror in Annex B-2 must allow completion of the floorplan provided at Annex A-3. The total amount of Applicable Taxes is not included.
<b>MFC 1.2</b> To demonstrate compliance with MFC 1.1, the Offeror must provide all pricing information for all products and services offered in Annexes B-1 and B-2.
<b>MFC 1.3</b> Unit Prices and Rates offered in Annex B-1 must match Unit Prices and Rates in Annex B-2.

##### 4.1.2.1 Evaluation of Price - M0220T (2016-01-28)

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

#### 4.2 Basis of selection

##### 4.2.1 Basis of Selection - Mandatory Technical Criteria Only - M0031T (2007-05-25)

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

#### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

## **5.1 Certifications Precedent to the Issuance of a Standing Offer**

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

### **5.1.1 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.1.3. Product Conformance**

The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Standing Offer, to all specifications of, and meet the testing requirements detailed in Annex A – Requirement.

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Offeror's Signature

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Date

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

- 6.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 6.1.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
- 6.1.3 Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the CISD/PWGSC.
- 6.1.4 The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and Security Guide (if applicable), attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

- 7.2.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 7.2.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
- 7.2.3 Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the CISD/PWGSC.
- 7.2.4 The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and Security Guide (if applicable), attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

## 7.3 Standard Clauses and Conditions

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

### 7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### INSERT:

#### Liability

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

### 7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of Offer to three years after date of issuance of the Standing Offer.

### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one additional two year period, under the same conditions and at the rates or

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prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in Annex E.

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

### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "B" of the Standing Offer.

## 7.5. Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority

Name: Jordan McKenna  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
11 Laurier St.  
Gatineau, Quebec, K1A 0S5  
Telephone: 613-614-9285  
E-mail: [jordan.mckenna@tpsgc-pwgsc.gc.ca](mailto:jordan.mckenna@tpsgc-pwgsc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: (will be identified at issuance of the Standing Offer)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Email Address \_\_\_\_\_

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

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

---

E-mail address: \_\_\_\_\_

## 7.6 Identified Users

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

## 7.7 Call-up Procedure

7.7.1 The Identified User initiates the call-up process by contacting the Offeror to inform them of the requirement. The Identified User will provide a floorplan of the area that requires products.

7.7.2 The Offeror must submit installation drawings of the floorplan meeting the requirement within five (5) business days.

7.7.3 The Identified User must review and accept the installation drawings or request a modification.

7.7.4 If a request for modification is sent to the Offeror, the Offeror must modify the installation drawings and submit the modified installation drawings and the associated quotation to the Identified User within five (5) business days, if applicable.

7.7.5 If the installation drawings are accepted, the Offeror must submit the associated quotation to the Identified User within five (5) business days. If further modifications are required to the installation drawings, the Offeror must modify the installation drawings and submit the revised installation drawings and the associated quotation to the Identified User within five (5) business days.

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

## 7.8 Call-up Instrument

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

## 7.9 Limitation of Call-ups

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

For Individual call-ups against the Standing Offer exceeding \$400,000.00 (Goods and Services Tax or Harmonized Sales Tax Included), the Standing Offer Authority will issue the Call-up on the Identified Users behalf.

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of *\$(will be identified at time of issuance of the Standing Offer)* ( *Applicable Taxes included*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which

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would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

## 7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B-2, Financial Evaluation;
- g) Annex B-1, Basis of Payment
- h) Annex C, Security Requirements Check List;
- i) the Offeror's offer dated \_\_\_\_\_.

## 7.12 Certifications and Additional Information

### 7.12.1 Product Conformance Certification

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

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

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

### 7.12.2 Compliance

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

### **7.12.3 SACC Manual Clauses**

M1004T (2016-01-28) Condition of Material

## **7.13 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

#### **Section 09 - Warranty, of 2010A (2016-04-04), is amended as follows:**

DELETE: The warranty period will be 12 months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.

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

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

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the

Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

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

All other provisions of the warranty section remain in effect.

## **7.3 Term of Contract**

### **7.3.1 Delivery**

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

## **7.4 Payment**

### **7.4.1 Basis of Payment**

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

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

### **7.4.2 Single Payment**

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

### **7.4.3 Electronic Payment of Invoices – Call-up**

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)

## **7.5 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Call-up for certification and payment.
- b) One copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.

## **7.6 Insurance - No Specific Requirement**

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

## **7.7 SACC Manual Clauses**

A9068C (2010-01-11) - Government Site Regulations  
B7500C (2006-06-16) - Excess Goods

## **7.8 Installation**

The requirements detailed herein apply to all installations.

### **7.8.1 Installation Schedule**

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

### **7.8.2 Installation Services**

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

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

7.8.2.2 Unpack all pieces and inspect products for shipping damage;

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

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

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

7.8.2.6 Clean the product once installed;

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

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

## **7.9 Installation Changes**

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

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

## **7.10 Post-Installation Procedures**

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

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

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

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

7.10.4 If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase.

## **7.11. Deficiency Procedures**

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

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

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

7.11.3 Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;

7.11.4 For all deficiencies, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Project Authority; and

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

## **ANNEX "A" Statement of Work**

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

Annex A is also comprised of the following:

- Annex A-1 - Technical Specifications
- Annex A-2 - Typical Workstations Layouts and 3-D Views
- Annex A-3 - Floor plan
- Annex A-4 - Communications Faceplate
- Annex A-5 - Furniture Delivery-Installation Schedule
- Annex A-6 - Site Instructions
- Annex A-7 – DND Building Details
- Annex A-8 – Copper Cabling
- Annex A-9 - Fiber Cabling
- Annex A-10 – Leed Environmental Criteria
- Annex A-11 – Bidder Checklist

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

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

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

- 2.1 The Contractor, when issued call-ups pursuant to the RISO, must work with the site construction contractor to deliver the products in accordance with the delivery instructions of Annex A-5.

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

- 3.1 The Contractor, when issued call-ups pursuant to the RISO, must work with the site construction contractor to install the products in accordance with the installation instructions of Annex A-5.
- 3.2 The Contractor must provide adequate manpower and staffing to work concurrently on multiple floors and/or in multiple buildings at no additional cost to Canada.

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

- 1. Within ten (10) business days of receiving the call-up, the Contractor must provide the Project Authority with a delivery and installation schedule of the associated product.
- 2. If requested, move the products to the staging and/or installation site.
- 3. Unpack all pieces and inspect products for shipping damage.

4. Install all products in accordance with the manufacturers' specifications.
5. Ensure all products function properly and when necessary make minor adjustment/repairs.
6. Touch up all minor nicks and scratches on the products that may have occurred during installation.
7. Clean the products once installed.
8. Clean up the installation site. It must present a neat, orderly and workmanlike appearance at all times. This activity must be accomplished by the removal of scrap material.

#### **4. Site Inspection and Documentation**

The Contractor, when issued call-ups pursuant to the RISO, as a minimum, must provide all of the services below for the products supplied when requirements contain floor plan(s).

The Contractor 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 Contractor's Standing Offer, by no later than five business days from the date of the inspection(s), the Contractor 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 worksurface cutting are required, the PA must be notified in writing before it is incorporated into the installation drawings.

The Project Authority in conjunction with consultants and the client will provide a review and any associated comments and/or changes to the draft installation drawings.

Upon submittal of review comments and/or changes to the draft installation drawings, the Contractor must provide the final installation drawings within five (5) business days.

If the PA is satisfied with the above requested documentation, the PA will provide the Contractor a call-up 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 Contractor, when issued call-ups pursuant to the SA, must adhere to the following procedures: The Contractor must notify the Project Authority when the installation is completed. Notification must be given no later than one business day following completion of the installation.

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

The walk-through inspection must take place no later than three business days after installation is completed unless an alternate time frame has been confirmed by the Project Authority. 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 Contractor, must prepare the deficiency list documenting all problems in every area.

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

Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts unless an alternate time frame has been confirmed by the Project Authority. For all other listed deficiencies, within fourteen business days of receipt of the deficiencies list, the Contractor must submit, to the Project Authority, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan. The Project Authority may request a shorter remedy period and the Contractor may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period.

The Contractor must notify the Project Authority when all deficiencies have been remedied. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off indicating that the deficiencies have been rectified.

Post Installation Procedures:

The Contractor must provide the Project Authority with a list of any additional/extra products on site left over from the installations.

The Contractor must move such product to a site storage location at no additional cost to Canada.

## **6. Hours of Service**

The Contractor must deliver the products and provide all services on the days and at the times set out in the resulting call-up.

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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 07:00 to 16:00 hours, Monday through Friday except Federal Government Statutory holidays.
- b) During Outside Normal Business Hours is defined as:
  - i. between 16:00 through 07:00 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. Other Product Related Services:**

### **7.1 Reconfiguration Services**

Reconfiguration is to rearrange existing products to suit the Identified User's (IU) requirements of an existing workspace(s). The IU will provide to the Contractor 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 worksurface, the location of a keyboard or monitor arm.

- a) The Contractor is to inspect the area and existing product to be reconfigured.
- b) Within five (5) business days of the inspection, the Contractor must provide the Project Authority with a list of the product(s) and component(s) to be reconfigured, a quote for any new product(s) required and a list of any product(s) that cannot be re-used or are to go to storage.

### **7.2 Dismantling of Existing Interconnected Panel Systems**

All interconnected panel systems assets identified by Canada for disposal are to be dismantled into their parts as required and packed / made ready for transportation.

### **7.3 Pick Up and Transportation of Product**

The Contractor must pick-up, load, relocate and transport existing product identified for disposal. Transportation must end at the final destination (ie recycling facility or other as dictated by the Contractor). Once picked up from the locations designated by the Project Authority, the Contractor takes full responsibility for the product and all associated transportation / warehousing / disposal or other costs.

Pick-up and delivery must be made during the times specified by the Project Authority.

All vehicles used on the site must be clearly identified, clean and meet provincial safety standards.

### **7.4 Disposal**

All furniture, including interconnected panel systems and associated components, identified for disposal by the Project Authority or an authorized representative must be removed by the Contractor, for reuse / refurbishment / remanufacturing, or recycling / disposal, or any combination of these:

#### **7.4.1. Re-use / refurbishment / remanufacturing by the Contractor or a third party**

7.4.2. Furniture designated by the Contractor for recycling / disposal must be broken down into qualifying streams for recycling as follows:

- a. Source separated paper fibres (cardboard, boxboard and various papers)
- b. Source separated recyclables (plastic, glass, metals)
- c. Other (scrap, steel, wood, printer/copier toner, confidential shredding)
- d. Sent to the appropriate facility for recycling. The Contractor is to utilize recycling facilities whenever possible.
- e. General landfill waste

7.4.3. The Contractor must provide an MRc2 waste management report, complete with waybills listing volume/weight of furniture being sent to (re-use / refurbishment / remanufacturing) and/or (recycling / landfill) as well as letters from the receiving facilities confirming receiving the furniture and describing the end use.

## ANNEX A-1

### TECHNICAL SPECIFICATION

#### 1. DESCRIPTION

- 1.1. This specification must be read in conjunction with, and meet the latest publications and testing requirements in article 2.0 of this annex with the exemption of CAN/CGSB-44.227 Free-standing Office Desk Products and Components paragraph 6.5.3 - Usable Space and of CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components paragraph 6.6.3 - Usable Space.

#### 2. PERFORMANCE REQUIREMENTS

- 2.1. All interconnecting panels and supported components and finishes must meet CAN/CGSB-44.229 with the exception of paragraph 6.6.3 – Usable Space.
- 2.2. All free-standing components and finishes must meet CAN/CGSB-44.227 with the exception of paragraph 6.5.3 – Usable Space.
- 2.3. All products offered must meet the credits for LEED - Canada CI (Commercial Interiors) as specified in Annex A-10 – Leed Environmental Criteria.
- 2.4. The chemical and particle emissions of the furniture proposed must meet Section 7.6.1 of ANSI/BIFMA x7.1 when tested in accordance with ANSI/BIFMA M7.1, Standard Test Method for Determining VOC emissions for Office Furniture Systems, Components and Seating. Office furniture emission standards must be GreenGuard, SCS Indoor Advantage or other approved third-party certification programs.
- 2.5. Particleboard must meet ANSI A 208.1. If used as a substrate, particleboard must be Grade M2 or greater
- 2.6. **Glazing:**
  - 2.6.1 Safety glass: To CAN/CGSB12.1, Type 2-tempered or ANSI Z97

2.7. Mobile pedestals, storage towers, or any other metal storage units must be tested in accordance with the applicable sections of ANSI/BIFMA X5.9-2004 or ANSI/BIFMA X5.9-2012.

2.8 All referenced publications or test methods are to be the latest issue by the closing date of the RFSO unless otherwise indicated in the Annex.

**3. TEST REQUIREMENTS**

- 3.1. Test reports must not be more than five years old from the date the test was performed.
- 3.2. Revised Test Standard(s): If changes have been made to the test standard(s), retesting is required within nine (9) months of the issuance date of the revised test standard regardless of the age of testing previously performed. It is only necessary to retest the products that were revised in the new edition of the standard. As such, if test requirements did not change it is not necessary to retest products.
- 3.3. Product Changes – when changes are made to the products, retesting must be determined by an acceptable test facility. Any changes to the products must continue to conform to all testing requirements within this Annex.
- 3.4. For all test reports that are not specific to the products in the Standing Offer, 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.
- 3.5. All tests must be completed by an acceptable test facility.
- 3.6. 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.

**4. ENVIRONMENTAL REQUIREMENTS**

4.1. All furniture must be either Greenguard or SCS Indoor Advantage-certified, or have calculated indoor air concentrations that are less than or equal to those established in Table EQ15 for furniture systems and seating determined by a procedure based on the U.S. Environmental Protection Agency’s Environmental Technology Verification (ETV) Large Chamber Test Protocol for Measuring Emissions of VOC’s and Aldehydes (September 1999), testing protocol conducted in an independent air quality testing laboratory.

4.2. Table EQ 15: Indoor Air Concentrations

Chemical Contaminant	Emission Limits Systems Furniture	Emission Limits Multiple Office Seating
TVOC	0.5mg/m <sup>3</sup>	0.25mg.m <sup>3</sup>
Formaldehyde	50 parts per billion	25 parts per billion
Total Aldehydes	100 parts per billion	50 parts per billion
4-PC (as an odorant)	0.0065mg/m <sup>3</sup>	0.00325mg/m <sup>3</sup>

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- 4.3. 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 50 µg/m<sup>3</sup>. (This can be achieved by product listing on Ecologo, Greenguard, etc.)
  - 4.4. All paints must be water-based, solvent free, and applied as a powder coat.
  - 4.5. 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))
  - 4.6. All plastic components must be recyclable at the end of their life.
  - 4.7. All major rigid plastic parts must be stamped with a composition code for future recycling. Major plastic part refers to a main part of the component and is integral to the design of the component. Items considered major components are pencil trays, and base covers. Items not considered major are the work surface edges and panel end trims.
  - 4.8. All composite wood products must contain a minimum of 60% recycled material.
  - 4.9. 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).
  - 4.10. All steel parts must contain a minimum of 25% recycled content.
  - 4.11. Any sealants or adhesives applied at the construction site must not exceed the following requirements:
    - 4.11.1 Adhesives, Sealants and Sealant Primers: South Coast Air Quality District (SCAQMD) Rule #1168 requirements in effect on January 1, 2003 and rule amendment dated October 3, 2003
    - 4.11.2. Aerosol Adhesives:  
Green Seal Standard GS-36 requirements in effect on October 19, 2000
  - 4.12. Product Design
    - 4.12.1 Wear susceptible parts must be designed to be replaceable.
  - 4.13. Manufacturing
    - 4.13.1 Waste material from the manufacturing process must be minimized and/or recycled.
    - 4.13.2 All furniture, systems and components must be manufactured at a facility that has an established program for solid waste auditing, has prepared a waste reduction plan and has instituted a means to track progress towards waste reduction and diversion from disposal of materials such as metals, plastics, fabrics, wood, and fiberglass.

- 4.13.3 The Supplier must have certificates as proof that all products contain no chlorofluorocarbon (CFC), Hydrochlorofluorocarbons (HCFCs) or polybrominated diphenyl ether (PBDE).
- 4.13.4 Products offered must be manufactured in a facility with a hazardous and toxic material management system in place.

#### 4.14. Packaging and Distribution

- 4.14.1 Corrugated containers used must contain at least 80% recycled content paper fibre.
- 4.14.2 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).
- 4.14.3 As a minimum, the Supplier must implement one of the following requirements:
  - 4.14.3.1 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site)
  - 4.14.3.2 Packaging is recyclable and/or bio-degradable
  - 4.14.3.3 Packaging is returnable to the supplier/shipper
  - 4.14.3.4 Packaging is reusable

#### 4.15 Chemical Management Plan (CMP)

- 4.15.1 All products offered must come from a Manufacturer who has a Chemical Management Plan to cover one or more of the following:
  - 4.15.1.1 Must demonstrate that a hazardous substances (materials) management system is in place at their manufacturing facility(s)
  - 4.15.1.2 Must have a system in place to acquire, use, store, transportation and final disposition of chemicals
  - 4.15.1.3 Must adopt a chemical hazard recognition plan
  - 4.15.1.4 Must have a documented emergency response plan in place

## 5. GENERAL REQUIREMENTS

### 5.1 General:

- 5.1.1. All necessary hardware attachments, trims, top caps, end caps, wall mounts, etc. that are required to ensure a complete installation must be supplied, including but not limited to, all panel-to-panel hinge connectors, all end-of-panel trim, wall mount attachments, electrical harnesses, covers for electrical/communications knock-outs, mounting cantilevers, brackets, task lights, utility poles, etc.
- 5.1.2 In addition to the labeling requirement stated in CAN/CGSB-44.229-2008, all panels and components that consist of primary, secondary or dedicated surfaces must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

**6. SUBSTITUTIONS:**

Any work surface or component other than those listed in Annex B-1 - Basis of Payment is not acceptable. No substitute will be accepted.

**7. INTERCONNECTED PANEL SYSTEM**

- 7.1. Interconnected panel system frames must have a monolithic base frame with add-on module(s).
- 7.2. Interconnected panel system must be comprised of the following:
- 7.3. Interconnected panel system must be comprised of the following:
  - 7.3.1. Monolithic base frame heights of 762mm – 914mm (30” – 36”) to be finished with one interchangeable, fabric-upholstered, tackable tile on each face of Interconnected panel or one interchangeable, fabric-upholstered, tackable tile on one face and one plastic laminate finished tile on the other face of the Interconnected panel.
  - 7.3.2. Add-on module(s) finished with interchangeable, fabric-upholstered, tackable tiles on each face of the add-on module or tackable tiles with one interchangeable, fabric-upholstered, face and one plastic laminate face, or frosted glazing.
- 7.4. Frame heights of 991mm – 1168mm (39” – 46”) must be one of the following:
  - 7.4.1. Monolithic base frame with one add-on module both finished with fabric tiles or with fabric on one face, plastic laminate on the other face;
  - 7.4.2. Monolithic frame, only if required to achieve specified range of height, finished with fabric tiles, or with fabric on one face and plastic laminate on the other face.
- 7.5. Frame heights of 1270mm – 1372mm (50” – 54”) must be comprised of a monolithic base frame as per 7.3.1 and a minimum of one (1) add-on module.
- 7.6. Frame heights of 1524mm – 1676mm (60”-66”) must be comprised of a monolithic base frame as per 7.3.1 and minimum two (2) add-on modules.
- 7.7. Refer to Annex B-1 Basis of Payment for required interconnected panel system widths and heights.
- 7.8. Interconnected panel system must be complete with integrated wire and cable management and electrical capacity, Refer to Section 8
  - 7.8.1. Each workstation must be provided with vertical and horizontal cable management systems to conceal any external cables. Refer to Section 8 Power/Communications for additional information on cable/wire management.
- 7.9. The interior (core) of each interconnected panel must be open with the exception of metal horizontal framing. Framing members are required to accommodate both horizontal and vertical separation between raceways – refer to Section 8
- 7.10. Interconnected panel system frames must be constructed of cold rolled steel or extruded aluminum which has a recycled content greater than 10%.

- 7.11. When base raceways exist on interconnected panel system, base must be covered and concealed in a finish to match interconnected panel system frame finish.
- 7.12. Tiles must be constructed in such a manner as to maintain tile shape when removed from interconnected panel system frame and/or be capable of being repositioned in the frame with no sagging or loss of tensile strength.
- 7.13. Framed glazing add-on modules must be single glazed symmetric with frosted standard glass or frosted acrylic. The glazed add-on frame must match frame of base panel.
- 7.14. Interconnected panel tiles must be field-interchangeable to allow any tile within an interconnected panel configuration to be removed.
- 7.15. Interconnected panels must have the ability to provide a variation of upholstered tiles (same grade of fabric or plastic laminate tiles on each side of Interconnected panel and/or on same side of Interconnected panel.
- 7.16. Interconnected panel system thickness: Thickness must be no greater than 102mm (4").
- 7.17. All critical aisle inside clear dimensions indicated on plans must be met.
- 7.18. Filler interconnected panel must be available for gaps between an interconnected panel and any column or wall larger than 76mm (3") and less than the smallest standard interconnected panel system width available.
  - 7.18.1. Filler panel must be consistent with appearance of adjacent interconnected panels.
  - 7.18.2. Filler panels are not required to be 'powered'.
- 7.19. 1270mm – 1372mm (50" – 54") high 914mm (36") wide sliding door privacy screen must be available to provide access to unique stand-alone panel configurations
  - 7.19.1. Frame finish to match panel frame finish
  - 7.19.2. Panel material to suit commercial application
  - 7.19.3. Panel finish to coordinate with other finish selections
  - 7.19.4. Sliding panel hardware must allow for clear opening of at least 1981mm (78") above finished floor.
- 7.20. Interconnected panel system trim: Unless interconnected panel system top finish, ends and corner linking devices are integrated in the interconnected panel system design, the interconnected panel system must provide low profile and smooth metal top caps no greater than 10mm (3/8") in projection, interconnected panel system end trims no greater than 10mm (3/8") projection and corner posts that can be attached to the interconnected panel system without visible connecting devices in order to provide a uniform appearance.
- 7.21. All exposed interconnected panel system ends at the "+", "L" and "T" connections must be finished with a compatible filler piece.

## **8. POWER/COMMUNICATIONS**

### **8.1. General Requirements**

- 8.1.1. All interconnected panel systems must provide at least three raceways; Raceway 1 for fiber optic cables, Raceway 2 for copper communication cables, and

Raceway 3 for power cables/wires with a minimum of 152mm (6") clear space between raceways, vertically and horizontally.

8.1.1.1. Raceways must be arranged such that Raceway 1 is in the uppermost position and is above the work surface, Raceway 2 is in the intermediate position and Raceway 3 is in the lowest position.

8.1.1.2. Each raceway must maintain a minimum of 152mm (6") clear space, both vertically and horizontally, between cable/wires of different raceways along the entire length of the raceway.

8.1.1.2.1 Raceway 1 and Raceway 2 cables must be supported the entire length of each raceway to ensure the cables do not sag within the raceway.

8.1.1.3. Raceways must be accessible from both sides of the interconnected panel system by removal of fabric tile, trim or similar method.

8.1.1.4. Raceway corners and openings must be a minimum ¾" wide to ensure ease of cable installation with connectors, to accommodate termination of cables to faceplates. Raceway corners and opening must ensure fill ratios are no more than 40% for the cable and wire requirements as defined in Sections 8.2, 8.3, and 8.4.

8.1.1.5. Knock-outs for communication raceways are to be sized to accommodate tenant-supplied flush-mounted, screw-fastened and angled port modular faceplate. Mounting holes must be pre-drilled and must allow faceplate to be fastened securely to the interconnected panel system. Interior metal brackets must be supplied if fastening to fabric. Refer to Annex A-4 Communications Faceplate for additional information/specification of faceplate and cable types.

## 8.2. **Power:**

8.2.1. Must provide a minimum eight (8) wire, four circuit electrical system configured as follows:

8.2.1.1. Three 15 amp circuits with shared neutral

8.2.1.2. One 15 amp circuit with dedicated neutral

8.2.1.3. Two dedicated insulated ground conductors

8.2.2. Modular Power Components:

8.2.2.1. The interconnected panel electrical system must be made of components which are modular and are capable of providing power at needed locations, and of being rearranged without altering or disassembling the interconnected panel system. The system must provide for ceiling access/top-feed utility poles as well as base feeds.

8.2.2.2. Receptacles must be interchangeable anywhere along the wiring harness where knock-outs are located.

8.2.2.3. Each workstation must have three (3) duplex power receptacles.

8.2.2.4. Minimum of one electrical circuit must be provided to supply power for two workstations.

8.2.3. Electrical connections between panels and to the utility pole or base feed to be made by furniture installer. Electrical connections between the utility pole or base feed (power whip) to building electrical distribution will be performed by others

8.2.4. Must provide base feed whips for hardwire connection in partitions in lengths listed in Annex B-1 - Basis of Payment.

8.2.4.1 Base feeds must be supplied for electrical connects in wall partitions and raised flooring conditions.

### 8.3. **Optical Communications:**

8.3.1. Raceway 1 and associated utility pole must accommodate a minimum of eight (8) fiber optic cables not exceeding a 40% fill ratio.

8.3.2. Nominal cable diameter is 5mm (0.20") with an installed minimum bend radius of 50mm (2.0"), Refer to Annex A-9 Fiber Cabling.

8.3.3 Interconnected panel system must accommodate a minimum of two (2) quadraplex communication module (supplied by tenant) knockouts with pre-drilled mounting holes, per workstation for optical communications.

8.3.4 Knockout covers must be supplied for minimum of one (1) of the two (2) quadraplex communication module knockouts per workstation for optical communications.

8.3.5 Knockouts/openings for optical communications in adjacent workstations must be offset with minimum spacing of 102mm (4") to avoid back-to-back installation.

### 8.4. **Copper Communications:**

8.4.1. Raceway 2 and associated utility pole must accommodate a minimum of sixteen (16) copper communication cables not exceeding a 40% fill ratio.

8.4.2. Nominal cable diameter is 5.5mm (0.22") with minimum bend radius of 22.15mm (0.87"), Refer to Annex A-8 Copper Cabling.

8.4.3. Interconnected panel system must accommodate a minimum of two (2) quadraplex communication module (supplied by tenant, refer to Annex A-10 for specifications) knockouts, per workstation for copper communications.

8.4.4 Knockout covers must be supplied for minimum of one (1) of the two (2) quadraplex communication module knockouts per workstation for optical communications.

### 8.5. **Utility Poles:**

8.5.1. Must provide a minimum of three top-feed utility poles per cluster: one (1) for fiber cables, one (1) for copper cables and one (1) for power cables – with minimum

152mm (6") clearance between each utility pole

- 8.5.2. Must be high-capacity utility poles: Must meet the fill capacity of no more than 40% per utility pole as per Section 8.1
- 8.5.3. Must provide whips for connection to electrical junction boxes in lengths listed in Annex B-1 - Basis of Payment.
- 8.5.4. Utility poles must be provided for one ceiling condition:
  - 8.5.4.1. Open Ceiling: Utility pole must reach 3048mm (120") above finished floor and will require a restraint (to be performed by others). Restraint shall not void or impact systems furniture manufacturers warranty. Utility pole must include a trim piece or other at the top of the pole that provides a means of securing an aircraft cable restraint to the top of the utility pole. Aircraft cable restraint (by others) will extend from the trim/other at the top of the utility pole to the ceiling slab. There will be approximately 914mm (36") from the top of the utility pole to the underside of the ceiling slab.
  - 8.5.4.2 Suspended T-bar Ceiling System: Utility poles must be provided for ceiling height of 2591mm (102") typically, including trim piece for installation at ceiling tile cuts. Refer to Annex B-1 - Basis of Payment.for utility pole sizes.
- 8.5.5. Ceiling tile cuts and re-installation of ceiling tiles will be performed by others.

## **9. SUPPORTED COMPONENTS AND PANEL-HUNG WORK SURFACES**

- 9.1. Work surfaces must be available in various widths and depths as listed in Annex B-1 Basis of Payment.
- 9.2. Work surfaces must have a wire way cut out(s) or a 13mm – 25mm (½" - 1") full width gap between back edge of work surface and interconnected panel system to allow cords to pass to the underside of the work surface.
  - 9.2.1. If wire way cut out(s) are provided, work surfaces 1524mm (60") and greater to have two (2) wire way cut outs.
- 9.3. All work surfaces must be able to accept installation of mounting hardware and attachments, have horizontal wire management across the entire width at underside of surface. Wire management trays, rings or clips are acceptable.
- 9.4. Work surfaces must be installed level and at a determined height interval with adjacent work surfaces in a secure and stable manner.
- 9.5. Work surfaces must be capable of being mounted on interconnected panel system by use of cantilevers and support legs. All work surfaces are to be predrilled to accept installation of support hardware and attachments. Where two panel-hung work surfaces meet, a separate cantilever must support each of the individual work surface edges. All cantilevered work surfaces must be installed level and flush with adjacent work surfaces.
- 9.6. Work Surface Support Legs: These supports must be provided for panel-hung work surfaces whenever a return interconnected panel is not present. Support legs must be C-leg, H-leg, T-leg or post-leg.
  - 9.6.1. Work surface support legs must be height adjustable ranging from 660mm (26") to 813mm (32") adjustable in 25mm (1") increments

- 9.7. Minimum work surface thickness must be 25mm (1")
- 9.8. Transaction work surfaces must be securely mounted as add-ons to the interconnected panel system.

## **10. FREE-STANDING HEIGHT-ADJUSTABLE (HA) WORK SURFACES**

- 10.1. Free-standing HA work surfaces must have torsion or counter-balance height adjustment mechanism. Mechanism must allow for continuous adjustability throughout the range of height. Height-adjustment control to be located in easily accessible yet unobtrusive location.
- 10.2. Underside of free-standing HA work surfaces must have clear area for installation of keyboard tray or a keyboard mounting kit must be provided.
- 10.3. Minimum free-standing HA work surface thickness must be 25mm (1")
- 10.4. Free-standing HA work surfaces 1219mm (48") and greater must have two (2) wire way cut outs or grommets, or a 13mm – 25mm (½" - 1") full width gap between back edge of free- standing HA work surface and interconnected panel system to allow cords to pass to the underside of the free-standing HA work surfaces.
- 10.5. All free-standing HA work surfaces must have horizontal wire management across the entire width at underside of surface.
- 10.6. All support component finishes must match the frame finish selected for the interconnected panel system.
- 10.7. Free-standing HA work surface support legs must be C-leg, T-Leg or H-leg. Support legs must not unduly encroach on or impede on knee-space and ability to move from adjacent work surface to adjacent work surface. Support legs must be constructed of metal and available in a variety of painted finishes.
- 10.8. Free-standing HA work surface must have sit-stand height adjustability range of at least 710mm - 1040mm (27"– 41").
- 10.9. Free-standing HA work surfaces height adjustable must be available in a variety of widths, Refer to Annex B-1 Basis of Payment for sizes.
- 10.10. All free-standing HA work surfaces when installed must fit within the inside finished clear dimensions of the interconnected panel system when they are enclosed by the interconnected panel system within a workstation footprint.

## **11. STORAGE**

- 11.1. All storage within a single workstation must be metal, available in the identical finishes as well as complimentary finishes and must provide a uniform appearance in quality, style, material, finish and workmanship.
  - 11.1.1. **Locks:**
    - 11.1.1.1. All drawers and doors must be lockable.
    - 11.1.1.2. Two (2) keys must be provided for each storage unit within a workstation.
    - 11.1.1.3. The minimum number of key combinations must be 100.

- 11.1.1.4. A total of three (3) master keys must be provided to the client.
- 11.1.1.5. All storage within a workstation must be keyed-alike.
- 11.1.1.6. Locks or cylinders must be designed to allow for easy installation or replacement in the field and have a corrosion resistant finish

**11.1.2. Drawers:**

- 11.1.2.1. All drawers must be metal with metal face panels.
- 11.1.2.2. Drawers must be self-latching, enclosed in one body unit.
- 11.1.2.3. Width of drawers must be 381mm - 457mm (15" - 18")

**11.1.3. Doors:**

- 11.1.3.1. All storage unit doors must be painted metal finish.
- 11.1.3.2. All swing cabinet doors must be capable of opening a minimum of 90 degrees.
- 11.1.3.3. Resilient bumpers must be provided on all door assemblies to minimize impact noise when doors close.

**11.2. Metal Mobile Pedestals with Upholstered Seat Cushion:**

- 11.2.1. Box/file (B/F) complete with removable pencil tray
- 11.2.2. Must have carpet casters for carpeted flooring.
- 11.2.3. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 11.2.4. Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.
- 11.2.5. Must have an integrated upholstered seat cushion
- 11.2.6. Must fit underneath the work surface mounted at standard height of 737mm (29") above finished floor.
- 11.2.7. Must be no less than 381mm (15") wide and no greater than 457mm (18") wide.
- 11.2.8. Must be no deeper than 610mm (24") and not project past the front edge of a 610mm (24") deep work surface.

**11.3. Metal Mobile Pedestals without Upholstered Seat Cushion:**

- 11.3.1. Box/File (B/F) configuration
- 11.3.2. Must have carpet casters for carpeted flooring.
- 11.3.3. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 11.3.4. Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.
- 11.3.5. Must fit underneath the work surface mounted at standard height of 737mm (29")

above finished floor.

11.3.6. Must be no less than 381mm (15") wide and no greater than 457mm (18") wide.

11.3.7. Must be no deeper than 610mm (24") and not project past the front edge of a 610mm (24") deep work surface.

11.3.8. Must come complete with a finished top.

**11.4. Metal Storage Towers:**

11.4.1. Footprint size to be 584mm - 610mm x 584mm - 610mm (23"-24" x 23"-24")

11.4.2. The following configuration must be available in 1270mm – 1372mm (50"-54") height for workstations and 1575mm – 1676mm (62"-66") height for enclosed offices

11.4.2.1. Full-height valet/coat compartment with hanging rod or hooks, 152mm – 229mm (6" - 9")

11.4.2.2. Two file drawers below and hinged door compartment with adjustable shelf above, adjacent to valet/coat compartment

11.4.3. Must be available in 'left' and 'right'- handed configurations

11.4.4. Must have smooth surfaces and be covered entirely including the top in a consistent, dust-free paint finish.

11.4.5. Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.

**12. ACCESSORIES**

**12.1. Accessory Rail:**

12.1.1. Accessory rail must be installed over-top of a fabric tile. Width of the rail must correspond with interconnected panel width. Refer to Annex B-1 - Basis of Payment for sizes.

12.1.2. Accessory rail must be securely mounted on the interconnected panel mounting system ensuring that there is no damage to interconnected panel system or work surface.

12.1.3. Accessories mounted on the accessory rails must be made of metal or rigid plastic.

12.1.4. Must be able to accommodate a minimum of three (3) accessories. Allow for a selection of three (3) different paper management accessories from a minimum of five (5) options.

12.1.4.1 At a minimum the accessory component system must provide; a paper sorter, a tray, a bin and a pencils/pens holder.

12.1.5. Accessory rail finish to be painted metal to match interconnected panel system trim

## 12.2. Coat Hooks:

12.2.1. Coat hooks will be provided only where required and are not to be included for each workstation.

12.2.2. Coat hooks to be installed at top of interconnected panel system frame without hardware or causing damage to interconnected panel system finishes.

12.2.3. Coat hook must not exceed a horizontal projection of 38mm (1 ½").

## 12.3. Articulating Keyboard and Mouse Support Surface:

12.3.1. The keyboard and mouse support surface must be attached to the underside of Free-Standing Height Adjustable Work surfaces (Section 10) and be capable of being height adjusted by the user with or without the use of a lever, to any position within a minimum range of 279mm (11") allowing 127mm (5") below and 152mm (6") above the monitor support surface.

12.3.2. Once the keyboard and mouse support surface has been locked in the desired position, the surface must remain stable during normal use.

12.3.3. The keyboard and mouse support surface must have the ability to slide under the work surface when not in use.

12.3.4. The keyboard and mouse support surface must be equipped with a wrist rest featuring a gel-based cushion.

12.3.5. The keyboard and mouse support surface must accommodate ergonomic-style keyboards.

12.3.6. The keyboard and mouse support surface must be equipped with an integrated area for mouse, minimum 200 x 200mm (8" x 8") directly on the keyboard support surface, at the right and left of the keyboard tray.

12.3.7. The keyboard and mouse support surfaces must be capable of having a rearward tilt of at least -15° and a forward tilt of at least +/-10°; and a horizontal rotation of +/- 30°.

12.3.8. The keyboard and mouse support surface must have both a non-slip surface and a lip along the back edge of this surface in order to prevent the keyboard or the mouse from falling off the support surface.

## 12.4. Task Light Fixtures

12.4.1. Freestanding desk LED task light must include:

12.4.1.1. A height adjustable stem.

12.4.1.2. Pivoting light head both horizontally and vertically.

12.4.1.3. A minimum lamp life of 35,000 hours.

## 13. FINISHES

**13.1. Fabrics:**

- 13.1.1. Fabrics must contain a minimum recycled content of 40% polyester or other environmentally appropriate material.
- 13.1.2. Fabrics must have a minimum weight of 10oz. per linear yard.
- 13.1.3. Fabric Selection must include:
  - 13.1.3.1. A minimum of nine (9) fabric card options with six (6) patterned and three (3) solids for interconnecting panel system tile fabrics.
  - 13.1.3.2. A minimum of six (6) fabric card options with three (3) patterned and three (3) solids for mobile pedestal cushioned seat upholstery.

**13.2. Plastic Laminates:**

- 13.2.1. Finishes selection for panels, panel-hung and free-standing work surfaces must match. Must include a minimum selection of ten (10) standard horizontal and matching vertical finishes such as but not limited to solids, patterns and wood grains. One finish must be a simulated walnut.
- 13.2.2. The submission must include a minimum of five (5) different polymer edge trim colours.

**13.3. All Other Surfaces:**

- 13.3.1. Finishes selection for storage towers and mobile pedestals must match.
- 13.3.2. Must include a minimum selection of ten (10) standard metal finishes.

**Annex A-2 - Typical Workstations Layouts and 3-D Views**  
(Attached as Separate Document)

**Annex A-3 - Floorplan**  
(Attached as Separate Document)

**Annex A-4 – Communications Faceplate**  
(Attached as Separate Document)

**Annex A-5 – Delivery and Installation Schedule**  
(Attached as Separate Document)

**Annex A-6 – Site Instructions**  
(Attached as Separate Document)

**Annex A-7 – Building Details**  
(Attached as Separate Document)

**Annex A-8 – Copper Cabling**  
(Attached as Separate Document)

**Annex A-9 – Fiber Cabling**  
(Attached as Separate Document)

## Annex A-10 –

### LEED ENVIRONMENTAL CRITERIA

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

- 1.1 All products offered must meet the following credits for LEED - Canada CI (Commercial Interiors):
  - 1.1.2 Energy & Atmosphere;
    - 1.1.2.1 Credit 1.1 Optimize Energy Performance, Lighting Power
    - 1.1.2.2 Credit 1.2 Optimize Energy Performance, Lighting Control
  - 1.1.3 Materials & Resources;
    - 1.1.3.1 Credit 4.1 Recycled Content, 10%
    - 1.1.3.2 Credit 4.2 Recycled Content, 20%
    - 1.1.3.3 Credit 6 Rapidly Renewable Materials
    - 1.1.3.4 Credit 7 Certified Wood
  - 1.1.4 Indoor Environmental Quality;
    - 1.1.4.1 Credit 4.1 Low-emitting Materials, Adhesives and Sealants
    - 1.1.4.2 Credit 4.2 Low-emitting Materials, Paints and Coatings
    - 1.1.4.3 Credit 4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives
    - 1.1.4.4 Credit 4.5 Low-emitting Materials, Systems Furniture
- 1.2 Within 5 days of Standing Offer award, the Offeror must provide the Project Authority with documentation that indicates how the Offeror's products assist in scoring points for LEED – CI (Commercial Interiors).
  - 1.2.1 The documentation must be provided in CD/DVD format, written in Adobe Acrobat PDF version 7 or older.

**Annex A-11 Bidder Checklist**  
(Attached as Separate Document)

## ANNEX "B" - BASIS OF PAYMENT

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

**2- Financial Evaluation – (see attached Excel document)**

### **3- Instructions for Delivery**

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

- Monday to Friday: from 7:00am to 4:00pm

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

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

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

- Each Personal Storage Cabinet to be placed and leveled in the workstations.

-All deliveries must be coordinated with the client. The Contractor must register all drivers and vehicles and a delivery schedule must be created for the client. The site contact for the delivery will be (to be inserted at Contract Award).

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

**Annex B-1 – Basis of Payment (Attached as Separate Document)**

**Annex B-2 – Financial Evaluation (Attached as Separate Document)**

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

## **ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by 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)

## Annex “E” - Price Determination - Industrial Product Price Indexes

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

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

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

where:

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

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

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

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

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

### Example

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

### AVE Determination

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

#### Material handling equipment (V53433995)

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

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

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

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

AVE<sub>(e)</sub> Determination for the first extension period (January 25, 2012 to January 24, 2013)

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

Material handling equipment (V53433995)

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

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

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

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

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

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

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

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

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

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

AVE<sub>(e)</sub> Determination for the second extension period (January 25, 2013 to January 24, 2014)

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

Material handling equipment (V53433995)

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

Solicitation No. - N° de l'invitation  
XXXXXX-XXXXXX/X  
Client Ref. No. - N° de réf. du client  
XXXXXX-XXXXXX

Amd. No. - N° de la modif.  
File No. - N° du dossier  
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur  
XXXXXX  
CCC No./N° CCC - FMS No./N° VME

---

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

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

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

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

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

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

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

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

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

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

**Annex “F” – Standing Offer Reporting**

**Provided as a separate attachment and titled “annex\_F\_-\_reporting\_annexe\_F\_-\_rapport”**

## Annex A-2

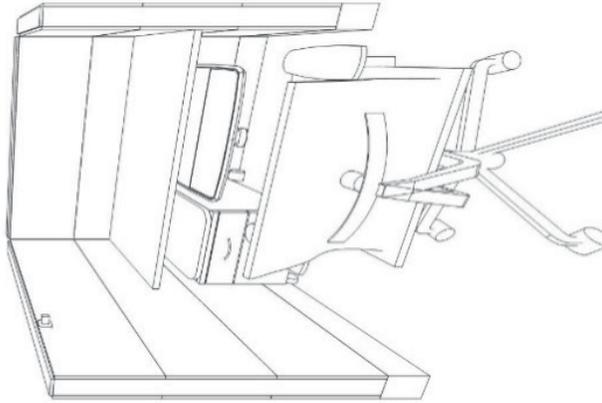
### Typical Workstations Layouts and 3-D Views

Typicals are provided for information purposes only. Other workstation layouts will exist due to various factors on building floorplates.

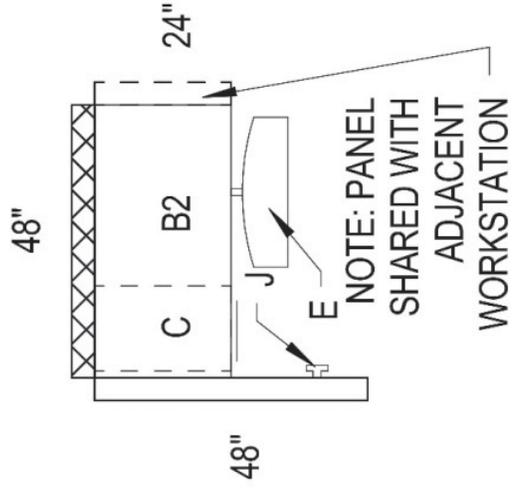
WORKSTATION COMPONENT LEGEND			
A1	610mm D x 1220mm W (24" x 48"), free-standing, height-adjustable (HA) work surface	E	Articulating Keyboard and Mouse Support Surface
B1	610mm D x 1829mm W (24" x 72"), free-standing, height-adjustable (HA) work surface	F1	610mm (24") Accessory Rail
B2	610mm D x 1220mm W (24" x 48"), panel-hung work surface	F2	1220mm (48") Accessory Rail
C	Drawer Pedestal	H2	914mm Ø (36") Mobile Table N.I.C.
D	Storage Tower	J	Systems Furniture Coat Hook
	Interconnecting panel with two (2) quadruplex data outlets and two (2) duplex electrical outlets		Interconnecting panel with one (1) duplex electrical outlet
	Interconnecting panel with three raceways – no data or duplex outlets		Indicates panel shared with adjacent workstation for privacy

**FREE WORKSTATION 1.5m<sup>2</sup>**

3-D View

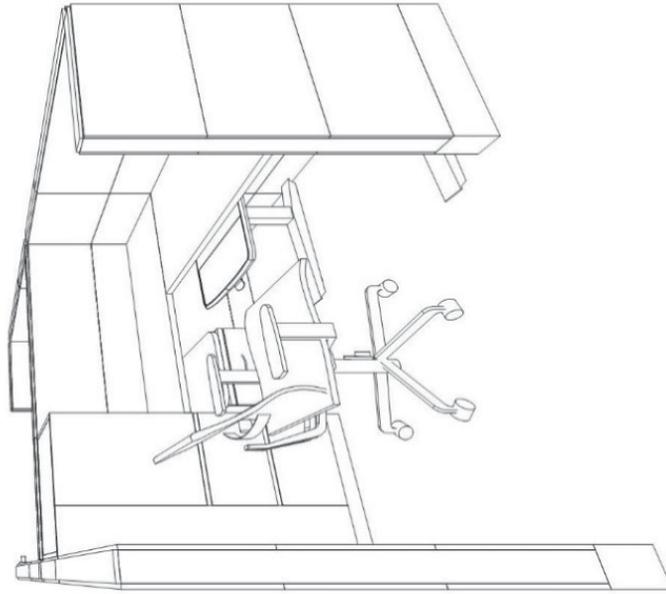


Plan View

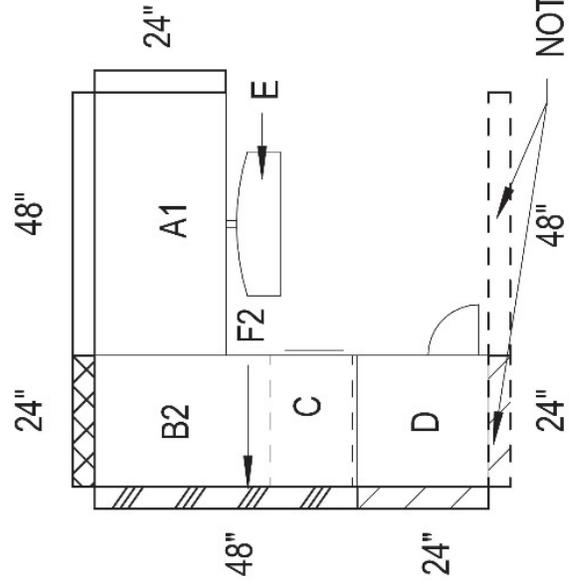


**FLEX WORKSTATION 3.0m<sup>2</sup>**

3-D View



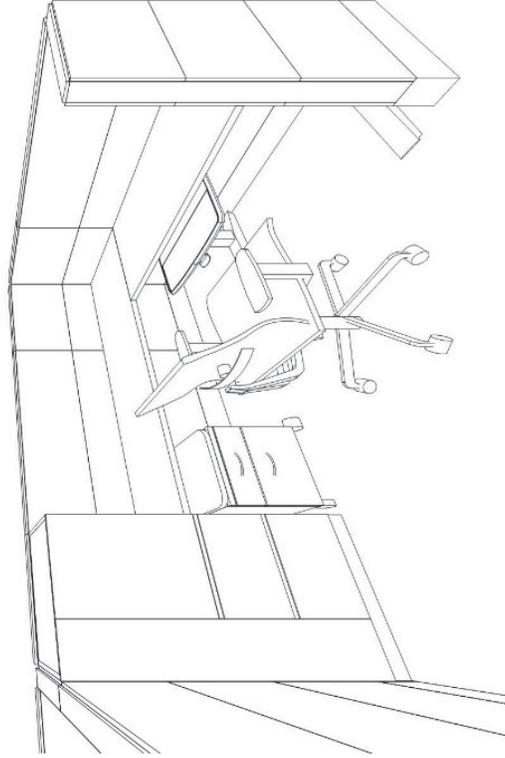
Plan View



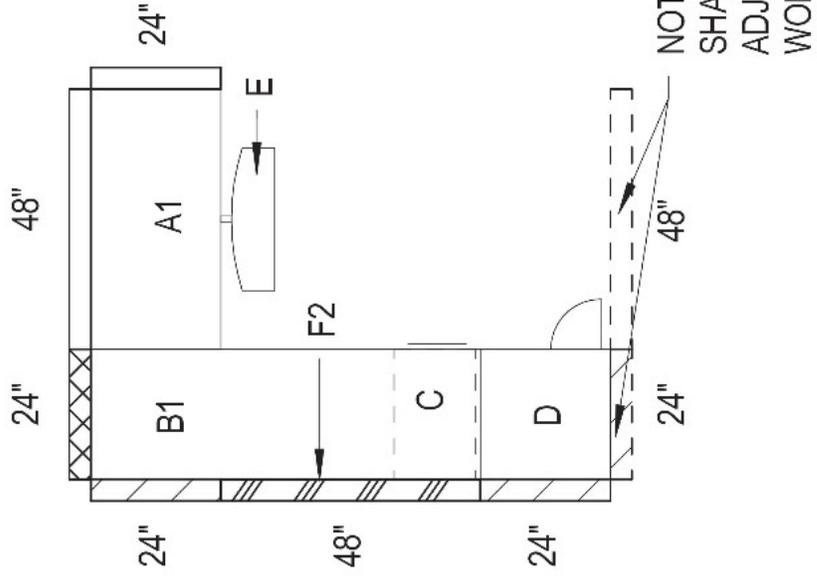
NOTE: PANEL SHARED WITH ADJACENT WORKSTATION

**FIXED WORKSTATION 4.5m<sup>2</sup> – ORIENTATION 1**

3-D View



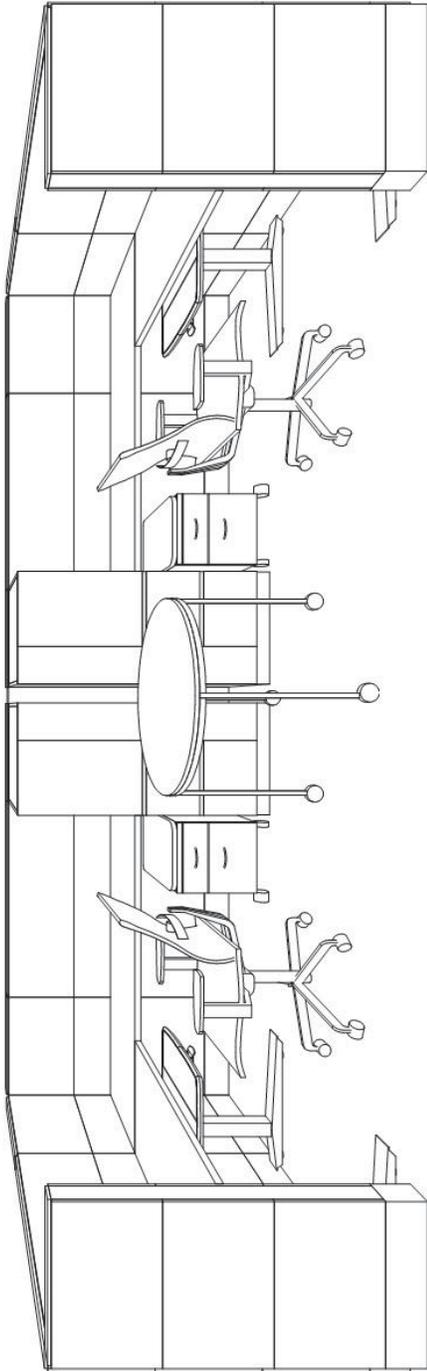
Plan View



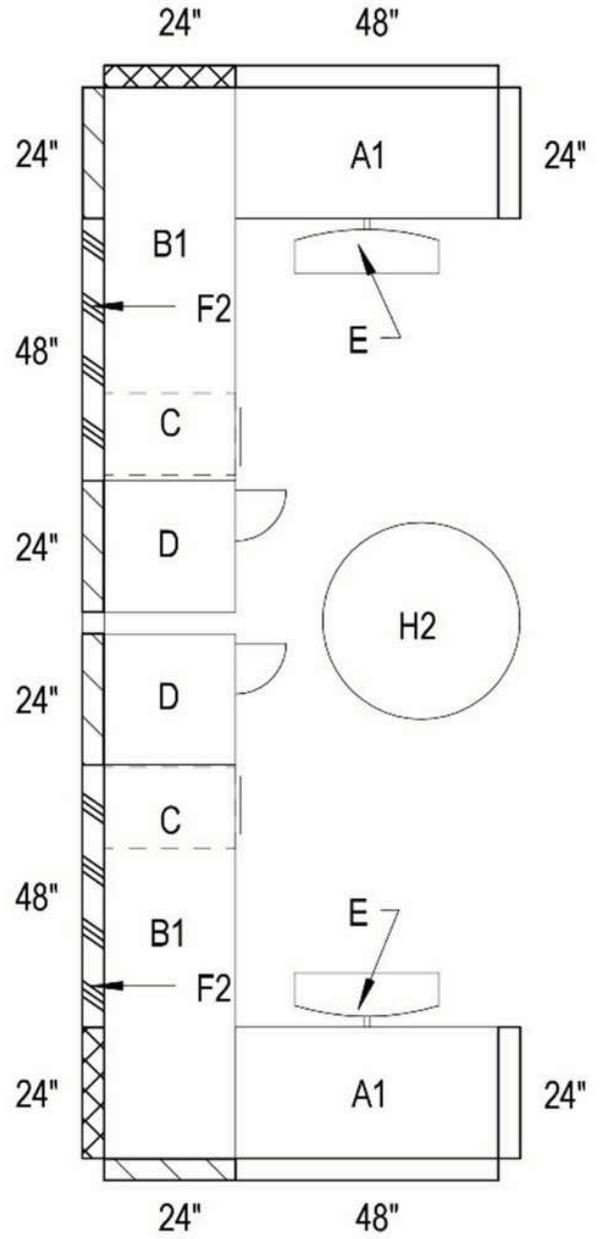


**FIXED WORKSTATION 4.5m<sup>2</sup> – ORIENTATION 1 BULLPEN**

3-D View

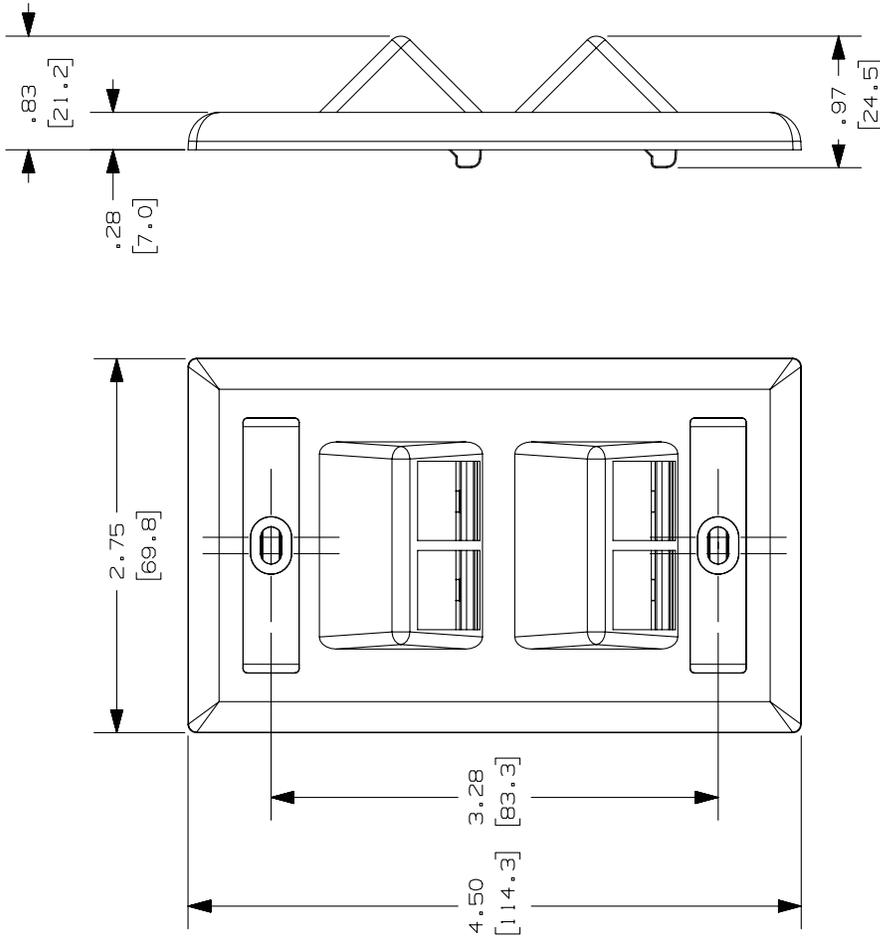


Plan View





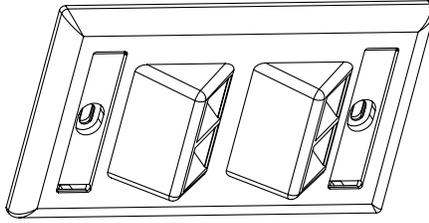
THIS COPY IS PROVIDED ON A RESTRICTED BASIS AND IS NOT TO BE USED IN ANY WAY DETRIMENTAL TO THE INTERESTS OF PANDUIT CORP.



PANDUIT P/N	WEIGHT
NK4VSF**	.58 LB/10 PCS (262 9/10 PCS)

NOTES:

- SEE CURRENT CATALOG FOR ADDITIONAL PART SUFFIXES TO INDICATE COLOR AND OR PACKAGE QUANTITY. FACEPLATE WILL ACCEPT FOUR NETKEY MODULES.
- PART INCLUDES:
  - 1- FACEPLATE
  - 2- MOUNTING SCREWS
  - 2- LABELS
  - 2- LABEL COVERS
- DIMENSIONS IN PARENTHESES ARE IN METRIC.



B

A

PART NUMBER NK4VSF\*\*



TITLE  
**NETKEY 4 PORT VERTICAL SLOPED FACEPLATE WITH LABELS**  
 CUSTOMER DRAWING

REV	DATE	BY	CHK	APR	DESCRIPTION	ECN
3	6-23-14	MDJR	REFR	LPH	E. UPDATED TITLE BLOCK.	09M110DA-02
2	7-12-11	MDJR	MBVE	MBVE	D. RELEASED DRAWING FOR APPROVAL. C. REVISED WEIGHT. B. REVISED TITLE FOR ERROR.	09M110DA-02
1	5-19-11	MDJR			A. UPDATED MODEL TO REV. 07.	09M110DA-02
R	3-03-11	MDJR			RELEASED TO PRODUCTION	09M110DA-02

ITEM REVISION NAME	09M110DA/07
DATASET FILE NAME	09M110DA_DC02/07C
MATERIAL:	ABS
DRAWING NUMBER:	09M110DA-02
UNLESS OTHERWISE SPECIFIED, DIMENSIONAL TOLERANCES ARE: IN ( mm )	
.X ±	.XXX ± .010 ( .31 )
.XX ±	.031 ( .81 )
ANGLES ±	
THIRD ANGLE PROJECTION	
DRAWN BY	MDJR
DATE	3-03-11
CHK	MBVE
SCALE	NONE
SHEET	SHT 1 OF 1
SIZE	A



B

A

## Annex A-6 Site Instructions

### CCP\_Document List Required for completion:

CCP\_HS\_02 Security Requirements  
CCP\_HS\_02a Contractor Access Request Form (CARF)  
CCP\_HS\_03 Facility Orientation for Construction  
CCP\_HS\_04 Project Document Submittal Checklist before Site Mobilization  
CCP\_HS\_05 Hazard Analysis Report  
CCP\_HS\_06 Site Specific Hazard Assessment and Site Specific Safety Plan Components Guidelines  
CCP\_HS\_07 Declaration of Competent Supervisor  
CCP\_HS\_08 Form 1000  
CCP\_HS\_09 Fall Protection and Rescue Plan  
CCP\_HS\_10 Work Permit Process  
CCP\_HS\_11 Personal Protective Equipment  
CCP\_HS\_12 Required To Be Posted On Site or Available On Site  
CCP\_HS\_13 Authorization for Vehicle Access

### CCP\_Site Instructions:

1. Supply one copy, either digitally or hardcopy of the following:
  - a. Company Health and Safety Policy AND Program
  - b. Ministry of Labour Form 1000
  - c. Valid WSIB Certificate of Clearance
  - d. Completed "Declaration of Competent Supervisor" Form (Template will be Provided)
  - e. Completed "Subcontractor Acknowledgement" Form (Template will be Provided)
  - f. Complete and submit a "Site Specific Hazard Assessment" (Template will be Provided)
  - g. Complete and submit a "Fall Protection and Rescue Plan" (Template will be Provided, If applicable)
  - h. Supply copies of MSDS for all controlled products being brought to site (Digital preferred)
  - i. Review, accept and implement project Security Requirements
  - j. All workers coming to the project are required to attend the site specific safety orientation prior to commencing work on the project. WHMIS and Fall Protection training and MOL Worker/Supervisor Awareness training ([www.labour.gov.on.ca/english/hs/training](http://www.labour.gov.on.ca/english/hs/training)) are required for all individuals accessing the project. (Fall Protection is required for all workers who will be working at heights over six feet (6'-0"). If training is not provided at the time of orientation at the latest, access will be refused.

## Annex A-6 Site Instructions

2. All work plans are to be submitted one week in advance if possible to ensure proper coordination is achieved with other scopes of work and elevator availability, if required. This should also include power and space requirements, lunch room requirements and any other items that are pertinent to completing the work.
3. Delivery Vehicles must be registered with the Security Officer at least two (2) business days in advance and must include Driver information: Name of the Driver, Company Name of the Driver, Security Clearance Level, Security Clearance File number, Security Clearance Expiry (renewal) Date. **Note: Note:** If the driver does not have a security clearance, it is the responsibility of the contractor to arrange for the vehicle to be escorted. The escort must be security cleared and is to be within visual range of the driver at all times while the vehicle is within the compound. The driver is not permitted to leave the vehicle unless they are security cleared and have completed all required Health and Safety training. Each subcontractor is required to provide competent flagmen for all of their deliveries.
4. Ensure all project PPE requirements are followed and enforced at all times.
5. Insurance/Indemnification – Brookfield Global Integrated Solutions to be named as additional insured on Insurance Certificates provided by Subcontractors.
6. All workers are required to enter and leave the site at the project security station as indicated on the CM's Site Logistics Plan. (Supplied at time of Award)
7. All workers are required to obtain security access cards and an appropriate valid security certificate.
8. Regular hours of construction are from 7:00am to 4:00pm Monday to Friday. Any activities that are not able to be completed during regular working hours due to coordination issues are to be done after hours.
9. All material deliveries are to be scheduled in advance (36hrs) with Brookfield Global Integrated Solutions. All delivered materials are to be moved from the loading dock to their end use location immediately.
10. One freight elevator with operator in each building will be available for transportation of materials to floors during the times noted in #8 above.
11. Protection of all finishes by the subcontractor. Any damages will be to the subcontractor's account.
12. Temporary 110V power will be made available on each floor.
13. Contractor is required on a daily basis as a minimum, to remove any and all waste materials generated by their work and remove from site.
14. All contractors will be required to have all applicable safety certifications and training appropriate to the task being performed beyond what has specifically been identified above. Such as lock-out / tag-out, elevated work platform, forklift, etc.

## Annex A-6 Site Instructions

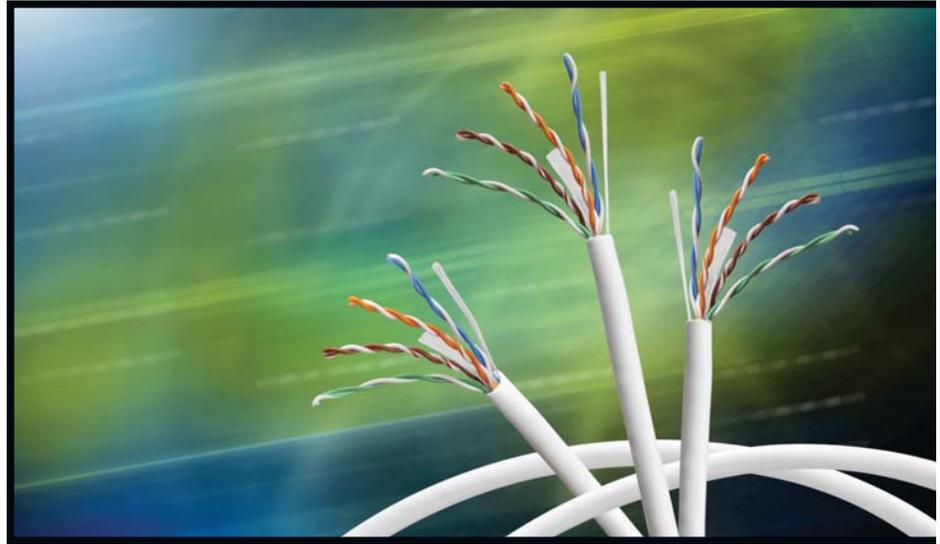
15. No task will be performed unless it is coordinated through and approved by Brookfield Global Integrated Solutions. Brookfield Global Integrated Solutions in turn will ensure that all work tasks are properly separated, ensuring the safety of the workers via time and space.

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

PB 289

### **Belden® DataTwist® 2400 Cables**

DataTwist 2400 UTP Cables provide for increased bandwidth and signal-to-noise margins. Their smaller diameter and high performance make possible the unique Category 6 networking solution: Belden IBDN System 2400.



### **DataTwist 2400 Cables Exceed the TIA/EIA Requirements for Category 6 Installations and Provide for Transmission Speeds Up to 2.4 Gb/s**

#### **DataTwist 2400 Cable**

If high-performance communication systems are an element of your competitive strategy and if you consider information technology as one of the drivers of your bottom line, you should consider the speed, reliability and performance advantages provided by DataTwist 2400 Cables.

The DataTwist 2400 Cables exceed all TIA/EIA Category 6 standard specifications and deliver guaranteed performance up to 300 MHz. These cables provide the performance, throughput and reliability to keep your response-time critical applications operating at their peak. The 2400 series offers extremely stable transmission characteristics; and a Signal-to-Noise Ratio that is ideal for networks where noise and interference is high.

The DataTwist 2400 Cable consists of 4 pairs of 23 AWG insulated copper conductors with a round flexible core construction. The patented design features a central tape to provide pair-separation, and matched conductors on all four pairs, which provide for extremely stable electrical performance. All DataTwist 2400

cables feature a small diameter for higher density installations – especially valuable for runs inside conduit. For the installer, the DataTwist cables come with a unique descending sequential printing scheme that shows exactly how much cable remains on the spool or in the box. And that translates into faster installations with less waste.

Belden DataTwist 2400 Cables are part of the Belden IBDN System 2400. Belden IBDN System 2400 delivers additional throughput and enhanced error-free performance needed to support high-traffic and high-bit-rate applications. The system delivers 250 MHz of user bandwidth and supports data rates up to 2.4 Gb/s, while surpassing Category 6 requirements as per the TIA/EIA-568-B.2-1 standard. The 2400 System provides the speed and reliability needed for your business to perform at its profitable best.

To learn more about Belden IBDN copper-based structured cabling and connectivity systems, call **1.800.BELDEN.1** or visit our Website at [www.belden.com](http://www.belden.com).

Our End-to-End Expertise  
Your End-to-End Solution

## Belden DataTwist 2400 Cable Surpasses Category 6 Standards

The Belden IBDN 2400 Solution delivers enhanced error-free performance for high-traffic and high-bit-rate applications.

### Applications

Belden DataTwist 2400 Cable is intended to be used for horizontal cable installations of high speed Local Area Networks (LANs) for transmission speeds up to 2.4 Gb/s. Specific applications include:

- 1000BASE-T Ethernet, and other LAN protocols operating up to 2.4 Gb/s transmission speeds
- ATM at all speeds up to 2.4 Gb/s
- 100 Mb/s TP-PMD, 100 Mb/s Ethernet (100BASE-T)
- Broadband video (77 channels at 550 MHz)

### Features & Benefits

- Increased bandwidth and signal-to-noise margin
- Optimized balance of transmission performance for simultaneous parallel transmission protocols
- Size minimized for compactness of installations
- Materials selected to support 25-year performance warranties
- Descending distance marking for cable length reduces waste
- Matching tip and ring color code for ease of installation
- Available in Spool-in-Box packaging for ease of installation, handling and inventory management
- Available in CMR, CMP and LSZH versions

### Technical Specifications

#### Physical Characteristics

- Conductors: 23 AWG solid copper
- Insulation:
  - Plenum: Low Smoke Flame Retardant thermoplastic (FEP)
  - Riser and LSZH: Polyolefin (PE)

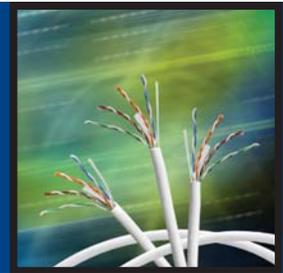
- Cable Core: Four twisted pairs cabled around Belden's patented center member
- Jacket w/ Rip Cord:
  - Plenum: LSPVC
  - Riser: PVC
  - LSZH: Low Smoke Zero Halogen Polymer Alloy
  - Jacket printed at intervals indicating cable code, AWG, listings (NEC Code), verification, date, manufacturing traceability code
  - Descending length markings start at highest number and end at 0

#### Mechanical Characteristics

- Minimum Recommended Installation Temperature: 5°C (40°F)
- Temperature Rating: 60°C (140°F)

#### Transmission Characteristics

- Values up to 350 MHz are minimum guaranteed values
- Values above 350 MHz are for information only
- DC Resistance @ 20°C, max.: 7.80 ohms/100 m
- DC Resistance Unbalance, max.: 3%
- Mutual Capacitance, max.: 5.6 nF/100 m
- Capacitance Unbalance Pair to Ground, max.: 330 pF/100 m
- Input Impedance:
  - 100 ± 15 ohms from 1 to 100 MHz
  - 100 ± 22 ohms from 101 to 200 MHz
  - 100 ± 32 ohms from 201 to 350 MHz
- Nominal Velocity of Propagation (NVP):
  - Plenum: 72% @ 10 MHz
  - Riser: 68% @ 10 MHz
- Propagation Delay (Skew), max.: 35 ns/100 m



## Technical Specifications (continued)

### Key Electrical Attributes

Frequency (MHz)	Insertion Loss (dB/100 m)		PSNEXT (dB)		PSACR (dB)		PSACRF (dB)		Return Loss (dB)		TCL (dB)		ELTCTL (dB)	
	TIA*	Spec.	TIA*	Spec.	TIA*	Spec.	TIA*	Spec.	TIA*	Spec.	TIA*	Spec.	TIA*	Spec.
1	2.0	2.0	72.3	75.3	70.3	73.3	64.8	67.8	20.0	20.0	40.0	40.0	35.0	35.0
4	3.8	3.7	63.3	66.3	59.5	62.6	52.8	55.8	23.0	23.0	40.0	40.0	23.0	23.0
8	5.3	5.2	58.8	63.3	53.5	58.1	46.7	49.7	24.5	24.5	40.0	40.0	17.0	17.0
10	6.0	5.8	57.3	61.8	51.3	56.0	44.8	47.8	25.0	25.0	40.0	40.0	15.0	15.0
16	7.6	7.4	54.2	58.6	46.6	51.2	40.7	43.7	25.0	25.0	38.0	38.0	10.9	10.9
20	8.5	8.3	52.8	57.1	44.3	48.8	38.8	41.8	25.0	25.0	37.0	37.0	9.0	9.0
25	9.5	9.3	51.3	55.5	41.8	46.3	36.8	39.8	24.3	24.3	36.0	36.0	7.1	7.1
31.25	10.7	10.4	49.9	54.0	39.2	43.6	34.9	37.9	23.6	23.6	35.1	35.1	5.1	5.1
62.5	15.4	15.0	45.4	49.1	30.0	34.1	28.9	31.9	21.5	21.5	32.0	32.0	-	-
100	19.8	19.3	42.3	45.8	22.5	26.5	24.8	27.8	20.1	20.8	30.0	30.0	-	-
200	29.0	28.3	37.8	40.9	8.8	12.6	18.8	21.8	18.0	18.7	27.0	27.0	-	-
250	32.8	32.1	36.3	39.3	3.5	7.2	16.8	19.8	17.3	18.0	26.0	26.0	-	-
300	-	35.6	-	36.1	-	0.5	-	18.3	-	17.5	-	-	-	-
350	-	38.9	-	35.1	-	-	-	16.9	-	17.0	-	-	-	-
400	-	42.0	-	34.3	-	-	-	15.8	-	16.6	-	-	-	-
450	-	45.0	-	33.5	-	-	-	14.7	-	16.2	-	-	-	-
500	-	47.9	-	32.8	-	-	-	13.8	-	15.9	-	-	-	-
550	-	50.6	-	32.2	-	-	-	13.0	-	15.6	-	-	-	-

Values above 350 MHz for engineering purposes only. The values shown are guaranteed minimum performance.  
\*TIA/EIA-568-C.2 Category 6 Standard

### Qualifications

- Meets or exceeds Category 6 requirements per TIA/EIA-568-C.2, ISO/IEC 11801 ed 2 Amendment 2 (2010) Class E
- Exceeds the Category 5e requirements per ANSI/TIA/EIA-568-A.5 or TIA/EIA-568-C.2
- Exceeds the Category 5 requirements per ANSI/TIA/EIA-568-A, CSA T529-95 and ISO/IEC 11801-1995
- Exceeds the Category 5 requirements per NEMA Standard WC 63.1-1996
- Exceeds the Category 5 requirements of ICEA S-90-661-1997
- Riser: ITS/ETL Certified as CMR, and listed as NEC Type CMR per UL Standard 444
- Plenum: ITS/ETL Certified as CMP, and listed as NEC Type CMP per UL Standard 444
- LSZH: EN50288-6-1, ISO/IEC 332-1, 754-2 and 1034-2

### Key Physical Attributes

4-pair, 23 AWG	Nominal O.D.	Min. Bend Radius	Weight (Cable Only)
DataTwist 2412 Cable CMR	5.44 mm (0.214 in.)	22.15 mm (0.872 in.)	3.9 kg/100 m (26.0 lb/kft)
DataTwist 2413 Cable CMP	5.33 mm (0.210 in.)	21.04 mm (0.828 in.)	4.2 kg/100 m (28.0 lb/kft)
DataTwist 2424 Cable LSZH	5.44 mm (0.214 in.)	23.28 mm (0.916 in.)	4.2 kg/100 m (28.0 lb/kft)

## DataTwist 2400 Cable, Category 6 Nonbonded-Pair

To learn more about Belden IBDN copper-based structured cabling and connectivity systems or Belden DataTwist Cables, call 1.800.BELDEN.1 or visit our Website at [www.belden.com](http://www.belden.com).

Belden Part Number	Color	Length	Packaging	No. of Packages Per Pallet	Total Length Per Pallet
<b>DataTwist 2400, 4-pair, 23 AWG, CMR</b>					
2412 002U1000	Red	305 m (1000 ft)	Spool-in-Box	27 boxes/pallet	13725 m (45000 ft)
2412 003U1000	Orange	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 004U1000	Yellow	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 005U1000	Green	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 006U1000	Blue	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 007U1000	Purple	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 008U1000	Gray	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 009U1000	White	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 010U1000	Black	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2412 002A1000	Red	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 003A1000	Orange	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 004A1000	Yellow	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 005A1000	Green	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 006A1000	Blue	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 007A1000	Purple	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 008A1000	Gray	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 009A1000	White	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 010A1000	Black	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2412 0041000	Yellow	305 m (1000 ft)	Spool	36 spools/pallet	10980 m (36000 ft)
2412 0051000	Green	305 m (1000 ft)	Spool	36 spools/pallet	10980 m (36000 ft)
2412 0061000	Blue	305 m (1000 ft)	Spool	36 spools/pallet	10980 m (36000 ft)
2412 0081000	Gray	305 m (1000 ft)	Spool	36 spools/pallet	10980 m (36000 ft)
2412 0091000	White	305 m (1000 ft)	Spool	36 spools/pallet	10980 m (36000 ft)
2412 0101000	Black	305 m (1000 ft)	Spool	36 spools/pallet	10980 m (36000 ft)
2412 0062500	Blue	762 m (2500 ft)	Spool	27 spools/pallet	20587 m (67500 ft)
<b>DataTwist 2400, 4-pair, 23 AWG, CMP</b>					
2413 D15U1000	Blue	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 003U1000	Orange	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 004U1000	Yellow	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 005U1000	Green	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 007U1000	Purple	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 008U1000	Gray	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 009U1000	White	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 010U1000	Black	305 m (1000 ft)	UnReel Box	27 boxes/pallet	8235 m (27000 ft)
2413 002A1000	Red	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 003A1000	Orange	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 004A1000	Yellow	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 005A1000	Green	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 D15A1000	Blue	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 007A1000	Purple	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 008A1000	Gray	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 009A1000	White	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 010A1000	Black	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 012A1000	Pink	305 m (1000 ft)	Spool-in-Box	45 boxes/pallet	13725 m (45000 ft)
2413 0031000	Orange	305 m (1000 ft)	Spool	60 spools/pallet	18300 m (60000 ft)
2413 0041000	Yellow	305 m (1000 ft)	Spool	60 spools/pallet	18300 m (60000 ft)
2413 0051000	Green	305 m (1000 ft)	Spool	60 spools/pallet	18300 m (60000 ft)
2413 D151000	Blue	305 m (1000 ft)	Spool	60 spools/pallet	18300 m (60000 ft)
2413 0081000	Gray	305 m (1000 ft)	Spool	60 spools/pallet	18300 m (60000 ft)
2413 0091000	White	305 m (1000 ft)	Spool	60 spools/pallet	18300 m (60000 ft)
2413 0101000	Black	305 m (1000 ft)	Spool	60 spools/pallet	18300 m (60000 ft)
2413 0042500	Yellow	762 m (2500 ft)	Spool	27 spools/pallet	20587 m (67500 ft)
2413 D152500	Blue	762 m (2500 ft)	Spool	27 spools/pallet	20587 m (67500 ft)
2413 0092500	White	762 m (2500 ft)	Spool	27 spools/pallet	20587 m (67500 ft)
<b>DataTwist 2400, 4-pair, 23 AWG, LSZH</b>					
2424 0071000	Purple	305 m (1000 ft)	Spool	36 spools/pallet	10980 m (36000 ft)

**Part Numbers and Physical Characteristics**

Listing	Part Number <sup>1</sup>	Configuration	Fiber Type	Fiber Count	Nominal Diameter in (mm)	Nominal Weight lbs/ kft (kg/ km)	Maximum Tensile Loading		Minimum Bend Radius		Package
							Install lbs (N)	Long Term lbs (N)	Install in (mm)	Long Term in (mm)	
OFNR	33004yGzz	Round	Multimode	4	0.20 (5.0)	15 (23)	100 (440)	30 (130)	3.0 (75)	2.0 (50)	<i>use key</i>

**PACKAGING**

	Cut to Length Plywood Reel	1,000 ft BrakeBox	1,500 ft BrakeBox	2,000 ft BrakeBox
<sup>2</sup> Replace "zz" with:	01	BB	BD	BC

**MULTIMODE OPTICAL FIBER TYPES**

	TeraGain* 62.5/125	TeraGain Laser Optimized 50/125			TeraFlex Bend Resistant Laser Optimized 50/125		
		10G/150	10G/300	10G/550	10G/150	10G/300	10G/550
<sup>3</sup> Replace "y" with:	6	A	B	F	M	N	P
Standard Jacket Colors*	Orange	Aqua					

## **Annex A-11**

### **Bidder's Checklist**

This checklist is to be used for the sole purpose of ensuring that all required documentation and deliverables have been included in the submittal. In the case of the Checklist and the RFSO having contradictory information, the RFSO will always take precedent.

Please ensure that you have included the following items:

#### **General:**

1. Offeror's Representative has been identified (ref: Part 7, article 7.5.3) and front page of offer is signed
2. List of accepted credit cards accepted by bidder (ref: Part 3, article 3.1.1)

#### **Financial:**

1. Annex B1 (ref: Part 4):
  - a. Ensure ALL sizes and dimensions have been identified
  - b. Ensure each cell has a value (leave none blank)
  - c. Ensure hardware/electrical components have been identified
  - d. Include pricing for all product and services
2. Annex B2 (ref: Part 4):
  - a. Ensure ALL sizes and dimensions have been identified
  - b. Ensure each cell has a value (leave none blank)
  - c. Ensure hardware/electrical components have been identified
  - d. Include pricing for all product and services
3. Annex A3 (ref: Part 4):
  - a. Plan View of a typical pod of 8 work stations
  - b. 3D View of a typical pod of 8 work stations
  - c. LOCATE and LABEL all Poles, Raceways, Comm. Knockouts and Duplex Electrical outlets.

#### **Security:**

1. If applicable, ensure Declaration of Convicted Offences is included (ref: Part 5)
2. Ensure Valid Organization Security Clearance is in order at RFSO Closing Date (ref: Part 6 and Part 7, article 7.2)

#### **Certifications** (ref: Part 4, MTS 2.1):

1. Forest Stewardship Council Certificate

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Government of Canada / Gouvernement du Canada

CISD

Contract Number / Numéro du contrat

EP837171633

(Rev 001)

Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail This request is for a RISO for the purchase of 6,000 new workstations for phase 2 and 3 of the Carling Campus Project in Ottawa		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**  
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

