



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Workstations	
<b>Solicitation No. - N° de l'invitation</b> 5P431-160652/A	<b>Date</b> 2017-01-03
<b>Client Reference No. - N° de référence du client</b> 5P431-160652	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-249-7161	
<b>File No. - N° de dossier</b> VIC-6-39156 (249)	<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 2017-01-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250) 514-9294 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARKS CANADA P.O.BOX 5495 HAINES JUNCTION Yukon Y0B1L0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
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<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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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### ANNEX "A" – REQUIREMENT AND BASIS OF PAYMENT

APPENDIX 1 to ANNEX "A" – FLOOR PLANS, DRAWINGS and PRODUCT DESCRIPTIONS

ANNEX A-1.1 - Specifications for Furniture for Work Spaces

ANNEX A-1.2 - Specifications for Furniture for Support Spaces

### ANNEX "B" TO PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

Contractor may be escorted; possession of security clearance is not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

### **1.2 Requirement**

The requirement is detailed under Article 6.1 of the resulting contract clauses.

### **1.3 Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

Champagne and Aishihik First Nations Final Agreement; and the  
Umbrella Final Agreement for The Council For Yukon Indians.

### **1.4 Set-aside Under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)**

- (a) This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business.
- (b) This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.
- (c) Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

### **1.5 Debriefings**

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

### **1.6 Canadian Content**

The requirement is subject to a preference for Canadian goods and/or services.

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## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

### **2.2 Submission of Bids**

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

If Annex "B" 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**

SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria – See Annex A.**

##### **4.1.2 Financial Evaluation – See Annex A.**

###### **4.1.2.1. SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid**

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on a Stream-by-Stream basis will be recommended for award of a contract.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

(\_\_\_) a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

##### **5.1.2.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition**

### 5.1.2.2 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - i.  The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
OR
  - ii.  The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
  - i.  The Aboriginal business has fewer than six full-time employees.  
  
OR
  - ii.  The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

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#### 5.1.2.2.1 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee")  
  
of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Price Certification**

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

The Bidder certifies that the price proposed

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

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

### **6.2 Security Requirement**

Contractor may be escorted; possession of security clearance not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

- a. Section 09 - Warranty, is amended as follows:
  - i. At Sub-section 1.
    1. DELETED: "The warranty period will be twelve months."
    2. INSERTED: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years."
  - ii. At Sub-section 2.
    1. DELETED: In its entirety
    2. INSERTED: as follows:
      - a. "2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."
  - iii. All other provisions of the warranty section remain in effect.

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b. Section 16 - Interest on Overdue Accounts

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

**6.4 Term of Contract**

**6.4.1 Delivery Date**

All the deliverables must be received on or before March 31, 2017.

While delivery is mandatory by March 31, 2017, the best delivery that could be offered is \_\_\_\_\_.

**6.4.2 Standard Finishes and Canada's Facilities to Accommodate the Delivery**

1.	Standard Finishes e.g. fabric, laminate, colour.	
1.1	The Project Authority is to consult the Supplier's Website identified in Article 6.5.3 of the Contract to view the available finishes.  Within three business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0
B	Dock	None, grade level
C	Lift	No lift
D	Door	Front entrance
2.2	Freight Elevator	None

**6.4.3 Shipping Instructions - Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and delivered:

DDP Delivered Duty Paid (Parks Canada Agency, P.O. Box 5495, Haines Junction, Yukon. Y0B 1L0) Incoterms 2000 for shipments from a commercial contractor.

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

**6.4.4 Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

Champagne and Aishihik First Nations Final Agreement; and the  
Umbrella Final Agreement for The Council For Yukon Indians.

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Christine Cress  
Public Works and Government Services Canada  
Pacific Region, Acquisitions  
401 – 1230 Government Street  
Victoria, BC V8W 3X4  
Telephone: 250-363-8442  
Facsimile: 250-363-0395  
E-mail address: Christine.Cress@pwgsc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: **(to be determined at contract award)**

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

### 6.5.3 Contractor's Authorized Representative (Please fill in or delete as applicable.)

Authorized Representative for the Bid and the Contract	
Name:	Telephone:
	E-Mail:
	Other:
Supplier's website:	

## 6.6 Payment

### (a) Basis of Payment

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

### (b) Limitation of Price

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

**(c) Method of Payment - Multiple Payments**

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

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

**(d) Payment of Invoices by Credit Card**

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

**(e) Discretionary Audit - Commercial Goods and/or Services**

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

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

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

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

**(f) Electronic Payment of Invoices – Contract**

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

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

**(g) 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

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the invoice is completed.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the Project Authority, listed in the Contract under the section titled "Authorities", for certification and payment.

## **6.7 Certifications and Additional Information**

### **6.7.1 Compliance**

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

### **6.7.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

### **6.7.3 Aboriginal Business Certification**

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

### **6.7.4 Canadian Content Certification**

The clause below apply when the successful bidder had to complete and submit a Canadian content certification to be considered.

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.

2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

## **6.8 Applicable Laws**

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

## **6.9 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement and Basis for Payment;
- (d) ANNEX "B" to PART 3 OF THE BID SOLICITATION;
- (e) the Contractor's bid as dated in the bid and as may have been clarified or amended on the dates in the clarifications and amendments.

## **6.10 Site Regulations**

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

## **6.11 Access to Facilities and Equipment**

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

## **6.12 Excess Goods**

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to

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the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

### **6.13 Insurance**

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

### **6.14 Marking for Warranty Tracking**

The Contractor must meet the requirements of article 13 of Annex A-1 for all products supplied under the Contract. The Contractor is to make the Project Authority aware of the presence and location of the marking and labelling information.

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## ANNEX "A" – REQUIREMENT and BASIS OF PAYMENT

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

- i. APPENDIX 1 to ANNEX "A" – FLOOR PLANS, DRAWINGS and PRODUCT DESCRIPTIONS
- ii. ANNEX A-1.1 - Specifications for Furniture for Work Spaces
- iii. ANNEX A-1.2 - Specifications for Furniture for Support Spaces

### REQUIREMENT:

Parks Canada Agency have an operational requirement for the supply, delivery, offloading and installation of workstations and various furniture for the Kluane National Parks Headquarters at Haines Junction, Yukon in accordance with the RFP.

### Product Streams

Product Streams are defined as follows:

STREAM 1	STREAM 2	STREAM 3	STREAM 4	STREAM 5
Seating	Workstations Panels and Furniture Components	Tables	Storage	Accessories / Miscellaneous

Refer to the attachment entitled "Streams - KNPHQ component summary" at Appendix 1 to Annex A for a detailed list of products for each stream.

Drawings and Lists of Components must include all hardware and components necessary to assemble the system completely. There will be no allowance made for provision of "extra" elements that are required for the "system" to be fully functional.

The Installation includes all labour, tools, materials, manuals, travel & living costs, transportation of goods, and parts required to do the Work. There will be no allowance for any travel and living costs associated with this requirement, including for the provision of the required installation, or the possible requirement of on-site maintenance and/or warranty. Any such costs must be incorporated into the firm bid prices.

It is the Bidder's responsibility to identify any and all additional components required to fulfill the requirement in accordance with the floor plans.

### DESTINATION ADDRESS:

Parks Canada Agency  
Kluane National Park Headquarters  
Haines Junction, Yukon. Y0B 1L0

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## **DELIVERABLES:**

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

- 1.1 The Supplier must supply the products listed in the resulting contract. All products must conform to the requirements of the RFP.
- 1.2 All products supplied must conform to the Specifications contained in Annex A-1.1, and Annex A-1.2. The descriptions referencing the "Categories" refer to all relevant "Streams of Work" specified in Annex A.

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

- 2.1 The Contractor must deliver the products in accordance with the delivery instructions of the RFP.

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

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

The Contractor, as a minimum, must provide all of the services below for the products supplied.

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

### **4. Inspect the Products**

Inspection and Post-Installation Deficiency Procedures

The Contractor 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.

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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.

## **STREAMS OF WORK:**

### **1. Stream Selection**

The requirement includes the following Stream(s) of Work:

STREAM 1 - SEATING

STREAM 2 – WORKSTATIONS PANELS AND FURNITURE COMPONENTS  
Refer to Appendix 1 to Annex A Floor Plans to complete the product descriptions and panel matrices for the required product of this RFP, which includes Mobile Pedestals and Personal Storage Towers etc.

STREAM 3 – TABLES

STREAM 4 - STORAGE

STREAM 5 – ACCESSORIES / MISCELLANEOUS

### **2. GoC UID identification or floor plan(s)/drawing(s)**

2.2 For STREAM 2:

Includes floor plan(s) and drawing(s) for Stream 2 product WITHOUT identification of product information in Appendix 1 to Annex A of this RFP.

### **3. Product and Pricing Tables**

Bidder to complete Product and Pricing Tables for each Stream being bid on:

Sections B of the tables identified by the Contracting Authority in article 3 of this Annex as well as Table 9. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

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**STREAM 1 - SEATING**

Table 1 – Product

#	Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
	GoC UID or Mnfr Make & Series	Description of Product (optional field)	Qty	Supplier Part Number	FIRM UNIT PRICE \$	Extended Total [Qty x Price] \$
1						
2						
<b>ADD MORE ROWS IF NECESSARY.</b>						
					Product Total	\$

Table 2 – Delivery

Product Item # from Table 1	Location	Section A - REQUIREMENT		Section B – SUPPLIER'S BID		
		Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	FIRM LOT PRICE \$	Extended Total (Qty x Firm Unit Price) \$
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]	[Normal]	(Y) (M) (D)		
		The best delivery that could be offered is				

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<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]</p> <p><b>ADD MORE ROWS IF NECESSARY.</b></p>	<p>Delivery Total: \$</p>
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Table 3 – Installation

Section A - REQUIREMENT		Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31] The best delivery that could be offered is	[Normal]
		Supplier will install on the date and at the time below*	
		FIRM LOT PRICE \$	
		Extended Total (Qty x Firm Unit Price) \$	
		(Y)	
		(M)	
		(D)	
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]		Installation Total: \$	
<b>ADD MORE ROWS IF NECESSARY.</b>			

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**STREAM 2 - WORKSTATIONS PANELS AND FURNITURE COMPONENTS**

Table 1 – Product

#	Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
	GoC UID or Mnfr Make & Series	Description of Product (optional field)	Qty	Supplier Part Number	FIRM UNIT PRICE \$	Extended Total [Qty x Price] \$
1						
2						
ADD MORE ROWS IF NECESSARY.						
					Product Total	\$

Table 2 – Delivery

Product Item # from Table 1	Location	Section A - REQUIREMENT		Section B – SUPPLIER'S BID		
		Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	FIRM LOT PRICE \$	Extended Total (Qty x Firm Unit Price) \$
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31] The best delivery that could be offered is	[Normal]	(Y) (M) (D)		

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<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.</p>	<p>Delivery Total: \$</p>
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Table 3 – Installation

Section A - REQUIREMENT		Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]  The best delivery that could be offered is	[Normal]
		Supplier will install on the date and at the time below*	
		FIRM LOT PRICE \$	
		Extended Total (Qty x Firm Unit Price) \$	
		(Y)	
		(M)	
		(D)	
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.		Installation Total: \$	

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**STREAM 3 – TABLES**

Table 1 – Product

#	Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
	GoC UID or Mnfr Make & Series	Description of Product (optional field)	Qty	Supplier Part Number	FIRM UNIT PRICE \$	Extended Total [Qty x Price] \$
1						
2						
ADD MORE ROWS IF NECESSARY.					Product Total	\$

Table 2 – Delivery

Product Item # from Table 1	Location	Section A - REQUIREMENT		Section B – SUPPLIER'S BID		
		Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	FIRM LOT PRICE \$	Extended Total (Qty x Firm Unit Price) \$
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]	[Normal]	(Y) (M) (D)		
		The best delivery that could be offered is				

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<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.</p>	<p>Delivery Total: \$</p>
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Table 3 – Installation

Section A - REQUIREMENT		Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]  The best delivery that could be offered is	[Normal]
		Supplier will install on the date and at the time below*	
		FIRM LOT PRICE \$	
		Extended Total (Qty x Firm Unit Price) \$	
		(Y)	
		(M)	
		(D)	
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.		Installation Total: \$	

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**STREAM 4 - STORAGE**

Table 1 – Product

#	Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
	GoC UID or Mnfr Make & Series	Description of Product (optional field)	Qty	Supplier Part Number	FIRM UNIT PRICE \$	Extended Total [Qty x Price] \$
1						
2						
ADD MORE ROWS IF NECESSARY.					Product Total	\$

Table 2 – Delivery

Product Item # from Table 1	Location	Section A - REQUIREMENT		Section B – SUPPLIER'S BID		
		Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	FIRM LOT PRICE \$	Extended Total (Qty x Firm Unit Price) \$
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]	[Normal]	(Y) (M) (D)		
		The best delivery that could be offered is				

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<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.</p>	<p>Delivery Total: \$</p>
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Table 3 – Installation

Section A - REQUIREMENT		Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]  The best delivery that could be offered is	[Normal]
		Supplier will install on the date and at the time below*	
		FIRM LOT PRICE \$	
		Extended Total (Qty x Firm Unit Price) \$	
		(Y)	
		(M)	
		(D)	
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.		Installation Total: \$	

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**STREAM 5 – ACCESSORIES / MISCELLANEOUS**

Table 1 – Product

#	Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
	GoC UID or Mnfr Make & Series	Description of Product (optional field)	Qty	Supplier Part Number	FIRM UNIT PRICE \$	Extended Total [Qty x Price] \$
1						
2						
ADD MORE ROWS IF NECESSARY.					Product Total	\$

Table 2 – Delivery

Product Item # from Table 1	Location	Section A - REQUIREMENT		Section B – SUPPLIER'S BID		
		Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	FIRM LOT PRICE \$	Extended Total (Qty x Firm Unit Price) \$
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]	[Normal]	(Y) (M) (D)		
		The best delivery that could be offered is				

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<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.</p>	<p>Delivery Total: \$</p>
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Table 3 – Installation

Section A - REQUIREMENT		Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*
1	Parks Canada Agency Kluane National Park Headquarters Haines Junction, Yukon. Y0B 1L0	[on or before 2017-03-31]  The best delivery that could be offered is	[Normal]
		Supplier will install on the date and at the time below*	
		FIRM LOT PRICE \$	
		Extended Total (Qty x Firm Unit Price) \$	
		(Y)	
		(M)	
		(D)	
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00]  ADD MORE ROWS IF NECESSARY.		Installation Total: \$	

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**BID EVALUATION AND CONTRACT TOTALS:**  
**(Canada may complete if not completed by the Bidder)**

**STREAM 1 – SEATING**

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5 + 6):	\$

**STREAM 2 – WORKSTATIONS PANELS AND FURNITURE COMPONENTS**

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5 + 6):	\$

**STREAM 3 - TABLES**

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5 + 6):	\$

**STREAM 4 - STORAGE**

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5 + 6):	\$

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**STREAM 5 – ACCESSORIES / MISCELLANEOUS**

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5 + 6):	\$

\* At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price", GST/HST extra.

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<b>APPENDIX 1 to ANNEX "A" – FLOOR PLANS, DRAWINGS and PRODUCT DESCRIPTIONS</b>
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**Instructions to Bidder(s):**

Bidders must provide at a minimum:

- 1) a product listing of proposed products offered at floor plan(s).  
The product listing must include the following information, at a minimum:
  - a. Supplier part numbers;
  - b. brief product descriptions;
  - c. quantities;
  - d. firm unit prices; and
  - e. separate line items for installation and delivery costs.

**The following attachments apply to and form part of this Solicitation:**

- 1) PDF entitled "Lower Floor PW"
- 2) PDF entitled "Kluane Main Floor PW w WS numbers" (with added workstation numbers).
- 3) PDF entitled "Streams - KNPHQ component summary".
- 4) PDF entitled "Kluane typical workstation".
- 5) PDF entitled "KNPHQ Conceptual furniture design"

**(NOTE:** The drawings to be used for layout and bidding purposes only.)

## ANNEX A-1.1 - SPECIFICATIONS FOR WORK SPACES

**NOTE:** Where the descriptions refer to "Categories" herein, the descriptions shall apply to all relevant Streams of Work referred to in Annex A.

### 1.0 SCOPE

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

### 2.0 PUBLICATIONS AND TESTING REQUIREMENTS

#### 2.1 Publications

##### 2.1.1 General Standards Board

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

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

- 2.1.2.1 ANSI/BIFMA X5.6 Panel Systems.
- 2.1.2.2 ANSI/BIFMA X5.9 Storage

- 2.1.2.3 ANSI/BIFMA X5.5 Desk/Table Products
- 2.1.2.4 ANSI/BIFMA X5.3 Vertical Files.
  
- 2.1.3 American National Standards Institute/ National Particleboard Association (NPA)
  - 2.1.3.1 ANSI A 208.1- 2009 Particleboard
  - 2.1.3.2 ANSI/HPVA HP-1- 2009 Hardwood lumber
  
- 2.1.4 Underwriter Laboratory Inc.
  - 2.1.4.1 UL 1286-2011, Section 35 Standards for Office Furnishings.
  
- 2.1.5 Architectural Woodwork Manufacturers Association of Canada (AWMAC).

## 2.2 Testing Requirements

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

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

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that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).

- 2.2.12 Product Changes: When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility.
- 2.2.13 For all test reports that are not specific to the products in the Supply Arrangement, the Supplier must provide an explanation to Canada as to why the "worst-case condition" applies to the products. The definition of "worst-case condition" can be found in BIFMA PD-1.
- 2.2.14 All tests must be completed by an acceptable test facility.

### **2.3. Priority of Documents**

2.3.1. In the event of a discrepancy between this ANNEX A-1 and the Publications and Testing Requirements at section 2.0, the following priority of documents apply:

- i) ANNEX A-1 Specifications for Work Spaces;
- ii) CAN/CGSB-44.227;
- iii) CAN/CGSB-44.229;
- iv) All other publications referenced within ii) and iii).

### **3.0 TERMINOLOGY**

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

- 3.1 Acceptable Test Facility: An Acceptable Test Facility is defined as a laboratory that is accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
- 3.2 Modular: Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements, to serve various purposes including storage, display, or shelving.
- 3.3 Ancillary: Products providing an enhancement to the primary operation of a system.  
Examples: CPU support, keyboard and mouse support surface, monitor arm and lighting.
- 3.4 Panel Heights are identified as Base Panel Height, Work Surface Privacy Height and Seated Privacy Height and are defined as follows:
- 3.4.1 Base Panel Height – must be within the range of 711mm (28 in.) to 965mm (38 in.) inclusive.
  - 3.4.2 Work Surface Privacy Height – must be within the range of 1065mm (42 in.) to 1219mm (48 in.) inclusive.
  - 3.4.3 Seated Privacy Height – must be within the range of 1270mm (50 in.) to 1371mm (54 in.) inclusive.

- 
- 3.5 Privacy Screens: Privacy screens are non-load bearing privacy accessories, which can be attached to the top of panels or to the edge of freestanding or to the system connected work surfaces.
- 3.6 Hang-on component: A product intended to be fully supported by a panel system.
- 3.7 Continuous Height Adjustable Surface: A surface that is intended to be adjusted vertically by the user, to allow working in the seated or sit/stand position.
- 3.8 Off Module Component: An off module component allows the panel-dependent product to be mounted without having to be the same width as the panel.
- 3.9 Pedestal: A self-contained unit that is deeper than wide, less than 787 mm (31 in.) in height, and having extendible elements. The extendible elements are typically used for multi-functional general storage or filing. It may be freestanding, work surface supporting, or mobile. Pedestal tops must be configured to accommodate seating, work surface supporting or as an extension to a work surface.
- 3.9.1 Work surface supporting: A pedestal, which replaces the function of work surface, support hardware such as a c-leg, cantilever or gables.
- 3.9.2 Mobile: A pedestal, which is on casters and can be easily moved by the user.
- 3.9.3 Mobile with seated surface: A mobile pedestal, intended for occasional guest seating.
- 3.10 Low Storage/Credenza Unit: A self-contained storage unit with the capability of supporting work surfaces and hutches. A hutch which sits on a low storage/ credenza unit must provide visual privacy to the end user.
- 3.11 Panel Add-on Module: A panel add-on module is supported by the base panel.
- 3.12 Stackable Panel: A stackable panel consists of a base panel with additional panel add-on module. The stackable panel allows for an increase in height or decrease in height with minimal dismantling of the panel station. Each add-on module of the stackable panel must be load bearing.
- 3.13 Panel Frame with Glazing: A frame designed to hold glazing material.
- 3.14 Seated Range: Refer to CAN/CGSB-44.229-2008 paragraph 6.2.2 "User-adjustable".
- 3.15 A benching work surface is comprised of a series of work surfaces inter-connected longitudinally.
- 3.16 Face Mounted Power Data Module: A face mounted power data module can be specified on the front and back of a panel frame, which will accommodate duplex power outlets and voice and data outlets at predetermined locations on the surface of a panel frame. It is designed for easy access without the use of access doors.
- 3.17 Transitional work surfaces: A transitional work surface is a work surface which has one depth dimension at one end and a different depth dimension at the other end, example: 610mm (24 in.) at the right side and 762mm (30 in.) at the left side of the work surface.
- 3.18 Concave work surfaces: A concave work surface is a work surface which has three straight sides and one side is curved inwards where the works sits.
- 3.19 Kidney work surfaces: A kidney work surface is shaped like an oval with an inward curve at one side, similar to that of kidney bean.
- 3.20. Power and data above the work surface: Power and data above the work surface can be achieved by integrating power and data components into the upper portion of the Base Panel Height or by integrating power and data components into the Panel Add-on module.

3.21. Power and data below the work surface: Power and data below the work surface can be achieved by integrating power and data components into the base race way or anywhere within the panel fascia, provided it is below the work surface.

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

4.1 Work Spaces are comprised of the following Categories:

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

#### **5.0 GENERAL REQUIREMENTS**

##### Category 1

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

##### Categories 1, 2 and 4

5.2 Work surfaces must be of a similar construction and appearance and must allow the integration of work surfaces within a workspace.

5.2.1. All work surfaces must be supplied with High Pressure Laminate finishes (excluding Category 4).

5.3 When wire management openings pass through a work surface, a meeting table surface, a support or a modesty panel the openings must be provided with a grommet. Reusable covers must be provided for each grommet to conceal the openings when not in use.

5.3.1 If a grommet is used, all work surfaces measuring 1219mm (48") wide and less must have one grommet as part of the work surface. All work surfaces greater than 1219mm (48") wide must have two grommets incorporated into the work surfaces.

##### Categories 1, 3 and 4

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

5.5 All drawers and doors must be lockable.

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

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

#### Categories 1, 2 and 4

- 5.6 All work surfaces and meeting table surfaces with electrical and data cabling must provide wire management for routing and concealing electrical and data cabling.
- 5.6.1 The wire management system must be a grommet or a gap where the work surface meets a perpendicular panel or upper storage when specified.
- 5.6.2 The method of wire management must not cause the face of a pedestal to protrude beyond the front edge of the work surface when the pedestal is placed beneath the work surface.
- 5.6.3 When grommets are located over a work surface supported pedestal the resultant wires must not interfere with the operation of the drawers.

#### Categories 1, 3 and 5

- 5.7 Workmanship: The finished product must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.
- 5.7.1 All edges and corners with which the user is intended to come in contact must be eased or radius.
- 5.7.2 Doors and drawers must fit squarely and evenly on all sides, when closed.
- 5.7.3 Welds: All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 5.7.4 Finish: All exposed aluminum components must be anodized, painted or otherwise treated to prevent oxidation.
- 5.7.5 Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 5.7.6 The keyboard and mouse support surface must not interfere with leg clearance.
- 5.7.7 The location of the top of the keyboard and mouse support surface (in particular, the home row of the keyboard) must allow the user to maintain neutral shoulder, elbow and wrist postures.

#### Category 4

- 5.8 Workmanship: Wood and wood veneer surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, delamination or watermarks.
- 5.8.1 Face veneers must be tightly joined, properly matched and similar in grain pattern or colour throughout any given area. The natural characteristics of wood and veneer are acceptable.

#### Categories 1, 3 and 4

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

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ALL Categories

- 5.10 All brackets and hardware must be supplied in order to complete the installation.
- 5.11 Parts must be capable of being replaced.

Categories 1, 3 and 4

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

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

**Panels**

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

6.2. Work Surface Privacy Height and Seated Privacy Height must be Stackable Panels and must consist of a Base Panel Height plus one or more Panel Add-on Modules. As part of the stackable panel each add-on module must be load bearing and provide hang-on capability.

Note: The total height of a Seated Privacy Height panel can be achieved with a Base Panel Height and one Panel Add-on Module, and does not exceed 1372mm (54”) high.

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

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

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

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

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

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

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

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

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

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

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

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

### **Cable Pathway**

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

### **Electrical Wiring System**

- 6.14 The electrical wiring system must be made of components which are modular and provide power at predetermined locations .When electrical wiring alterations or disassembly are required, the workstation must not be dismantled. The system must provide for ceiling access, floor access and power from the wall. Ceiling access top feeds must accommodate a ceiling height of at least 2743mm (9 ft.).
- 6.14.1 The electrical system must provide electrical distributing service to nine (9) workstations from one central feed point.
  - 6.14.2 The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.
  - 6.14.3 An electrical system rated with at least a 115 volt, 15 or 20 amps consisting of at least 2 circuits must be available for older buildings when specified.
  - 6.14.4 Each station must be provided with a maximum of six (6) receptacles in combination of either three (3) duplex power outlets or two (2) triplex power outlets. Each workstation must have one (1) voice / data outlet.

- 6.14.5 Receptacles: Must be interchangeable within the manufacturer predetermined locations and accessible at, below and above work surface height.
- 6.14.6 The complete electrical system and all components must comply with CSA C22.2 No 203-M91 (R2010) Modular Wiring System for Office Furniture.
- 6.14.7 All powered panels and add-on with a width of 457mm (18 in.) to 610mm (24 in.) requires up to three receptacles power outlets and for a width of 762mm (30 in.) to 1524mm (60 in.) requires up to four receptacles power outlets.

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

- 6.15 The tolerance for all work surface widths listed in GoC PC is +/- 25.4mm (1 in.). The tolerance for all work surface depths listed in GoC PC is +/- 13mm (0.5 in.).
- 6.16 Work surfaces must be panel mounted and/or floor supported and/or combination of panel mounted and floor supported. Floor supported is non-panel dependent.
- 6.17 Off module capability must allow a panel mounted work surface to be installed at any location along the panel width.

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

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

### **Component System Accessories**

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

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

- 6.24.1 Shelves, open and closed panel mounted overhead storage units must be capable of being mounted on a panel, on a wall and in an upmount location to the panel.

- 6.24.2 When the back of the panel mounted overhead storage unit or shelf is not completely closed, provision to prevent articles from falling out of the unit must be provided.
- 6.24.3 The type of doors for closed panel mounted overhead storage units must be provided as sliding and/or horizontal receding above the top of the storage unit.

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

**Fixed Height Work Surfaces**

7.1 Fixed height work surfaces must be freestanding and integrated with the storage products system and be of similar construction and appearance, as well as being supported by the storage products or to fit over a low storage/credenza unit with no interruptions to wire management or power and data.

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

7.1.2 The tolerance for all work surface depths listed in the GoC PC is +/- 13mm (0.5 in.).

7.2 Fixed height work surfaces with a modesty panel.

7.2.1 The modesty panel must not prevent access to wall outlets, or interfere with work surface supports and power/data access.

7.2.2 The modesty panel width must correspond with the work surface width.

7.2.3 The modesty panel must be in heights that allows for floor clearance and allows wire access from wall power/data to the equipment.

7.2.4 The modesty panel must be installed flush with the work surface back edge or recessed within the work surface back edge.

**Storage Products**

7.3 Storage products consist of pedestals, low storage/credenza units, high storage or hutches, two drawer lateral file units, wardrobes and personal storage towers.

7.3.1 Cushion seats must be provided for mobile pedestals, low storage /credenza units and two (2) drawer lateral files.

7.3.2 All storage products must be finished on the top and all sides with the exception of work surface supporting pedestals, which do not require a top.

7.3.3 All closed compartments within a storage unit must be lockable.

7.3.4 Low storage/credenza units and high storage or hutches must be single sided and/or double sided (shared). Double sided is to be accomplished by add-on units.

- 7.3.5 Two (2) or more storage units must be capable of being secured together in a group, side to side, rear to rear or a combination.
- 7.3.6 Storage products must be in laminate and/or painted metal and/or wood veneer and/or a combination of finishes.
- 7.3.7 All storage units without casters must have a leveling mechanism with a vertical adjustment of at least 19mm (0.75 in.).
- 7.3.8 Powered low storage/credenza and high storage units must provide ceiling access, floor access and wall access for the electrical system and provide a cable pathway to route cables from the building to the storage products. Non powered units must allow to be retrofitted for future power requirements.

#### **Pedestals**

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

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

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

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

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

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

- 7.8 Each drawer must have at least two removable dividers, hanging-file bars and legal-to-letter conversion bars.
- 7.8.1 Counterweights must meet ANSI/BIFMA X5.9 Storage requirements for stability when the files are not under a work surface.
- 7.8.2 The drawers must be with fixed fronts.
- 7.8.3 The lateral file units must not exceed 711mm (28 in.) in height and must fit under the work surface, excluding the cushion seat.
- 7.8.4 The lateral file units must fit under a 610mm (24 in.) deep work surface.
- 7.8.5 When a cushion seat is required it must maintain at least 610mm (24 in.) width suitable for seating.

### **Wardrobe**

- 7.9 The wardrobe must have full-length garment storage for hanging more than one garment.
- 7.9.1 Wardrobes must have two doors, a hanging rod and a hat shelf.

7.9.2. Wardrobes with the absence of doors must be provided and at least three adjustable shelves must be included, the unit must be tested to ANSI/BIFMA X5.9 and the shelves must be tested for surface deflection (for storage units).

### **Personal Storage Tower**

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

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

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

7.10.3 The storage compartment must have adjustable shelves.

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

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

### **Work Surface Privacy Screens**

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

7.11.1 Attachment hardware must not damage work surfaces when removed.

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

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

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

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

### **Meeting Tables**

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

7.12.1 The meeting table bases must be offered in metal.

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

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

7.12.4 Four post legs must have lockable casters.

## **Benching Products**

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

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

7.13.2 The benching products must provide power and data.

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

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

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

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

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

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

8.3.1 The electrical controls must be certified to be compliant with CSA C22.2 No 203.

### **Seated Range**

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

### **Sit/Stand Range**

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

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

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

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

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

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

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

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

### **Lateral Filing Cabinets**

- 9.2 Lateral filing cabinets must be two, three, four, or five (2, 3, 4 or 5) file drawers. Each drawer must have at least two removable dividers, hanging-file bars and legal-to-letter conversion bars.
- 9.2.1 Counterweights must meet ANSI/BIFMA X5.9 Storage requirements for stability when the files are not under a work surface.
- 9.2.2 Safety System - Lateral filing cabinets with two or more extendible members must be equipped with a positive interlock system. The system must prevent any drawer from being opened by more than 51 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers shall be capable of being opened simultaneously.
- 9.2.3 All drawers must be fixed front except for the 5 high lateral top drawers which must be a pull out shelves with receding doors.
- 9.2.4 The drawer and/or pullout shelf bottom and back must be slotted to receive dividers.
- 9.2.5 The front edge of the pullout shelf bottom must be flanged upwards.
- 9.2.6 When a cushion seat is required, it must be provided on a two (2) drawer lateral file.

### **Vertical Filing**

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

### **Storage Cabinets**

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

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

- 9.5 Locks for drawers and doors must be keyed operated.
- 9.5.1 Locks must be pin, tumbler and wafer type, and must have a corrosion resistant finish.
- 9.5.2 Locks and cylinders must be designed to allow for easy installation or replacement on site.

### **Pedestals**

- 9.6 Pedestals must be freestanding, or work surface supporting or mobile or mobile with seated surface.
- 9.6.1 All pedestals must have a removable pencil tray that span the full interior width.
- 9.6.2 All pedestals must have at least one bottom file drawer and one top drawer or two file drawers.
- 9.6.3 The file drawer must have at least two (2) removable file dividers or a hanging file rail.

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

### **Personal Storage Towers**

- 9.7 The personal storage towers must have two (2) file drawers, a storage compartment with or without a door and a wardrobe section with a door.
- 9.7.1 The file drawers must be side to side and back to back filing
- 9.7.2 The storage compartment must have adjustable shelves.
- 9.7.3 The wardrobe section must have a hanging coat rod and one shelf
- 9.7.4 The wardrobe door and storage compartment door must be hinged right or left.
- 9.7.5 The height of the personal storage towers must be 1372mm (54 in.) high and meet the height of the Seated Privacy Height panels, and/or must be 1676mm (66 in.) high, both heights have a tolerance of – 102 mm(-4 in).

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

### **10.1 Keyboard and Mouse Support Surfaces**

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

- 10.1.7 For a separate mouse surface, it must have the ability to slide under or rotate 180° to the rear of the work surface when not in use.
- 10.1.8 The keyboard and mouse support surfaces must have a rearward tilt of at least -15° and have a horizontal rotation of 360°.

## **10.2 Computer Processor Unit (CPU) Support**

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

## **10.3 Monitor Arm**

- 10.3.1 Monitor arms must be a single arm or dual arm.
- 10.3.2 The flat screen monitor must be securely attached to the monitor arm, must not dislodge from the structure or work surface.
- 10.3.3 The monitor arm must attach to the work surface edge with a clamp or into a work surface grommet or attached to a rail system.
- 10.3.4 Each swivel arm must support the weight of one monitor of at least 9.07kg (20lbs). Tolerance of -.907kg (2-lbs.).
- 10.3.5 Wires must be contained securely as to not interfere with the movement of the monitor.
- 10.3.6 The bracket, which supports the monitors, must adapt to various types and sizes of monitors, and provide the necessary components to ensure a secure mount, to the monitor and to rotate the monitor from portrait to landscape positioning.
- 10.3.7 The monitor arm must be constructed from metal and be finished in paint, which emits low to no volatile organic compounds.
- 10.3.8 The monitor arm must adjust vertically from a minimum range of 241mm (9.5in.) and horizontally from a minimum range of 490mm (19.3in.) and a minimum range of 483mm(19 in.) from installation point to full extension toward the user and the monitor must rotate and swivel 360 degrees without using tools. A tolerance of +/- 25.4mm(1 in.) on all adjustments.
- 10.3.9 The horizontal tolerance for the monitor must be of -25.4mm (-1in.)
- 10.3.10 The adjustment mechanism must be gas lift or spring tension or pneumatic.

## **10.4 Lighting Products**

- 10.4.1 Includes task lights, which are freestanding, and panel mounted.

- 10.4.2 All lighting products must be CSA certified.
- 10.4.3 Lighting products must be energy efficient, complete with on/off switch.
- 10.4.4 Freestanding and panel mounted lighting products must have a height adjustable arm with pivot capabilities to redirect light and provide at minimum a 1829mm (6ft) long power cord.
- 10.4.5 All task lights must be equipped with Low Emitting Diode (LED) with a minimum lamp life of 35,000 hours.
- 10.4.6 Task lights must be mounted by desk base or on a system's slat wall.
- 10.4.7 Task lights must have an articulating arm.

## **11.0 DETAILED REQUIREMENTS FOR FINISHES AND MATERIALS.**

- 11.1 All finishes and materials, must meet the performance requirements in Section 2.0 Publication and Testing Requirements.
  - 11.1.1 Category 1 all finishes for, panel and upholstery fabrics, work surface finishes, edge profile details for panel and freestanding work surfaces, panel trims finishes for vertical supports, metal storage and personal storage towers.
  - 11.1.2 Category 2 all finishes work surfaces, edge profile details, finishes for vertical supports including modesty panels.
  - 11.1.3 Category 3 all finishes for metal and storage cabinets.
  - 11.1.4 Category 4 all finishes for upholstery fabrics, work surfaces, edge profile detail for work surfaces and meeting tables, vertical supports, storage components.
  - 11.1.5 Category 5 all finishes and images of manufactures catalogue for keyboards, monitor arms, CPUs, task lights.
- 11.2. Glazed components must be available clear, translucent or frosted or tinted and must be a safety glass or plexiglas or acrylic.
  - 11.2.1 When safety glass is used, it must meet the CAN/CGSB12.1, Type 2 – tempered or ANSI Z97-2009.
- 11.3 Fabric for panels, tack boards and seated cushions must be manufactured from 100% recycled material or from other environmentally appropriate materials.
  - 11.3.1 All panel fabrics must meet the requirements and acceptance levels cited in the Association for Contract Textile (ACT) Voluntary Performance Guidelines for wrapped panels and upholstered walls.
  - 11.3.2 All seated cushion fabrics must meet the requirements and acceptance levels cited in the Association for Contract Textile (ACT) Voluntary Performance Guidelines for general contract upholstery.
- 11.4 Flammability: The panels must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the

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National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102-2010. The test must be conducted on each different fabric composition and interior construction. If panel construction is changed, new flammability tests are required.

11.4.1 Fabrics that are "identical" in content and weight will be accepted as comparable to the fabric tested on the panel.

11.5 Particleboard must meet ANSI A208-2008.1, grade M2 or greater when used as substrate.

11.6 Hardwood lumber must meet Architectural Woodwork Manufacturers Association of Canada (AWMAC) custom grade.

11.7 Hardwood plywood must meet ANSI/HPVA HP-1, Birch-2008 species, architectural grade.

## **12.0 QUALITY ASSURANCE**

12.1 The Supplier must have a recognized quality management system in place at the manufacturing facility or conformance to ISO 9001:2008.

## **13.0 PREPARATION FOR DELIVERY**

13.1 In addition to the marking requirement stated in section 9.0 MARKING of CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components or CAN/CGSB.44.229-2008 Interconnecting Panel System and Supported Components all Panels, Work surfaces, Storage, electrical components and freestanding units must be permanently and legibly marked with:

- The product code
- Manufacture's trade mark
- Traceable order information for warranty purposes.

## ANNEX A-1.2 – CATEGORY 6

### SPECIFICATIONS FOR SUPPORT SPACE FURNITURE

#### a) SCOPE

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

#### b) TERMINOLOGY

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

- a. Acceptable Test Facility – An acceptable test facility is defined as a laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
- b. Breathable Material – Breathable material is defined as any knit, woven, or knotted material or open texture material (i.e. mesh).
- c. Casework<sup>1</sup> – When referring to “casework” within this specification it is regarding furniture components related to ends (gables), divisions, fixed shelves, tops, and door/drawer fronts. Any exposed surfaces excluding work surface tops for - Meeting Room Furniture specifically related to lecterns, credenzas, wall hung presentation cabinets, mobile carts, wardrobe cabinets, storage cabinets.

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

i. Exposed Parts<sup>1</sup> – surface is visible when:

1. Drawer fronts and doors are closed
2. Cabinets and shelving are open
3. Cabinet tops and sides also known as exterior casework
4. Front edges of casework or body members

ii. Semi-Exposed Parts<sup>1</sup> – surface is visible when:

1. Drawers/doors are in the open position
2. All front edges of shelving and interior casework behind doors.

iii. Concealed Surfaces<sup>1</sup> – Surfaces are concealed when:

1. Surfaces are not visible after installation
2. Bottom of cabinets are less than 762mm (30") above the floor finish
3. Back of cabinet

- d. Collaborative Spaces – Collaborative spaces vary in size and quantity depending on the floor layout, function and space available. Collaborative spaces create environments to help people connect and collaborate, all while encouraging teamwork and idea sharing. Collaborative spaces provides touchdown spots.
- e. Kitchenettes – Kitchenettes are designed to accommodate multiple functions and may be used as informal meeting, work or resource areas as well as coffee/lunch facilities or recycling centers.
- f. Large Table – A large table is defined as a table having a seating capacity of 13 or more people.
- i. Large tables may consist of more than one section or as multiples of small and/or medium tables.
- g. Medium Table – A medium table is defined as a table having a seating capacity of 7 to 12 people.
- h. Meeting Rooms – The following definition of “meeting rooms” is republished from the Government of Canada Workplace 2.0 Fit-up Standards.

### Meeting Rooms

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

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

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

- i. Quiet Rooms – These are spaces intended for the shared use of personnel who normally occupy open workstations. They provide a private environment for telephone calls, work requiring a high level of concentration, or similar functions.
- j. Reception Waiting Areas – Reception waiting areas may consist of a hard walled reception area or may take the form of a workstation that accommodates some guest seating.
- k. Small Table – A small table is defined as a table having a seating capacity of up to 6 people.
- l. Sphere – A sphere is an electrical accessory installed onto the tabletop that provides power and data to the Identified User(s) in all directions of the table. It can be either field-installed or installed at the manufacturing facility. This accessory does not have a cover. The sphere must not interfere with the table supports or the wire management when installed.
- m. Tablet Arm – A tablet arm refers to a surface attached to a chair that has the primary function of supporting tasks such as writing and short-term handling of reference material. These surfaces typically do not have independent support legs and are not intended to support a person's weight.
- n. Tabletops – When making references to “tabletops”, this specification will be referring to the surface forming the top of meeting, training, multimedia, bar height tables and kitchenette tables.
- o. Tailored Appearance – Tailored appearance refers to lounge seating having simple, straight lines and a neat appearance.
- p. Waterfall Edge – A waterfall edge refers to a chair seat construction method where the seat front is sculpted downward in a rounded or eased fashion to reduce or eliminate pressing against nerves in the back of the thigh.

2.17 Self edge: Self edge is identified as being a method of finishing the edges of a horizontal surface. Tops made of particle board as a substrate and sheet of laminate are adhered with contact adhesive, edge of tops are covered by strips of same laminate.

### c) PUBLICATIONS

The following publications are referenced herein:

- a. American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA)<sup>3</sup>;
  - i. ANSI/BIFMA X5.1 - Office Chairs
  - ii. ANSI/BIFMA X5.4 - Lounge Seating

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

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

- iii. ANSI/BIFMA X5.5 – Desk Products
- iv. ANSI/BIFMA X5.6 - Panel Systems
- v. ANSI/BIFMA X5.9 – Storage Units
- b. American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA);
  - i. ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood<sup>4</sup>
  - ii. ANSI/NPA A208.1 – Particleboard<sup>5</sup>
  - iii. ANSI/NPA A208.2 – Medium Density Fiberboard (MDF) for Interior Applications<sup>5</sup>
  - iv. ANSI Z97.1 - Safety Glazing Materials Used in Buildings – Safety Performance Specifications and Methods of Test (includes errata)<sup>6</sup>
- c. American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)<sup>7</sup>
  - i. ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)
- d. American Association of Textile Chemists and Colorists (AATCC)<sup>8</sup>
  - i. AATCC EP001-EP-1 – Grey Scale for Color Change
- e. Association for Contract Textiles (ACT)<sup>9</sup>
  - i. ACT Voluntary Performance Guidelines for Upholstery
- f. ASTM International (formerly American Society for Testing and Materials)<sup>10</sup>
  - i. ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
  - ii. ASTM D523- Standard Test Method for Specular Gloss
  - iii. ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
  - iv. ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test

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

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

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

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

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

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

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

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- v. ASTM D3574 – Standard Test Method for Flexible Cellular Materials – Slab, Bonded, and Molded Urethane Foams.
  - vi. ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.
  - g. Business and Institutional Furniture Manufactures Association (BIFMA)<sup>11</sup>
    - i. BIFMA G1 – Ergonomics Guideline for Furniture Used in Office Work Spaces Designed for Computer Use
    - ii. BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions
  - h. California Department of Consumer Affairs<sup>12</sup>
    - i. California Technical Bulletin 117 - Requirements, Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture
  - i. Canadian Standards Association Group (CSA Group)<sup>13</sup>
    - i. CAN/CSA-ISO 9241-5-00 - Ergonomic Requirements for Office Work with Visual Display Terminals (VDTs), Part 5: Workstation Layout and Postural Requirements
    - ii. C22.2 No. 9.0 - General Requirements for Luminaires
    - iii. C22.2 No. 12 - Portable Luminaires
    - iv. CAN/CSA C22.2 No.203- Modular Wiring Systems for Office Furniture
  - j. Canadian General Standards Board (CGSB)<sup>14</sup>
    - i. CAN/CGSB 12.1-M, Type 2 - Tempered Glass
  - k. International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)<sup>15</sup>
    - i. ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories
    - ii. ISO 9001 – Quality Management Systems – Requirements
  - l. U.S. Army NATICK Research, Development and Engineering Center NATICK/TR-89/044 - 1988 Anthropometric Survey of U.S. Army Personnel: Methods and Summary Statistics<sup>16</sup>

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

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

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

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

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

- m. The Government of Canada Workplace 2.0 Fit-up Standards<sup>17</sup>
- n. Architectural Woodwork Institute - Architectural Woodwork Manufacture Association of Canada (AWMAC) – 2005 AWI/AWMAC – 8<sup>th</sup> Edition Quality Standards Illustrated (now replaced by Architectural Woodwork Standards 2<sup>nd</sup> Edition - 2014)<sup>18</sup>
- o. References to the above publications and test methods therein are to be consulted to-, and be considered regulatory from-, the most recently issued version or revision unless otherwise noted.

**d) CATEGORY 6 – Support Space Furniture is comprised of the following Products**

a. Collaborative Tables, Meeting and Training Room Furniture

i. Tables

1. Bar Height Tables
2. Coffee Tables
3. Kitchenette Tables with End Gables
4. Meeting Room Tables
5. Multi Media Tables
6. Side Tables
7. C-shaped Side Tables
8. Training Room Tables
9. Table Trolleys

ii. Meeting Room Furniture

1. Credenza
2. Lectern
3. Mobile Carts
4. Wardrobe and Storage Cabinets
5. Wall Hung Presentation Cabinets

b. Collaborative Seating and Screens

i. Soft Seating

1. Ganging Banquette Seating
2. Lounge Chairs
3. Modular Benching Units
4. Sofas
5. Upholstered Stools

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

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

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

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

- ii. Kitchenette Seating
  - 1. Bar Stools
  - 2. Kitchenette Chairs
- iii. Lounge Screens
  - 1. Upholstered Screens
  - 2. White Boards

**e) TEST REPORTS**

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

**f) TESTING REQUIREMENTS**

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

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

1. Deflection – Table surfaces must deflect no more than its overall length (L) divided by 180 (L/180) when tested in accordance with the requirements detailed for bar height, kitchenette, meeting, training and multi-media tables.
  2. Horizontal Surface Deflection for bar height-, kitchenette-, meeting-, training- and multi-media- tables – when tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5. Average the height of the end points and subtract the height of the center. The resultant dimension is the deflection.
  3. Surface Deflection for credenzas, storage cabinets, wardrobe cabinets – The surface deflection of storage cabinet shelves must be no more than the shelf length (L) divided by 180 (L/180) when tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5 and ANSI/BIFMA X5.9.
  4. Force Stability - Attached privacy screens must be tested for force stability as specified in ANSI/BIFMA X5.5.
- iv. Lecterns must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5.
- v. Disengagement – Attached privacy screens must not tip over or shift from their original position when tested in accordance with ANSI/BIFMA X5.9.
- vi. All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9.
- vii. All vertical table surfaces finished in laminate, excluding side tables must meet and pass the performance testing for Low Pressure Laminate detailed by the Performance Testing Requirements for Finishes.
- viii. Power and Data
1. All electrical systems and components must comply with CAN/CSA C22.2 No. 203.
  2. Power receptacles must be certified to CAN/CSA C22.2 No. 203 and be 15 amperes.
  3. Task light fixtures must comply with CSA C22.2, No. 9.0.
- 6.1.9 Products must comply with the current version of CAN/CGSB 44.227 with the following exception:
- Section 6.1.2 – Adhesives: The tensile strength achieved must be 58 PSI instead of 65.”

- b. Finishes - Including metals, laminate and wood veneer must be tested and meet the performance testing requirements detailed in the Performance Testing Requirements for Finishes herein.
- i. The product offering for Collaborative Tables, Meeting and Training Room furniture must meet and pass all the Performance Testing Requirements for Finishes detailed below;
1. Meeting, training, kitchenette, bar height tables and multimedia- table-top surface finishes must meet the performance requirements for high-pressure laminate or wood veneers.
  2. Side/Coffee Tables – the surface finish must meet the performance requirements for low-pressure laminate or wood veneer.
  3. All other surfaces – All other components for Collaborative Tables, Meeting and Training Room, must meet the performance requirements for low-pressure laminate, metal or wood veneer.
- ii. Performance Testing Requirements for Finishes
4. High- and Low- Pressure Laminate
- a. Gloss – The 60° specular gloss of surfaces, when tested in accordance with ASTM D523, must not exceed 45 units.
  - b. Colour Stability – The finish, after exposure, when tested in accordance with ANSI/NEMA LD 3, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC EP001.
2. High-Pressure Laminate
- a. Impact Resistance – There must be no cracking when tested in accordance with ANSI/NEMA LD 3, with the following exceptions:
    - i. The ball drop height must be 762 mm (30 in.).
    - ii. The test substrate must be the material to be used for the manufacturer's work surfaces.
    - iii. Trim and edging that may project onto the surface are exempt from these requirements.
  - b. Performance Requirements for Finishes - Abrasion Resistance – The loss of finish, when tested in accordance with ASTM D4060 using a CS-10 wheel with a 1000 g load, must not exceed 0.02 g at 500 cycles.
  - c.
3. Low-Pressure Laminate
- a. Impact Resistance – There must be no cracking when tested in accordance with ANSI/NEMA LD 3, with the following exceptions:
    - i. The ball drop height must be 254 mm (10 in.).

- ii. The test substrate must be the material to be used for the manufacturer's work surfaces.
- iii. Trim and edging that may project onto the surface are exempt from these requirements.

- b. Performance Requirements for Finishes - Abrasion Resistance – The loss of finish, when tested in accordance with ASTM D4060 using a CS-10 wheel with a 1000 g load, must not exceed 0.04 g at 500 cycles.

#### 4. Wood Veneer

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

#### 5. Metal

- a. Finish Hardness – The finish, when tested in accordance with ASTM D3363's "scratch hardness" method, must not be less than H.
  - b. Abrasion Resistance – The loss of finish, when tested in accordance with ASTM D4060 using a CS-10 wheel with a 1000 g load, must not exceed 0.04 g at 500 cycles.
  - c. Colour Stability – The finish, after exposure, when tested in accordance with NEMA LD 3, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC EP001.
  - d. Paint Adhesion – The adhesion rating of the painted metal finish must be at least 4B, when tested in accordance with ASTM D3359, Method B.
- c. Upholstery – All upholstery must meet the requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines for Upholstery in the following categories: Wet & Dry Crocking, Physical Properties, Flammability, and Colorfastness to Light. In addition, upholstery must meet the heavy-duty rating for abrasion resistance.
  - d. Polyurethane Foam – Foams must have the Indentation Force Deflection (IFD) (at 25%) between 155.7 – 177.9 N (35–40 lbf) and a density greater than 32 kg/m<sup>3</sup> (2 lbs/ft<sup>3</sup>) when tested in accordance with ASTM D3574.
    - i. When tested in accordance with ASTM D3574 - Dynamic Fatigue Test I-3 by Constant Force Pounding, procedure B, the cushioning material's loss of force support at 40% IFD (Indentation Force Deflection) must not exceed 23% for seat applications and 33% for backrest applications.
  - e. All soft seating must meet the acceptance criteria provided in ANSI/BIFMA X5.4 when tested in accordance with the appropriate tests from the referenced standard.
  - f. All kitchenette chairs and bar stools must meet the acceptance criteria provided in ANSI/BIFMA X5.1 when tested in accordance with the appropriate tests from the referenced standard.
  - g. All lounge screens must meet the acceptance criteria provided in ANSI/BIFMA X5.6 when tested in accordance with the appropriate tests from the referenced standard.

**g) GENERAL REQUIREMENTS**

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

- a. Particleboard – Particleboard must conform to ANSI/NPA A208.1 grade M2 or greater when used as a substrate.
- b. Medium Density Fiberboard (MDF) – When medium density fiberboard (MDF) is used as a substrate, the core must conform to ANSI/NPA A208.2.
- c. Solid Wood, Veneer, or Painted Wood – Solid wood, wood veneer, and painted wood must be certified by the Forest Stewardship Council (FSC) and requires an FSC Chain of Custody certificate. The wood must be free of open knots.
  - i. Wood veneer must be provided in Cherry, Maple, Oak and Walnut in the manufacturer's standard line of wood veneer.
- d. Engineered Composite Panels – When the substrate for work surfaces, shelving, or any other component is a composite wood product (i.e. particle board, medium density fiberboard, plywood) that contains urea-formaldehyde-based resins, the substrate must be fully encapsulated on all six sides.
- e. Hardwood Plywood - must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction, to minimize warping.
- f. Drawer Sides and Backs – wood drawers must be of single species solid lumber as per AWMAC, section 100-G-1 hardness rating of medium or better.
  - a) 7-ply all hardwood veneer core plywood, no voids; no edge band required.
  - b) High pressure decorative laminate on 7-ply veneer core substrate.
  - c) Edge banded HPDL or thermos-set decorative overlay on particleboard core.
- g. Drawer Bottoms – Veneer core panel product, "B" face hardwood veneer or thermos-set decorative overlay panel product or hardboard (smooth side visible inside).
- h. All wood trims, wood drawers, wood pulls etc. require finishing such as transparent stained or opaque finish fully ready for use.
- i. Wood cabinetry manufacturing must comply to AWMAC to the latest version;
  - a) Minimum Nominal and Material for Cabinet Components
  - b) Flush Wood Exposed and semi-exposed Materials,
  - c) Edge Treatment of Exposed and Semi-exposed Panel Products,
  - d) Flush Wood Cabinet Doors and Drawer Fronts.
  - e) Stile and Rail Wood Doors, Drawer Fronts, and Exposed Materials,
  - f) Stile and Rail Workmanship,
  - g) Stile and Rail Machining and Joinery,
  - h) Drawer Sides and Backs,

- i) Drawer Bottom Materials,
  - j) Drawer Construction Techniques/Supports,
  - k) Concealed 35mm Cup Hinge Installation,
  - l) Adjustable Shelf Techniques/Supports,
  - m) Joinery of Case Body Members,
  - n) Joinery of Face Frames and Trims,
  - o) Smoothness of Exposed Surfaces,
  - p) Selection for Grain and Color.
- j. All exposed and semi-exposed casework, doors/drawers and tops must be finished in the same material unless otherwise noted.
- k. Tabletop finishes for training and meeting room tables must be provided in high-pressure laminate or wood veneer. Laminate finish must be properly adhered onto a substrate and the under surface must have equally balanced backer.
- l. For tables with laminate top, the colour of the exposed edge finish must match the colour of the tabletop finish.
- m. For tables with veneer top, the colour of the exposed edge must match the colour of the tabletop finish.
- n. Table bases and all other furniture must be provided in high- or low-pressure laminate, wood, wood veneer, metal, or a combination of the aforementioned finishes.
- o. For tabletops, the finish of the surface must meet the performance requirements for high-pressure laminate.
- p. Edges – edges must be finished in PVC or Polypropylene, solid wood edge band. All edge banding must be free of de-lamination, bubbles, and all adhesive or processing residues.
- q. Exposed and semi-exposed edges must be treated by applying edge bandings.
- i. Body Members – material must be the same as components or of a compatible PVC.
  - ii. Exposed Shelves – material must be of the same as exposed body members or of a compatible PVC.
  - iii. Semi-Exposed Shelves – material must be the same as cabinet interior, shelf, or of a compatible PVC.
  - iv. Doors and Drawer Fronts - material must be the same as exposed or of a compatible PVC.
- r. Coffee and Side Tables – the finish of the surface must meet, at minimum, the performance requirements for low-pressure laminate or wood veneer.
- s. Meeting Room Furniture – Semi-exposed finish on the casework, drawer and doors must be finished in like materials and thicknesses on both sides as the exposed finishes to prevent warping.
- t. Surfaces must have a laminate bonded to all exposed single- and double- faced sides.

- u. All veneered particleboard parts must be veneered on the exposed surface and constructed of balanced construction on both sides to prevent warping.
- v. Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
- w. Veneer surfaces must have a multi-layer backer sheet applied to the underside, if not laminated on both sides.

**h) MATERIALS - Collaborative Seating and Screens**

a. Soft Seating

i. Seat and Back

1. Appearance - The seat and back must be fully upholstered with stitch detailing for a tailored appearance.
2. Springs and Webbing – Sinuous springs or drop-in coil springs webbing must be used. Equal or better alternative which meets and pass the tests as stated in section 6 will be acceptable.
3. Foam – Seat must be of foam construction or other industry standards and must meet ANSI/BIFMA x 5.4 Lounge and Public Seating Tests.

ii. Upholstery must be fabric with recycled content, vinyl, leather-like, or Crypton.

1. Fabric upholstery must be made of stain-resistant fabric.
2. Patterns must align at the seams and corners, both vertically and horizontally.
3. Upholstery seams must be double-stitched or top-seamed and be perfectly straight.

iii. Tablet Arms – Tablet arms must be wood veneer or laminate with coordinating edge material.

iv. Side Tables – Side tables for modular benching units must be wood veneer or laminate.

v. Legs/Bases – Legs and bases must be metal or solid hardwood.

b. Kitchenette Seating

i. Frames and Legs – Frames and legs must be metal.

ii. Seat and Back – The seat and back must be wood veneer, bent plywood, perforated or non-perforated molded plastic and/or polyamide, upholstered, or any combination of these materials.

iii. Foam – Foam must be a minimum of 63.5 mm (2.5 in.) in thickness.

iv. Upholstery – Upholstery must meet the criteria below;

1. Upholstery must be fabric with recycled content, vinyl, leather-like, or Crypton. Fabric upholstery must be made of stain-resistant fabric.
2. Patterns must align at the seams and corners, both vertically and horizontally.

v. Lounge Screens – Lounge screens must meet the criteria below;

1. Frames – Frames must be metal.
2. Upholstery – Screens must be upholstered in either fabric or breathable material (for example, mesh).

vi. White Boards – Each side of the screen must either be a white board, a tackable fabric surface or a combination of the two.

**i) COMPONENTS - Collaborative Tables Meeting and Training Room Furniture**

- a. All laminate and PVC edges must be machine flush, filed, sanded, or buffed to remove machine and processing marks (i.e. sharp corners removed). Cleanup at easing must be such that no overlap of member eased is visible. Chip out of the laminate must be invisible when viewed.
- b. Edges – For work surface edges designed for a user to rest the forearm or wrist must have a radius of at least 3mm (0.12 in.).
- c. Workmanship – The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts, excluding drawers, must be protected against accidental contact with the user, the user's clothing, or documents. Wood core surfaces must have a balanced construction to minimize warping.
- d. Wood and Wood Veneer – Furniture surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, de-lamination, or water marks. Wood face veneers must be tightly joined, properly matched, and similar in grain pattern or colour throughout the tabletop surface. The natural characteristics of wood and veneer are acceptable although all visible solid wood must be free of open knots.
- e. Meeting and Training Room Tables<sup>19</sup> - must be provided in three sizes; small, medium and large tables.
  - i. All tables, with the exception of multi-media tables, must have a fixed height measuring 730±25.4mm (28.7±1.0 in.) from the floor to the under surface of the tabletop.

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

- ii. Tabletops must be edged with PVC edging or solid hardwood edging for laminate tops, and at least 25.4mm (1 in.) solid hardwood edging for wood veneer tops.
- iii. The top must be a minimum of 19 mm (3/4 in.) in thickness and must be made of particleboard, MDF or hardwood plywood with a veneer or laminate surface.
- f. Veneers must be selected with careful attention to pattern grain matching and symmetry (as applicable).
- g. Tables must be supported by legs, bases, or end gables. Legs must not be shared in multiple table for side-by-side configurations.
- h. Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- i. The factory finish must be smooth and free of snags, runs, orange peel and overspray.
- j. Metals – All exposed aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
- k. Welds – All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.
- l. Safety – Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.
- m. Table Edges – There must be a minimum of three types of edge details available and the colour must match the tabletop finish. Self-edging is not acceptable for meeting, training, kitchenette and multimedia tables.
- n. All tables must be supplied with hardware to complete the installation.
- o. All connections into particleboard core must have metal-to-metal connectivity.
- p. All tables must be level and square.
- q. Clearance Under Work Surfaces – meeting, training, kitchenette and multimedia tables.
- r. Tables – There must be a clearance envelope under all tables of 610 mm (24 in.) in depth or greater, which must meet the requirements of BIFMA G1 for the 95th percentile male, except that the depth at toe level must be 584 mm (23 in.).
- s. For height-adjustable work surfaces, the range of adjustments must include the clearance envelope for the 95th percentile male.
- t. Glides – All furniture, except for mobile tables, must be equipped with four corrosion-resistance glides on the legs. The glides must not exceed the width of the base and must have a vertical adjustment of at least 25.4 mm (1 in.), with a tolerance of -6.35 mm (-0.25 in.). Glides must be secured and must not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.

- u. Power Outlets and Data Module – unless otherwise stated.
  - i. The power and data module must be recessed in the tabletop and have flip-up access doors that pivot, retract, or pop up to conceal and protect the module. The module must provide four receptacles and four data covers.
  - ii. Each data module is composed of a cover and a jack adapter. Data jacks are supplied by other Suppliers and are not covered under this specification.
  - iii. Power outlets and data covers must be supplied and must be easily accessible by the Identified Users.
  - iv. The module must have a 15-ampere cord that is at least 3.7 m (12 ft.) long with a plug.
  - v. Hardwired connection is not acceptable.
- v. Cable Management
  - i. The power and data cable management assembly must be concealed in a trough or wire tray and must be easily accessible by the Identified Users.
  - ii. An additional system of cable management must be provided with a flexible casing to conceal the cables from the floor to the power and data at the table surface.
- w. Seating Calculations – All seating calculations for category 6 are based on the use of a 58.42 cm (23 in.) wide chair. Allow an additional 10.16 cm (4 in.) between chairs.
- x. Supports or Table Bases
  - i. Table surfaces must be supported by either legs or bases.
  - ii. Legs must not be shared in multiple-table configurations.
  - iii. Fixed supports must be provided with a leveling mechanism with a vertical adjustment of at least 25.4 mm (1 in.), with a tolerance of -6.35 mm (-0.25 in.).
  - iv. Table Bases – The table base must not be less than half the size of the table top. The leg spread of the base must not be narrow to cause the table to tip, the base must be properly weighted to avoid tipping.
- y. Tabletops
  - i. The under surface of the table must be predrilled to accept the installation of mounting hardware and attachments.
  - ii. All hardware must be installed with metal-to-metal connection.
  - iii. Tabletops must be manufactured of particleboard or medium density fiberboard.
  - iv. Table surfaces must be predrilled to accept the installation of mounting hardware and attachments.

- z. Casework or shelves in semi-exposed conditions must have edge band which match the casework or shelf.

**j) COMPONENTS – Collaborative Seating and Screens**

- a. The finished products must be stable; be uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- b. All components must be level and square.
- c. Veneer for exposed parts must be clear, sound, and smoothly sanded without obvious scratches, marks, or splits.
- d. Soft Seating
  - i. The covering of soft seating products must be properly positioned, clean, and well-tailored in appearance. All excess covering must be neatly trimmed and any surplus removed.
  - ii. All edges and corners of the back and seat frame must be eased or rounded to prevent damage, abrasion, and wear and tear of the fill and cover materials.
  - iii. Seam allowances must be maintained and seams properly sewn so that no raw edges, runoffs, broken or skipped stitches, twists, pleats, or puckers result. Top and bottom threads must be adjusted to the upholstery materials with proper tension so that there will be no looped stitches, puckering of materials, or cracking when the cover is stretched to fit the finished product.
  - iv. The seam must line up with the edges of the surfaces.
  - v. All directional or patterned fabrics (e.g. stripes, geometrics, textured) must be installed respecting the consistency/repetition and direction of the given pattern.
  - vi. The covering must be securely attached with tacks and/or staples, and fastening devices must be positioned so as not to be visible.
  - vii. All seat bottoms must be covered with cambric and the covering must be finished without exposed edges.
  - viii. Armrest profiles must be straight on the exterior and have a tailored appearance.
  - ix. Sofas must accommodate two or three adults.
- e. Kitchenette Seating
  - i. Kitchenette seating must be uniform in quality, clean, and free of any defects that may affect appearance and serviceability.
  - ii. External surfaces must be smooth and all edges must be rounded and beveled. All accessible surfaces must be free of sharp edges, burrs, and any other safety hazards.

iii. Waterfall edge – When measured without compression, the vertical height of the seat front edge curve must not be less than 40 mm (1.6 in.) and the radius of the front edge curve must not be less than 40 mm (1.6 in.) or greater than 120 mm (4.7 in.).

iv. Kitchenette chairs with four legs and without arms must be stackable and have a minimum stacking capability of 10 chairs.

f. Lounge Screens

i. Upholstery seams must be straight and aligned with the frame. There must be no puckering or pulling in the upholstery fabric or mesh.

ii. The upholstery fabric or mesh must be replaceable using commonly available tools.

**k) DETAILED REQUIREMENTS**

a. Tables

i. Bar-Height Tables

1. Description

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

2. Dimension

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

3. Finishes

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

ii. Coffee Tables

1. Description

- a. Rectangular
- b. Straight-edge profile, or self-edge
- c. Four legs, end gables, or mobile

## 2. Dimension

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

## 3. Finishes

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

### iii. Kitchenette Tables with End Gables

#### 1. Description

- a. Rectangular
- b. Straight-edge profile, self-edge, post-formed
- c. Full table depth end gables
- d. With or without power/data management
- f) Seated Height.
- g) Bar Height.

#### 2. Dimension

- a. Must be 1524 mm to 2438 mm wide (60 in. to 96 in.) x 762 mm to 1219 mm deep (30 in. to 48 in.)  $\pm 25.4$  mm ( $\pm 1$  in.).
- b. Seated Height of Table Surface – Must be between 738 mm and 787 mm (29 in. and 31 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor.
- c) Bar Height of Table Surface - Must be between 914mm and 1067mm (36 in. and 42 in.) inclusively  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor.

#### 3. Finishes

- a. High-pressure laminate (HPL) surface.
- b. Full end gables must be laminate or wood veneer.

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

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

#### 2. Power, Data, and Cable Management

- a. Kitchenette tables with full end gables must have continuous horizontal power, data, and cable management components that run the entire length of the table under the surface and are concealed from view. The power, data, and cable management

must be pre-wired and capable of being ganged/joined and connected from one table to another at the short end.

- b. Power and data connections must be supplied from the floor. All connections and cables must be contained and controlled in a flexible casing/spine from the floor to any location from the underside of the table. Casings must be flexible white/off-white translucent plastic or metal to match the table frame and the full end gables.

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

- b. Meeting Room Tables

- i. Small Tables

- 1. Description

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

- 2. Dimension

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

- ii. Medium Tables

- 1. Description

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

- 2. Dimension

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

### iii. Large Tables

#### 1. Description

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

#### 2. Dimension

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

### iv. Supports/ Table bases

#### 1. Description

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

#### 2. Dimension

- a. Must be manufacturer's standards.

### v. Finishes

#### 1. Description

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

d.

#### vi. Power and Data

##### 1. Description

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

#### vii. Multi-Media Tables

##### 1. Description

- a. Surface Area Shapes – Multi-media tables must be rectangular or D-shaped.
- b. Multi-media tables must be provided in three types: mobile easels/carts, monitor support mount, and table/monitor units. All types must meet article 11.2.7.1 and all its sub sections
  - i) Mobile easels/carts supports the monitors and is independent from the table.
  - ii) Monitor support mount is when the monitor support is mounted onto the table.
  - iii) Table/monitor units is when the table and monitor support is one unit.
- c. Single and Double Monitors – Multi-media tables must accommodate the placement of both a single monitor and double monitors.
- d. Height – Multi-media tables must be provided in two heights: seated-height and bar-height.
- e. Seated-height tables must be 730±25.4 mm (28.7±1.0 in.) when measured from the floor to the top of the work surface.
- f. Bar-height tables must be between 1016 and 1118 mm (40 and 44 in.) with a tolerance of +/-50.8 mm (+/- 2 in) when measured from the floor to the top of the work surface.
- g. Bases – Multi-media table bases must accommodate cable or wire management.
- h. Monitor Supports – Monitor supports must accommodate flat screens ranging from 813 mm (32 in.) to 1524 mm (60 in.) in size, and must accommodate the placement of a single and double monitor.
- i. Monitor supports must provide wire management to connect with the table wire management.
- j. Power/Data and Cable Management – Power/data and communication connection from the monitor supports to the tabletop must be provided to the Identified Users for teleconference functions.

- k. Multi-media tables must be designed to accommodate equipment such as flat-screen monitors, switchers, sensors, and Universal Serial Bus (USB) programmable and wireless transmitters. However, the equipment does not form part of these specifications.

## 2. Dimension

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

## 3. Finishes

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

## viii. Side Tables

### 1. Description

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

### 2. Dimension

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

### 3. Finishes

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

## ix. C-shaped Side Tables

### 1. Description

- a. Side table to have a "C" shape configuration
- b. Straight-edge, or self-edge profile.
- c. Vertical support must be the same width as the table top and base.

## 2. Dimension

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

## 3. Finishes

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

## x. Training Room Tables

### 1. Description

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

### 2. Dimension

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

### 3. Finishes

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

### xi. Training Tables Supports

#### 1. Description

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

#### 2. Dimension

- a. Manufacturer's standards.

#### 3. Finishes

- a. Painted metal.

### xii. Hardware

#### 1. Description

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

#### 2. Dimension

- a. Manufacturer's standards.

#### 3. Finishes

- a. Painted metal.

### xiii. Privacy Screens

#### 1. Description

- a. For training tables requiring privacy screens, attachment devices must not damage the table when the privacy screen is being installed or removed from the table.
- b. The overall height of a privacy screen measuring from the floor to the top of the screen must not exceed 1372 mm (54 in.).

- c. Hardware to secure a screen to the tabletop does not need to be concealed but must be compatible with the table's supports and wire management.

## 2. Dimension

- a. Sizes – Privacy screens length must range from 610 mm (24 in.) to 1524 mm (60 in.). The Privacy screens height must range from 152 mm (6 in.) to 610 mm (24 in.) with an increment allowance of 25.4mm (1 in.) but cannot exceed 610mm (24 in.).

## 3. Finishes

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

## xiv. Modesty Panels

### 1. Description

- a. Modesty panels must be flush with the edge of the work surface or be recessed.
- b. Modesty panels must provide wire management.
- c. Modesty panels must provide leg privacy and extend across the width of the table to which it is mounted without interfering with the supports.

### 2. Dimension

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

### 3. Finishes

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

xv. Cable Management and Electrical and Data Connectivity for training room tables

1. Description

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

xvi. Power Modules for training room tables

1. Description

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

xvii. Table Trolleys for training room tables

1. Description

- a. Trolleys must be provided for moving and storing training tables. They must be easily moved by the Identified User, and must support at least four or more collapsed tables.
- b. Trolleys must have lockable casters.
- c. Trolleys are not required for Nesting Flip-Top Tables.

c. Meeting Room Furniture

i. Credenzas

1. Description

- a. Credenzas must have open shelves, shelving with doors, drawers, or any combination of the aforementioned features for storage.
- b. Credenza doors and drawers must be lockable.
- c. Credenzas must provide access to power and data through grommets at the back.
- d. Ventilation must be provided as an option.
- e. Hardware must be supplied and installed as part of the assembly of the furniture and must meet industry standard.
- f. Drawers - slides must be a combination metal and roller bearing.
- g. Drawers must at least extend three-quarter.
- h. File drawers must extend fully.
- i. Spring loaded tip-down stops shall be provided on all drawers.

- j. File drawers must have a minimum inside clear height to allow the use of hanging folders on a system stand or integral rails.

## 2. Dimension

- a. Credenzas must range from 762 mm (30 in.) to 1524 mm (60 in.) in width and from 508 mm (20 in.) to 610 mm (24 in.) in depth. The tolerance is  $\pm 51$  mm ( $\pm 2$  in.).
- b. Credenza height must range from 711 mm (28 in.) to 1067 mm (42 in.). With a tolerance of  $\pm 25.4$  mm ( $\pm 1$  inch).

## 3. Finishes

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

## ii. Lecterns

### 1. Description

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

### 2. Dimension

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

### 3. Finishes

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

### iii. Task Light Fixtures for Lecterns

#### 1. Description

- a. Freestanding light fixtures and surface clamp-on LED task light fixtures must have a height-adjustable stem, a horizontally and vertically pivoting light head, and a minimum lamp life of 35,000 hours.

### iv. Mobile Carts

#### 1. Description

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

#### 2. Dimension

- a. The depth must range from 406 mm (16 in.) to 610 mm (24 in.).
- b. The width must range from 432 mm (17 in.) to 914 mm (36 in.).
- c. The height must range from 559 mm (22 in.) to 965 mm (38 in.) with a tolerance of +/- 25.4 mm (+/-1 inch).

#### 3. Finishes

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

### v. Wardrobe and Storage Cabinets

#### 1. Description

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

## 2. Dimension

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

## 3. Finishes

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

## vi. Wall-Hung Presentation Cabinets

### 1. Description

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

### 2. Dimension

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

### 3. Finishes

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

## vii. Locks

### 1. Description

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

## I) DETAILED REQUIREMENTS - Collaborative Seating and Screens

### a. Soft Seating

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

##### 1. Description

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

##### 2. Dimension

- a. Overall Width – overall seat arrangement width must be 1676 mm to 1905 mm (66 in. to 75 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.). Individual units must be capable of being ganged together to create the total overall width. Individual Dimension must range between 610 mm and 1905 mm wide (24 in. and 75 in. W)  $\pm 12.7$  mm ( $\pm 1/2$  in.).
- b. Overall Seat Depth – Must be between 483 mm and 584 mm (19 in. and 23 in.)  $\pm 12.7$  mm (1/2 in.).
- c. Overall Height for Seating Without High Back Screen – Must be between 737 mm and 1321 mm (29 in. and 52 in.)  $\pm 12.7$  mm ( $\pm 1/2$  in.) above finished floor.
- d. Overall Height for Seating With High Back Screen – Must be between 1092 mm and 1372 mm (43 in. and 54 in.)  $\pm 25.4$  mm ( $\pm 1$  in.) above finished floor.
- e. Seat Height – Must be between 406 mm and 508 mm (16 in. and 20 in.)  $\pm 25.4$  mm ( $\pm 1$  in.) above the finished floor.

#### ii. Lounge Chairs (With or Without Tablet Arm)

##### 1. Description

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

- h. Additional Features for Chairs With Tablet Arm – Tablet arm with a 360° turning radius or the ability to move in and out

## 2. Dimension

- a. Overall Dimension for Chairs without Tablet Arm – 787 mm to 915 mm wide (31 in. to 36 in. W) x 711 mm to 762 mm deep (28 in. to 30 in. D) x 686 mm to 762 mm high (27 in. to 30 in. H) ±12.7 mm (±1/2 in.)
- b. Overall Dimension for Chairs with Tablet Arm – 711 mm to 813 mm wide (28 in. to 32 in. W) x 610 mm to 806 mm deep (24 in. to 31¾ in. D) x 737 mm to 806 mm high (29 in. to 31¾ in. H) ±12.7 mm (±1/2 in.)
- c. Seat Height – Must be between 406 mm and 508 mm (16 in. and 20 in.) ±12.7 mm (±1/2 in.) above the finished floor.

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

### 1. Description

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

### 2. Dimension

- a. Overall Dimension – 635 mm to 2642 mm wide (25 in. to 104 in. W) x 483 mm to 876 mm deep (19 in. to 34.5 in. D) ±12.7 mm (±1/2 in.)
- b. Seat Height – Must be between 381 mm and 508 mm (15 in. and 20 in.) ±12.7 mm (±1/2 in.) above finished floor
- c. Side Table Depth and Height – Must fully align with bench unit in depth and seat height.
- d. Individual Dimension must range between 610 mm and 2642 mm wide (24 in. and 104 in. W) ±12.7 mm (±1/2 in.).

## iv. Sofas

### 1. Description

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

## 2. Dimension

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

## v. Upholstered Stools

### 1. Description

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

### 2. Dimension

- a. Overall Dimension – 508 mm to 610 mm (20 in. to 24 in.) in diameter, or 445 mm to 686 mm wide x 343 mm to 483 mm deep x 381 mm to 686 mm high (17½ in. to 27 in. W x 13½ in. to 19 in. D x 15 in. to 27 in. H) ±25.4 mm (1 in.)
- b. Seat Height – Must be between 432 mm and 508 mm (17 in. and 20 in.) ±12.7 mm (±1/2 in.) above the finished floor

## b. Kitchenette Seating

### i. Bar Stools

#### 1. Description

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

#### 2. Dimension

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

## ii. Kitchenette Chairs With or Without Arms

### 1. Description

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

### 2. Dimension

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

## c. Lounge Screens

### i. Upholstered Screens

#### 1. Description

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

#### 2. Dimension

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

- b. Overall Dimension for Straight Screens – Must be 915 mm to 1067 mm wide x maximum 1372 mm high (36 in. to 42 in. w x maximum 54 in. h) ±51 mm (±2 in.)

ii. White Boards

1. Description

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

2. Dimension

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

**m) QUALITY ASSURANCE**

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

**n) PREPARATION FOR DELIVERY**

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

**o) MAINTENANCE**

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

Solicitation No. - N° de l'invitation  
5P431-160652/A  
Client Ref. No. - N° de réf. du client  
5P431-160652

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39156

Buyer ID - Id de l'acheteur  
vic249  
CCC No./N° CCC - FMS No./N° VME

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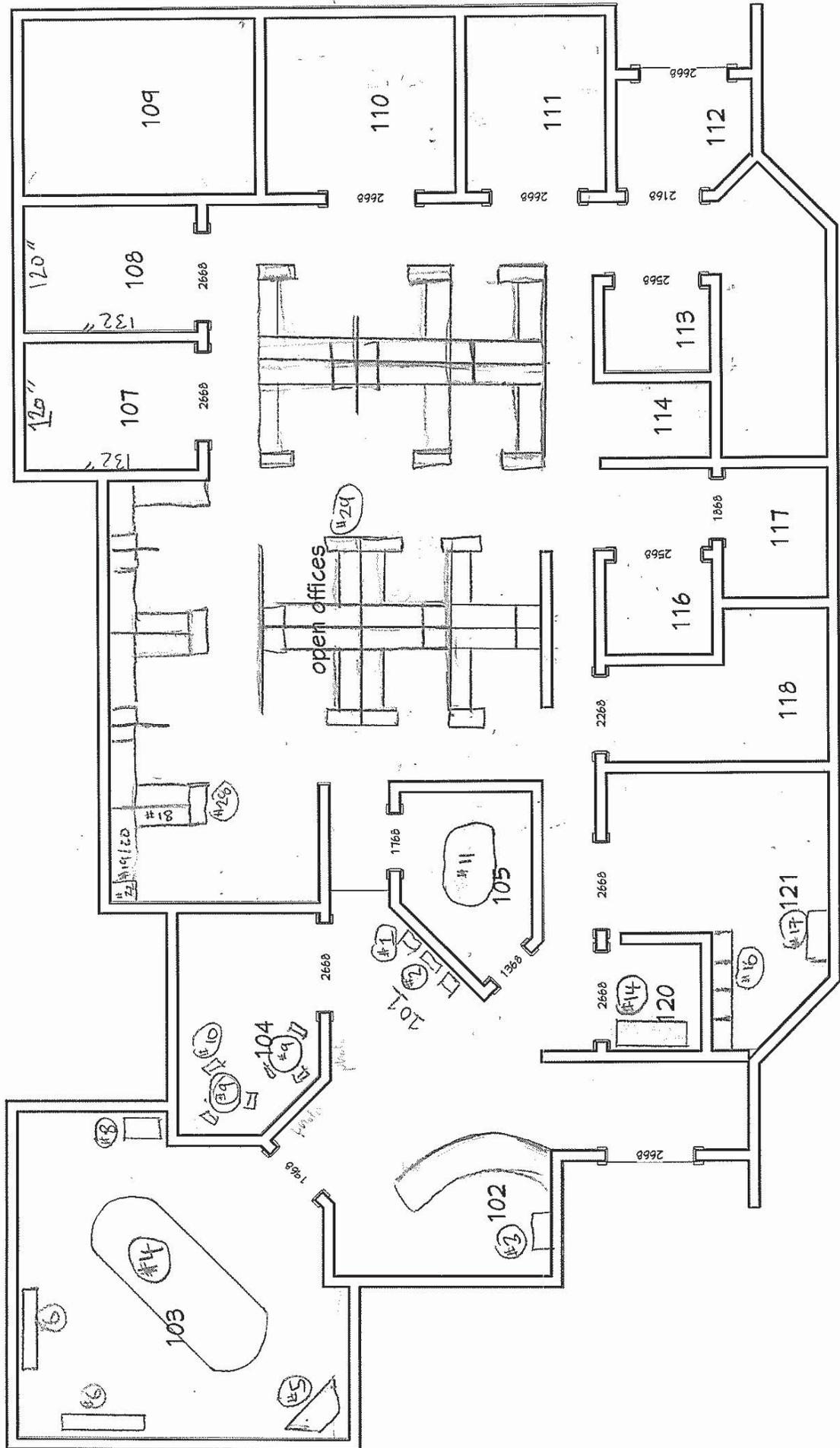
<b>ANNEX "B" to PART 3 OF THE BID SOLICITATION</b>
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## **ELECTRONIC PAYMENT INSTRUMENTS**

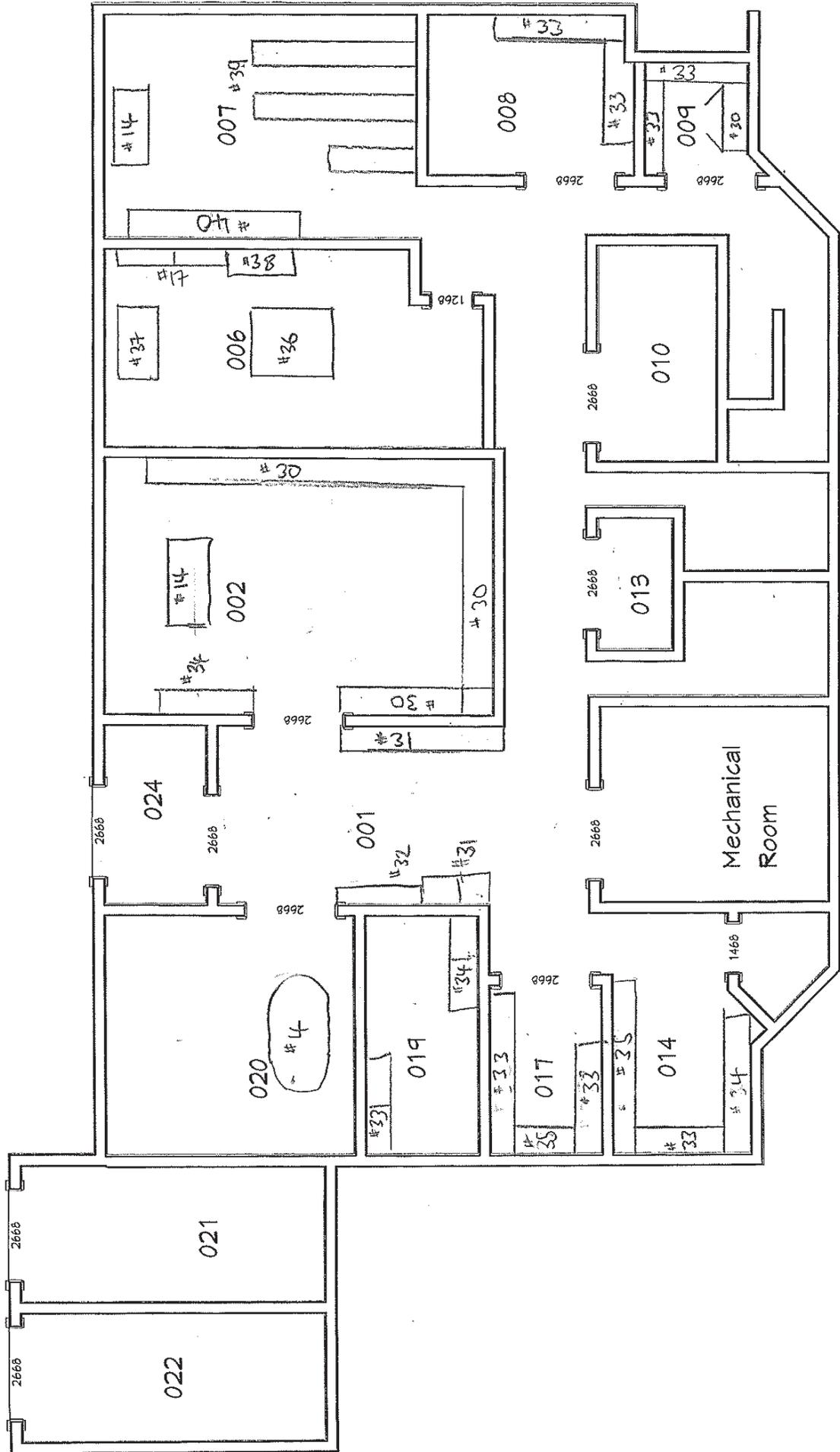
The Bidder accepts any of the following Electronic Payment Instrument(s):

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

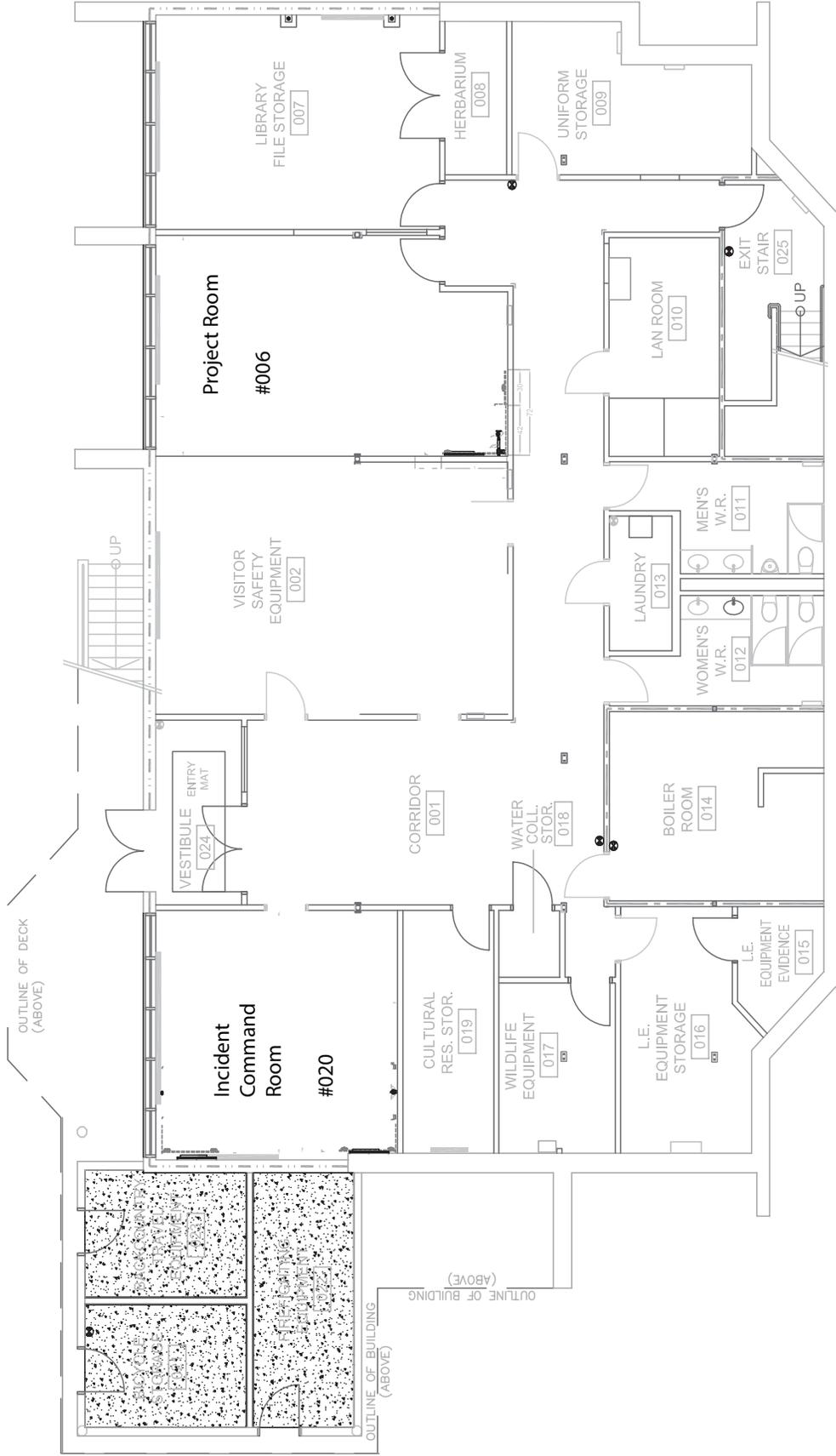
KNPHQ - Main Floor Planning Tool



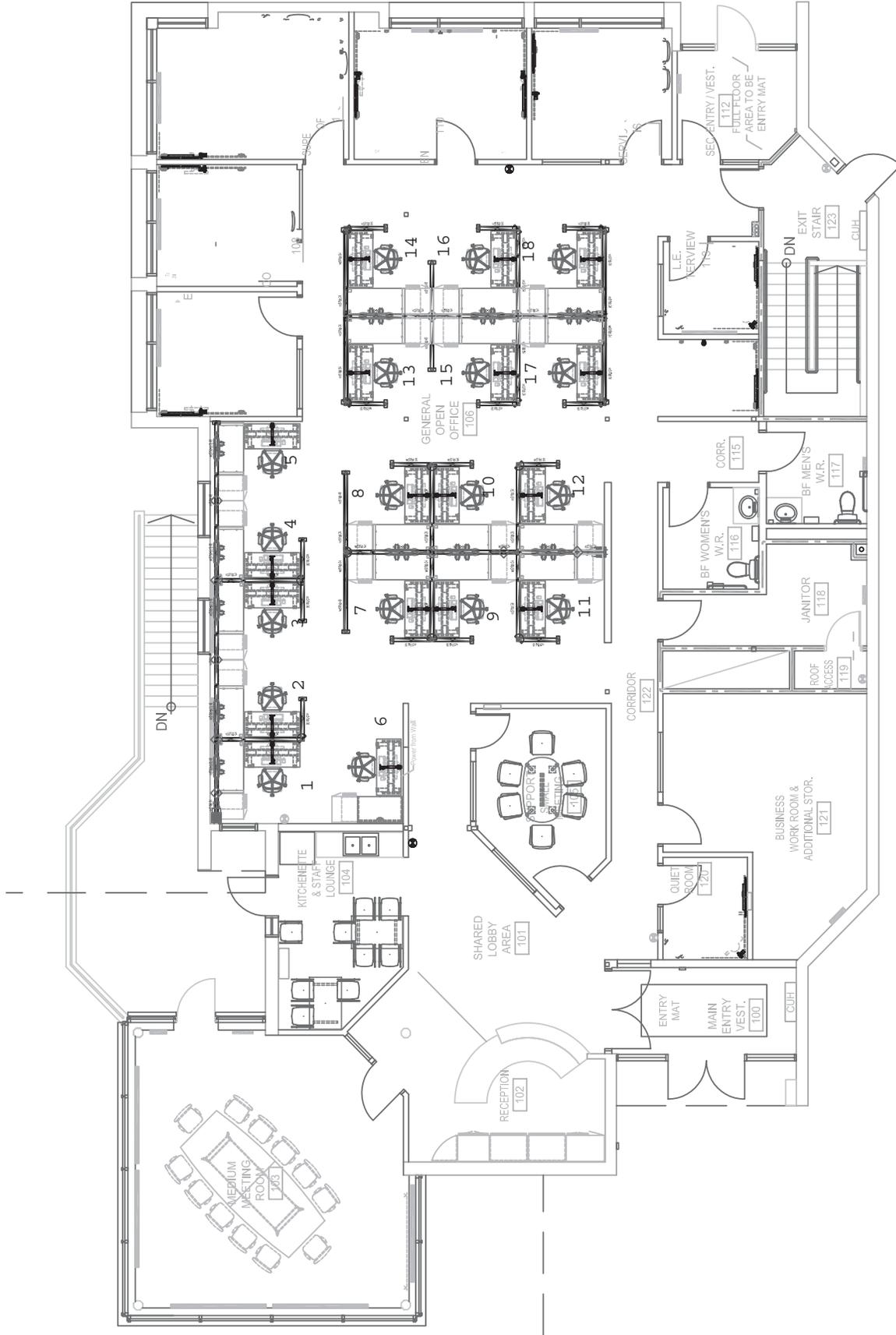
KNPHQ - Lower Floor Planning Tool



# Kluane National Park + Reserve. Lower Floor



Kluane National Park + Reserve Headquarters. Main Floor



STREAMS OF WORK LEGEND:

1	Seating
2	Workstations panels and furniture components
3	Tables
4	Storage
5	Accessories/Miscellaneous

ITEM #	ROOM #	KNPHQ Public Work Acquisition Order	
		<b>Components Summary</b>	
		<b>Component</b>	<b>Description</b>
1	101	Lobby chairs	soft seating
6	103	Boardroom bench	simple bench, no backrest
7	103	Boardroom chairs	
10	104	Bistro chairs	bar height; foot rest
12		Common chairs	stacking, armless, meshback chair
15		Task chair	Ergonomic task chair for desk, computer usage
32	1	Corridor bench	high resilience top; heavy-duty frame
18		Workstation desk shell, freestanding	include cabling holes and management
19		Workstation height adjustable table base	rectangular; electric range (25"-50"); fit for 24" x 54" desk top;
20		Workstation table top for h/a base	include cabling holes and management
20		Workstation mobile lateral file storage	two drawer; fit for legal size folders
21		Workstation mobile pedestal	three drawers; box, box, file
22		Workstation closet/personal tower	storage for jackets, uniforms, helmets, packs, footwear, books

23		Workstation keyboard tray	slide-out tray
24		Workstation open shelf	mounted to panel for bookshelf;
25		Workstation under shelf task light	LED
26		Workstation magnetic whiteboard	mounted to panel
27		Workstation integrated panel system	Integrated cabling with power, network  * Acoustic element
3	102	4-drawer lateral file	Metal; appearance grade
16	121	Lateral file storage (quad)	Metal storage
17	121/006	Lateral file storage (dual), with cabinet door and shelving above	Metal storage
28		Bookshelves	Metal storage
29		Lateral file storage - 2 drawers	Lateral file storage - 2 drawers
30		Lockers - 36" W x 24" D x 72" H	Metal storage; door with locking hinge; upper shelf; clothes rod; hooks for hanging packs; lower shelf for footwear
31		Lockers - 24" W x 18" D x 72" H	Metal storage; door with locking hinge; upper shelf; clothes rod; hooks for hanging packs; lower shelf for footwear
33		Open shelving - 36" W x 18" D x 72" H	Metal storage for misc.
34		Open shelving - 36" W x 24" D x 72" H	Metal storage for misc.
35		Open shelving - 24" W x 24" D x 72" H	Metal storage for misc.
36	6	Map + blueprint storage	Metal storage for maps/blueprints; 20 drawers; worksurface top
37	6	Height adjustable collaborative task table	Flip top and H/a table
38	6	Tall blueprint/map cabinet	15 drawer map/blueprint storage
39	7	Free-standing double-sided library shelving	Double sided, free-standing library storage for archives
40	7	Lateral file storage, with open shelving above	metal; 2-4 drawer sections
2	101	Coffee table	low table

4	103	Modular boardroom table	fit 12-16 seats; different components for break-out groups and different configurations; possible tilt function; must be able to removed through 34" doorway; centre console to accommodate telephone and data and power, unit must be powered with minimum 2 duplex plugs in each modular section.
9	104	Bistro table	bar height; round table top
11	105/020	Small boardroom table	boat shape
14		Multi-use table	Simple and solid table; free-standing
5	103	Media corner cabinet	Holds 52" flatscreen TV; corner design
8	103	Coffee/food cart	supply coffee/tea, etc to boardroom;
13		Magnetic whiteboard	Non-ghosting, bottom tray, clip rail for hanging poster paper
		Magnetic whiteboard	
		Magnetic whiteboard	
		Magnetic whiteboard	



Finish	Quantity	Dimensions
wood frame; upholstered (dark), cushion seat	2	18" H x 30" W
Upholstered cushion seat; wood frame	3	52" W x 21" H x 16" D
Mesh back; upholstered seat cushion	12	
high-grade composite seat and metal base	6	
charcoal/graphite top chrome metal hardware	25	
Mesh back; upholstered (dark) cushion seat; ergonomic settings	29	
wood top, metal frame and base	1	60" W x 21" H
graphite/grey top/box; maple door/drawer fronts; black metal hardware Metal frame; appearance grade	18	48" W x 24" D
Metal frame; appearance grade	18	
graphite/grey top	18	54" W x 24" D
graphite/grey top/box; maple door/drawer fronts; black metal hardware Metal frame; appearance grade	18	16" W x 28" H x 18" D
graphite/grey top/box; maple door/drawer fronts; black metal hardware Metal frame; appearance grade	18	16" W x 28" H x 18" D
graphite/grey box; maple door/drawer fronts; black metal hardware Metal frame; appearance grade	18	24" W x 54" H x 24" D Max Height not to exceed panel system height

fully articulating, height adjustable above/below worksurface	18	
	18	48" W x 12" D
	18	48" W
	18	24" W x 18" H
light grey frame; sage green acoustic elements; Segmented system, include seating privacy height add-on frosted glass/acrylic tops except behind towers	to be confirmed by vendor as per draft floor plan	Various widths, max 54" height
light grey	1	30" W x 18" D x 52" H
appearance grade, painted metal in light grey	4	24" W x 18" D x 72" H
appearance grade, painted metal in light grey	3	36" W x 18" D x 72" H
appearance grade, painted metal in light grey	5	48" W x 42" H x 14" D
appearance grade, painted metal in light grey	9	36" W x 19" D x 28" H
avalanche blue colour	20	36" W x 24" D x 72" H
avalanche blue colour	9	24" W x 18" D x 72" H
avalanche blue colour	14	36" W x 18" D x 72" H
avalanche blue colour	11	36" W x 24" D x 72" H
avalanche blue colour	3	24" W x 24" D x 72" H
grey/blue colour	1	42" W x 42" H x 28" D
High-grade laminate top and metal frame	1	72" x 36"
appearance grade, painted metal in light grey	1	40" W x 60" H x 28" D
appearance grade, painted metal in light grey	8	3' W x 2' D x 7'H
appearance grade, painted metal in light grey	4	36" W x 84" H x 20" D
wood frame; square, rounded edge top	2	18" H x 24" square

Solid wood top; craftsman style; sturdy base;	1	12' x 5' approx total max size, separate components configurable to 2 smaller units.
High-grade laminate and metal	2	28" round; 42" high
High-grade laminate and metal	2	36" W x 60" L
High-grade laminate and metal	3	60" W x 24" D
Solid wood and metal	1	unknown
High-grade laminate and metal	1	
	3	48" W x 60" H
	2	60" W x 36" H
	1	72x48
	2	48" W x 24" D



Open offices
Reception
Business room
Project Room
Main meeting room; open offices; project room; Incident command room
Open offices
Various
Various
Various
Various
L.E. storage
Project Room
Project Room
Project Room
Archives
Archives
Lobby; Business room

Main boardroom

Kitchen/staff lounge

Small meeting room ; lower multi-purpose

Quiet room; Archives; Res Con locker room

Main boardroom

Main boardroom

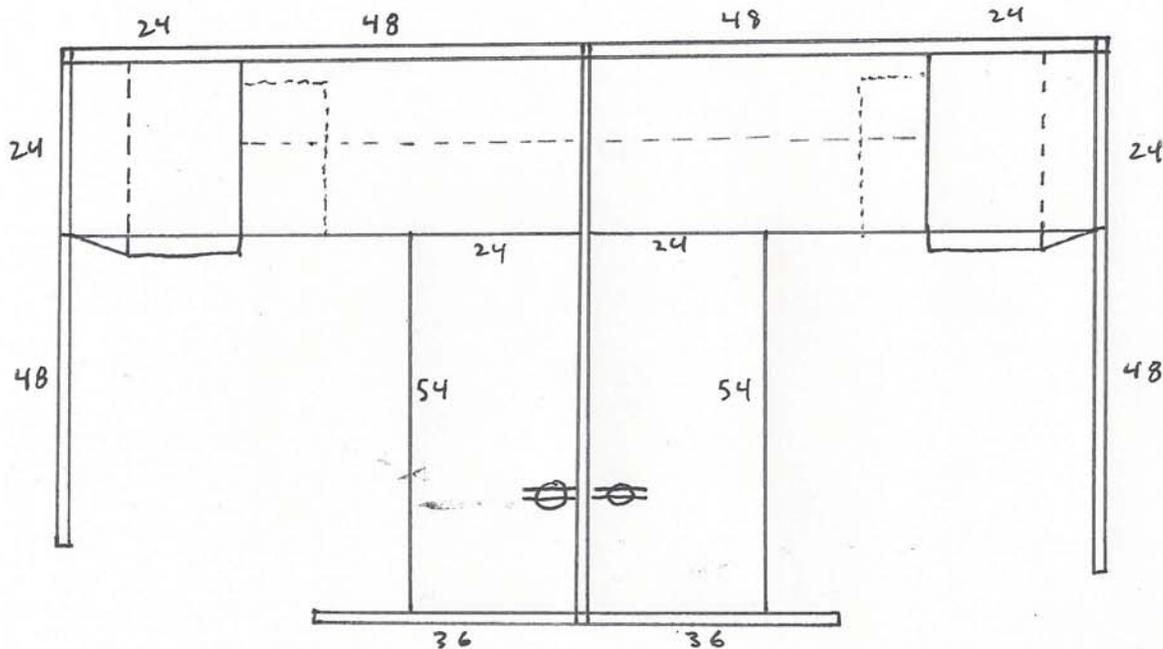
Small meeting room; Project room; I.C. room;

Res Con - open office

Res Con locker/storage

Business room; Res Con locker/storage

KLUANE NATIONAL PARK HQ - TYPICAL WORKSTATION SETUP



Typical workstation configuration - 18 single units required

1. 24x54 Electric Height Adjustable desk
  - must be fully adjustable between 25-50" above floor minimum
  - centre grommet and cable management
  - w fully articulating slideout keyboard mounted below
2. 24x48 Freestanding desk shell w full gables, centre grommet and cable management
3. 24x24x66H (max) Personal Storage Tower (PST) w full height wardrobe one side, enclosed shelf with door and box/file on other. L/R configurations as per floor plan
4. 16x28x18D Mobile box/box/file pedestal
  - Pedestal must be keyed alike with PST, no adjacent workstations the same, and master keyed
5. 48x12 panel mounted shelf above freestanding desk shell
6. workstation undershelf mount task light (LED)
7. 24x18 workstation panel mounted magnetic whiteboard

Panel system - total height 66"max

- max 54" height acoustic panels plus max 12" height glass/acrylic topper
- some panels will share with adjacent workstations
- vendor is to confirm counts against floorplan
- panel system must include all necessary hardware to ensure fully functional system
- 48"W end panels may be 54"W depending on configuration from floorplan
- 2 x duplex power receptacles and 1 duplex data/phone jack ABOVE WORKSURFACE above 48" wide desk shell
- 1 x duplex power receptacle in BOTTOM RACEWAY below HA desk