



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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Collaborative furniture	
Solicitation No. - N° de l'invitation EJ078-172917/A	Date 2017-03-22
Client Reference No. - N° de référence du client 20172917	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-985-72729	
File No. - N° de dossier pq985.EJ078-172917	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-02	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paquin, Audrey	Buyer Id - Id de l'acheteur pq985
Telephone No. - N° de téléphone (819) 639-8145 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 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

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

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The department of Public Service and Procurement Canada (PSPC), on behalf of Major Crown Projects has a requirement for the supply, deliver and install collaborative furniture. The items are to be provided as detailed at Annex A-Statement of Work and Annex B-Image (line drawing).

1.3 Debriefings

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

1.4 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)
- Section IV: Additional Information (1 hard copies)

Prices must appear in the financial bid only of Annexe D Basis of payment and product list. No prices must be indicated in any other section of the bid.

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

MTSC 1:

The Bidder must certify that all the products offered at Annex D – Basis of Pricing conform to the specifications detailed in Annex A – Statement of Work.

MTSC 1.2:

To demonstrate MTC1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation.

MTSC 2:

The Bidder must submit a product sheets that includes, as a minimum, the dimensions (length, width, height) for the items being proposed at Annex D – Basis of Pricing.

MTSC 2.1:

To demonstrate compliance with MTSC2, the bidder must submit the shop drawing in soft copy, written in Adobe Acrobat version 7 or older, or hard copy.

4.1.2 Financial Evaluation

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

Mandatory Financial Criteria	
MFC1	<p>MFC 1</p> <p>The Bidder must submit firm unit prices and suppliers part number for the products and firm rates for delivery and installation at Annex D; Basis of Pricing. Bidders must submit their pricing in accordance with Part 3 Financial offer of this solicitation in hard copy.</p> <p>Prices must appear at Annex D Basis of Pricing – Pricing Schedule only.</p>

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4.2 Basis of Selection- Mandatory Technical Criteria

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 will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1. Product Conformance

The bidder certifies that all goods proposed conform, and will continue to conform throughout the duration of the contract, to the requirement detailed in Annex A-Statement of Work.

Bidder's authorized representative signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Requirement

The Department of Public Services and Procurement Canada (PSPC), on behalf of Major Crown Projects, has a requirement for the supply, delivery and installation for collaborative furniture. The items are to be provided as detailed at Annex A-Statement of Work.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

Section 09, Warranty of general conditions 2010A is amended as follow:

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

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

DELETE: Subsection 2 in its entirety.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables are requested to be received and installed as per the Annex C Delivery and Installation Schedule.

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "C" Delivery and Installation Schedule of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Audrey Paquin
Agente d'approvisionnement/ Supply Officer
Services publics et Approvisionnement Canada/ Public Services and Procurement Canada
Division des produits de l'ameublement/ Furniture Division
Portage III, 6B3, 11 rue Laurier, Gatineau, Qc, K1A 0S5

Tel : (819)420-1580
Email : Audrey.Paquin@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

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

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative *(to be completed at contract award)*

General enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Delivery follow-up

Name: _____

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Telephone No: _____
Facsimile No: _____
E-mail address: _____

6.6 Pricing

6.6.1 Basis of Pricing

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra.

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

6.6.2 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of price	2011-05-16
H1001C	Multiple payments	2008-05-12

6.6.3 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

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

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.8.2. Product Conformance certification

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

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

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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2010A (2016-04-04), General Condition-Goods (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Image (line drawing);
- (e) Annex C, Delivery and Installation schedule;
- (f) Annex D, Basis of Payment and product list;

-
- (g) Annex E to part 3 of the bid solicitation Electronic payment instructions
(h) the Contractor's bid dated _____ (*insert date of bid*)

6.11 SACC Manual Clauses

SACC Reference	Title	Date
A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Good	2006-06-16
G1005C	Insurance	2016-01-28

6.12 Installation Services

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

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

6.13 Post installation Procedures

The Contractor must adhere to the following Post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;

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

6.14 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures

1. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
2. The deficiency list must be forwarded by the Project Authority to the Contractor;
3. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
4. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
5. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A" STATEMENT OF WORK

1.0 PRODUCT REQUIREMENTS

- 1.1 Purchase description for the supply and installation of newly manufactured meeting tables, credenzas and lecterns within meeting rooms complete with wire management for electrical and data connectivity (by others), unless otherwise indicated.
- 1.2 The successful bidder is responsible for supplying all necessary accessories (table stiffeners, attachment and adjustment hardware, leveler, carpet glides, etc.) to allow the configuration to be integrated as illustrated in Annex A.

2.0 TEST REQUIREMENTS

All table, credenza and lectern products and components must meet the acceptance criteria listed below. The referenced publications or test methods must be to the latest issue.

2.1 Canadian General Standards Board (CGSB)

- 2.1.1 CAN/CGSB-44.227-2008- Freestanding Office Desk Products.
- 2.1.1 CAN/CGSB 44.227 – Freestanding Office Desk Products and Components.
Deflection – The horizontal work surface must meet the deflection requirement of work surfaces as stated in CAN/CGSB-44.227 – par. 6.1.1
Vertical surfaces and supports must meet the performance requirements for finishes as stated in CAN/CGSB-44.227 – Table 1

2.2 Canadian Standards Association Group (CSA Group)

- 2.2.1 CAN/CSA C22.2 No.203- Modular Wiring Systems for Office Furniture

2.3 American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA);

- 2.3.1 ANSI/BIFMA X5.5 – Desk Products
- 2.3.2 ANSI/BIFMA X5.9 – Storage Units
- 2.3.3 ANSI/BIFMA X 7.1– Standard for Formaldehyde & TVOC Emissions
- 2.3.4 ANSI/BIFMA M 7.1– Standard Test Method for Determining VOC Emissions

2.4 American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA)

- 2.4.1 ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood¹
- 2.4.2 ANSI/NPA A208.1 – Particleboard
- 2.4.3 ANSI/NPA A208.2 – Medium Density Fiberboard (MDF) for Interior Applications
- 2.4.4 ANSI Z97.1 - Safety Glazing Materials Used in Buildings – Safety Performance Specifications and Methods of Test (includes errata)

2.5 American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)

2.5.1 ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)

2.6 American Association of Textile Chemists and Colorists (AATCC)

2.6.1 AATCC EP001-EP-1 – Grey Scale for Color Change

2.7 Association for Contract Textiles (ACT)

2.7.1 ACT Voluntary Performance Guidelines for Upholstery

2.8 ASTM International (formerly American Society for Testing and Materials)

2.8.1 3.ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions

2.8.2 ASTM D523- Standard Test Method for Specular Gloss

2.8.3 ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test

2.8.4 ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test

2.8.5 ASTM D3574 – Standard Test Method for Flexible Cellular Materials – Slab, Bonded, and Molded Urethane Foams.

2.8.6 ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.

2.9 Business and Institutional Furniture Manufacturers Association (BIFMA)

2.9.1 BIFMA G1 – Ergonomics Guideline for Furniture Used in Office Work Spaces Designed for Computer Use

2.9.2 BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions

2.10 Canadian General Standards Board (CGSB)

2.10.1 CAN/CGB-44.227-2008- Freestanding Office Desk Products.

2.10.2 CAN/CGSB 44.227 – Freestanding Office Desk Products and Components.
Deflection – The horizontal work surface must meet the deflection requirement of work surfaces as stated in CAN/CGSB-44.227 – par. 6.1.1
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, meeting, training and multi-media tables.

Vertical surfaces and supports must meet the performance requirements for finishes as stated in CAN/CGSB-44.227 – Table 1

2.10.3 1-GP-71 – Methods of Testing Paints and Pigments: No. 120.1 - Color Stability - Fading by Light.

3.0 TEST REPORTS

3.1 Test reports must not be more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.

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

3.3 Revised Test Standard(s): Reference is made to the testing standards listed within this document and to the requirement that all products offered in the RISO 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).

3.3.1 Product Changes – When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an Acceptable Test Facility.

3.3.2 For all test reports that are not specific to the products in the RISO, 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.

4.0 ENVIRONMENTAL REQUIREMENTS

4When the substrate for tables, credenzas and lecterns or any other component is a composite wood product (i.e. particleboard, medium density fiberboard, plywood) that contains urea-formaldehyde based resins, the substrates must be fully encapsulated on all six sides.

- 4.1.1 All wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CS), Forest Stewardship Council (FSC), Program for the Endorsement of Forest Certification (PEFC) or Sustainable Forestry Initiative (SFI).
- 4.1.2 Holes drilled into the composite wood product components at the factory must be supplied with plugs that can be removed when the holes are required for the assembly of the tables, credenzas and lecterns. Holes do not need to be plugged if the product does not emit formaldehyde resulting in an indoor air concentration of more than 50 µg/m³. (This can be achieved by product listing on Ecologo, Greenguard, etc.)
- 4.1.3 All paints to be water-based, solvent free, and applied as a powder coat.
- 4.1.4 Adhesives used in the manufacture of tables, credenzas and lecterns must be free of Hazardous Air Pollutants (HAP's).
- 4.1.5 No table, credenza or lectern component must contain plastic foam that is manufactured or formulated using CFCs (chlorofluorocarbon) or HCFCs (hydro chlorofluorocarbons).

- 4.1.6 All components must be manufactured at a facility that has an established program for solid waste auditing, has prepared a waste reduction plan and has instituted a means to track progress towards waste reduction and diversion from disposal of materials such as metals, plastics, fabrics, wood, and
- 4.1.7 All major rigid plastic parts must be stamped with a composition code for future recycling. Major plastic part refers to a main part of the component and is integral to the design of the component.

5.0 PACKAGING AND DISTRIBUTION

- 5.1 Corrugated containers used must contain at least 80% recycled content paper fiber.
- 5.2 Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
- 5.3 As a minimum, the Supplier must implement one of the following requirements:
- 5.4 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site)
Packaging is recyclable and/or bio-degradable
- 5.5 Packaging is returnable to the supplier/shipper
- 5.6 Packaging is reusable

6.0 GENERAL REQUIREMENTS

- 6.1 Quality of Workmanship of any items not included within CAN/CGSB 44.227 – Freestanding Office Desk Products - The assembled components 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. When assembled in all possible configurations there must be no visible unfinished edges or surfaces. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping.
- 6.1.1 Metal edges, corners and parts with which the user, public or persons maintaining the furniture is intended to come in contact, must have rounded corners or be covered with protective caps.
- 6.1.2 Doors must fit squarely and evenly into the openings on all sides
- 6.1.3 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.

- 6.1.4 Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 6.2 Table substrate must be minimum 25.4mm (1") thick to a maximum of 30.2mm (1-3/16").
- 6.3 All components to have their own supports. Legs are not to be shared in furniture configurations
- 6.4 Metal supports must be constructed of factory finished steel or anodized aluminum.
- 6.5 Style and finish must coordinate between all pieces unless otherwise indicated.
- 6.6 Co-ordination of AV Components – Manufacturer to cut table surfaces on site to suit client supplied AV components. Quantity and size to be as stated in detailed requirements sections of this document for Tables **MTG 3; MTG 5; MTG 4; MTG 8**

7.0 DETAILED REQUIREMENTS: MTG1 – SMALL MEETING ROOM/ BINDING COLLATING TABLE

- 7.1 Table work surface must be rectangular; sizes must be 1829mm (72") Wide x 914mm (36") Deep x 737mm (29") High. The tolerance for the table surface widths is +/- 25.4 mm (1 "). The tolerance for the table surface depths is +/- 13mm (0.5").
 - 7.1.1 Table must be high pressure plastic laminate finish with polymer or PVC edge trim.
 - 7.1.2 Clear area of maximum 305mm (12") Wide x 305mm (12") Deep at table surface must be available for A/V equipment installation. Exact size and location of cut-out as indicated by client on site. A/V equipment by others. To supply a 25 mm (1") in diameter plastic grommet to match surface color, exact location of cut-out as indicated by client on site.
- 7.2 Height adjustability – table must be electronically height adjustable with a minimum of 508mm (20") range. The table at its lowest, must be no higher than 584 mm (23") AFF, and at its tallest must be no lower than 1206mm (47.5") AFF.
 - 7.2.1 Surface supports must be metal T-leg with carpet glides and levelers with a vertical adjustment of at least 13mm (1/2").
 - 7.2.2 Electronic controls: must be located on the work surface long edge The complete electrical system and all components must comply with CSA C22.2 No 203-M91 (R2010) Modular Wiring System for Office Furniture.
- 7.3 Cord and wire management – horizontal and vertical wire management must be inherent. Provide vertical wire management in form of cable clip with leg
- 7.4 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

8.0 DETAILED REQUIREMENTS: MTG2 – TEAMING / INTERVIEW / MEDIATION BRIEFING ROOM TABLE

- 8.1 Table work surface must be rectangular; sizes must be 1829mm (72”) Wide x 914mm (36”) Deep x 737mm (29”) High. The tolerance for the table surface widths is +/- 25.4 mm (1 “). The tolerance for the table surface depths is +/- 13mm (0.5”)
 - 8.1.1 Table must be high pressure plastic laminate finish with polymer or PVC edge trim.
- 8.2 Surface supports must be metal T-leg with carpet glides and levelers with a vertical adjustment of at least 13mm (1/2”).
 - 8.2.1 Horizontal and vertical wire management at legs required.
 - 8.2.2 Stability bar at base between legs is permitted.
- 8.3 Cord and wire management – horizontal wire management must be inherent at underside of table.
 - 8.3.1 Plastic grommet with removable cover at center of table required. Grommet must not be less and must not exceed than 25mm (1”) in diameter to match surface color.
- 8.4 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

9.0 DETAILED REQUIREMENTS: MTG3 & MTG5 – EXECUTIVE MEDIUM & LARGE MEETING ROOM TABLE

- 9.1 Table **MTG 3 & MTG 5** shape must be rectangular; sizes must be 2286mm (90”) Wide x 1219mm (48”) Deep x 737mm (29”) High. The tolerance for the table surface widths is +/- 25.4 mm (1 “). The tolerance for the table surface depths is +/- 13mm (0.5”)
 - 9.1.1 **MTG3** Table must be high pressure plastic laminate finish with polymer or PVC edge trim.
 - 9.1.2 **MTG5** Table must be wood veneer with solid wood edge. Grain direction of veneer to run length of the table.
 - 9.1.3 Edge trim style must allow for tight connection along length (2286mm / 90”) when ganged together.
- 9.2 Clear area for cut-out location of maximum 305mm (12”) Wide x 305mm (12”) Deep at table surface must be available for power and data module supplied and installed by others. Exact size and location of cut-out to be determined by client to be executed on site as per

manufacturer's guidelines. To supply a 25 mm (1") in diameter plastic grommet to match surface color, exact location of cut-out as indicated by client on site.

9.3 Surface supports must be square, rectangular, circular or elliptical base and include concealed vertical wire management and cable access hatch. A minimum of two (2) to a maximum of three (3) surface supports to be provided.

9.3.1 Leveling at each base must be provided to ensure tables are leveled for ganging.

9.3.2 Base finish/material must match table surface.

9.4 Table must have vertical and horizontal wire management - all wire management must be concealed.

9.5 Tables must include ganging mechanisms to join tables along the length (2286mm / 90"). Ganging system must be easily operated by the user without the use of tools.

9.6 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

10.0 DETAILED REQUIREMENTS: MTG 4 X-LARGE MEETING ROOM TABLE

10.1 **MTG 4 X- LARGE:** shape must be boat-shaped; size must be 7315mm (288") wide x 2134mm (84") deep x 737mm (29") high. The tolerance for the table surface widths is +/- 25.4 mm (1 "). The tolerance for the table surface depths is +/- 13mm (0.5")

10.1.1 X- Large meeting table must seat 22-24 people around the table

10.1.2 X-Large must be high pressure laminate finish with polymer or PVC edge trim.

10.2 Clear area for cut-out location of maximum 305mm (12") w x 305mm (12") d at the table surface to allow for power and data module supplied and installed by others. Exact size and location of cut-out to be determined by client to be executed on site as per manufacturer's guidelines. To supply a 25mm (1") diameter plastic grommet to match the surface colour, exact location of cut-out as indicated by client on site.

10.3 Surface supports must be square, rectangular, circular, or elliptical base with corner/edge detail and to include concealed vertical cable management and cable access hatch. A minimum of four (4) surface supports to be provided.

10.3.1 Levelling at each base must be provided

10.3.2 Base finish /material must match table surface.

10.3.3 Table finish/material must match **CRED 1 & LECT**

10.4 Tables must have vertical and horizontal wire management – all wire management must be concealed.

10.5 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

11.0 DETAILED REQUIREMENTS: MTG 8 LARGE MEETING ROOM TABLE

- 11.1 **MTG 8 LARGE:** shape must be boat-shaped; size must be 6858mm (270") wide x 1524mm (60") deep x 737mm (29") high. The tolerance for the table surface widths is +/- 25.4 mm (1 "). The tolerance for the table surface depths is +/- 13mm (0.5")
- 11.1.1 Large meeting table must seat 20-22 people around the table
- 11.1.2 Large meeting table must be high pressure laminate finish with polymer or PVC edge trim.
- 11.2 Clear area for cut-out location of maximum 305mm (12") w x 305mm (12") d at the table surface to allow for power and data module supplied and installed by others. Exact size and location of cut-out to be determined by client to be executed on site as per manufacturer's guidelines. To supply a 25mm (1") diameter plastic grommet to match the surface colour, exact location of cut-out as indicated by client on site 3.
- 11.3 Surface supports must be square, rectangular, circular, or elliptical base with corner/edge detail and to include concealed vertical cable management and cable access hatch. A minimum of three (3) to a maximum of four (4) surface supports to be provided
- 11.3.1 Levelling at each base must be provided
- 11.3.2 Base finish /material must match table surface.
- 11.3.3 Table finish/material must match **CREDI**
- 11.4 Tables must have vertical and horizontal wire management – all wire management must be concealed.
- 11.5 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

12.0 DETAILED REQUIREMENTS: LECT – LECTERN

- 12.1 Freestanding Lecterns must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5
- 12.2 Freestanding lectern to be:
- 12.2.1 Minimum 1168mm (46") High to a maximum of 1283mm (50.5") High.
- 12.2.2 Minimum 508mm (20") Wide to a maximum 762mm (30") Wide.
- 12.2.3 Minimum 355mm (14") Deep to a maximum of 610mm (24") Deep.
- 12.3 Working/presentation surface must be a minimum of 1016mm (40") High to a maximum of 1067mm (42") High.
- 12.3.1 Working/presentation surface must have a grommet centered along the back edge.

-
- 12.3.2 Wires from the working/presentation surface must be concealed from exit or grommet from the lectern to the floor box.
 - 12.4 Freestanding lectern must either be open with shelving or have a cabinet door for storage below working/presentation surface.
 - 12.5 Freestanding lectern must be finished in plastic laminate with polymer or PVC edge trim at exposed edges.
 - 12.5.1 Working/presentation surface must be finished in high pressure plastic laminate with polymer or PVC edge trim at exposed edges.
 - 12.5.2 Finishes and style to match table **MTG 4 & CRED 1**
 - 12.6 Freestanding lectern must have lockable castors.
 - 12.7 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

13.0 SDETAILED REQUIREMENTS: CRED 1 & CRED 2 – CREDENZA

- 13.1 Freestanding credenza to be:
 - 13.1.1 Minimum 736mm (29”) High, 508mm (20”) Deep and 2286mm (90”) Wide. The tolerance for the credenza surface widths is +/- 25.4 mm (1 “). The tolerance for the credenza surface depths is +/- 13mm (0.5”)
 - 13.1.2 **CRED 1** surface must be high pressure plastic laminate finish with polymer or PVC edge trim. Finishes and style to match table **MTG 3, MTG 4 & LECT.**
 - 13.1.3 **CRED 2** surface must be wood veneer with solid wood edge. Grain direction of veneer to run length of table to match finishes and style of table **MTG 5.**
 - 13.1.4 Doors must be spaced equally along the front of the credenza
 - 13.1.5 Doors must be lockable, keyed alike. Provide three (3) sets of keys.
- 13.2 Base must have levelers.
- 13.3 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

14.0 DETAILED REQUIREMENTS: TAB 1 & TAB 3 – LUNCH ROOM TABLE

- 14.1 Table **TAB 1 & TAB 3** shape must be round

14.2 **TAB 1** Table must be high pressure plastic laminate finish with polymer or PVC edge trim sizes must be 915 mm (36") in diameter x 737mm (29") High.

14.3 **TAB 3** Table must be high pressure plastic laminate finish with polymer or PVC edge trim. sizes must be 760 mm (30") in diameter x 737mm (29") High

14.4 Table base supports must be metal with central post, four-point base, must have glides and levelers

14.5 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

15.0 DETAILED REQUIREMENTS: TAB 2 – LUNCH ROOM TABLE RECTANGULAR

15.1 Table **TAB 2** shape must be rectangular. Table must be high pressure plastic laminate finish with polymer or PVC edge trim sizes must be 760 mm (30") wide x 1220mm (48") long x 737mm (29") High. The tolerance for the table surface widths is +/- 25.4 mm (1 "). The tolerance for the table surface depths is +/- 13mm (0.5")

15.2 Table base supports must be metal with two (2) T legs, must have glides and levelers

15.3 Refer to Annex A for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

16.0 DETAILED REQUIREMENTS: TAB 8 – SQUARE TABLE PRINTER STATION

16.1 Table **TAB 8** shape must be square. Table must be high pressure plastic laminate finish with polymer or PVC edge trim sizes must be 760 mm (30") x 760 mm (30") x 737mm (29") High. The tolerance for the table surface widths is +/- 25.4 mm (1 "). The tolerance for the table surface depths is +/- 13mm (0.5")

16.2 Table base supports must be metal with two (2) T legs, must have glides and levelers

16.3 Refer to Annex B for type, image line drawing and approximate quantities for unit pricing and for reference purposes only.

17.0 FINISHES

17.1 Laminate Surfaces:

17.1.1 The submission must include the complete selection of manufacture's standard high pressure plastic laminate finishes including all solid, pattern and wood

grains. A minimum of height (8) plastic laminate and wood grain finish must be submitted for review.

17.2 Wood Veneer Surfaces

17.2.1 Wood veneer must be a minimum thickness of 0.79mm.

17.2.2 Veneer must be press dried to a uniform content of 10%-12%. Red streaks, wild grain, worm holes and improper cut is not permitted. A limited number of pin knots are permitted provided they are not in a cluster and do not detract from overall appearance of the panel.

17.2.3 All veneer grain must be aligned for aesthetic grain continuity.

17.3 All other surfaces:

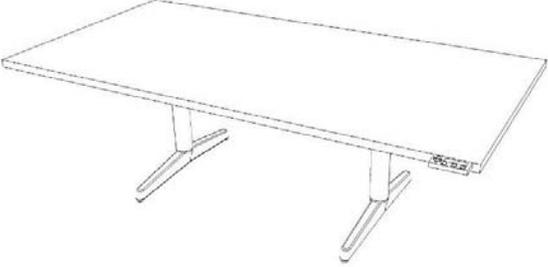
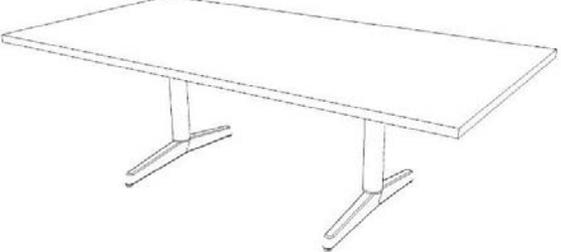
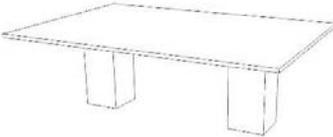
17.3.1 The submission must include the complete selection of standard textured and smooth metal finishes.

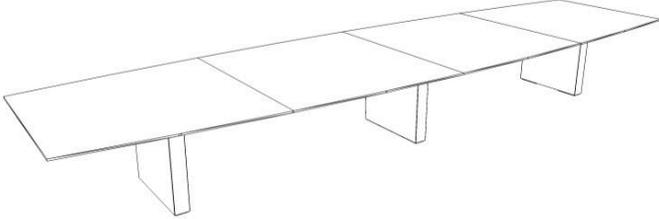
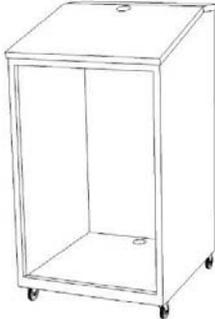
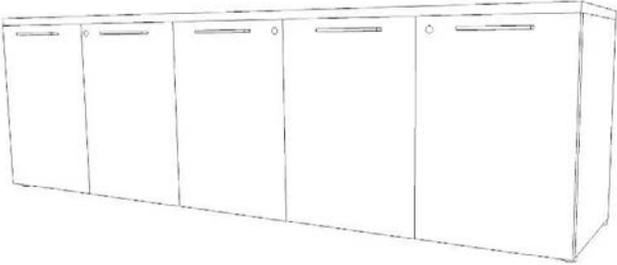
17.3.2 The submission must include the complete selection of polymer or PVC edge styles and colors.

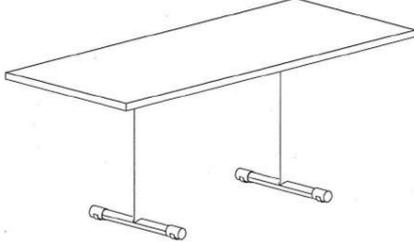
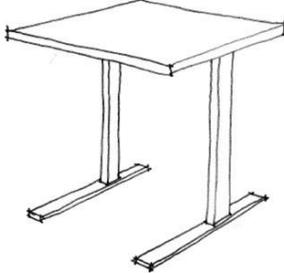
17.4 Hardware:

17.4.1 The submission must include the complete selection of door pulls and applicable metal finishes.

ANNEX “B” IMAGE (LINE DRAWING)

Meeting Table		
New Item no.	ANTICIPATED Approximate Quantities	Image (line drawing) Note that line drawing is generic and represents design intent only.
<u>Table MTG 1</u> SMALL MEETING ROOM/ BINDING COLLATING TABLE	21	
<u>Table MTG 2</u> TEAMING / INTERVIEW / MEDIATION BRIEFING ROOM TABLE	15	
<u>Table MTG 3 & MTG 5</u> EXECUTIVE MEDIUM & LARGE MEETING ROOM TABLE	MTG 3 31 MTG 5 2	

<p><u>Table MTG 4 & MTG 8 X-LARGE & LARGE MEETING ROOM TABLES</u></p>	<p>MTG 4 X-Large 1 MTG 8 Large 1</p>	
<p><u>LECT LECTERN</u></p>	<p>1</p>	
<p><u>Table CRED 1 & CRED 2 CREDENZA</u></p>	<p>CRED 1 2 CRED 2 1</p>	
<p><u>Table TAB 1 & TAB 3 – Lunch Room Table Round</u></p>	<p>TAB 1 19 TAB 3 1</p>	

<p><u>Table TAB 2 - Lunch Room Table Rectangular</u></p>	<p>TAB 2 17</p>	
<p><u>Table TAB 8 - Square Table</u></p>	<p>TAB 8 1</p>	

ANNEX "C"
DELIVERY AND INSTALLATION SCHEDULE/

HORAIRE DE LIVRAISON ET D'INSTALLATION

A. The delivery and installation will be carried out in accordance with the Schedule below at 219 Laurier, Ottawa, Ontario. The dates in the Schedule are estimated and may be subject to changes, all changes must be pre-authorized by the Project Authority. Canada will endeavor to give the Contractor four (4) to six (6) weeks lead time for the delivery and installation of the furniture.

B. Sequence of Work:

The delivery and installation will be done in two (2) stages over several working days.

NOTE: The following dates maybe subject to changes and are dependent on the building construction it is the Contractor responsibility to validate the delivery and installation dates with the Project Authority.

ALL TABLES (EXCLUDING MTG 3, MTG 5, MTG 4 & MTG 8)

219 Laurier FLOORS	TYPE & QUANTITY									ESTIMATED DELIVERY & INSTALLATION DATES
	MTG1	MTG2	LECT	CRED1	CRED2	TAB1	TAB2	TAB3	TAB8	
GRD	1								1	October 2017
5 th	2	1	1	1		2	2			October 2017
6 th	2	2				1	1			October 2017
7 th	2	2				2	2			October 2017
8 th	2	3				2	2			October 2017
9 th	2	2				2	2			October 2017
10 th	3	3				2	2			October 2017
11 th	2			1	1	4	2	1		October 2017
12 th	2	1				2	2			October 2017
13 th	3	1				2	2			October 2017
Total	21	15	1	2	1	19	17	1	1	

MTG 3, MTG 5, MTG4, MTG8 TABLES ONLY

219 Laurier FLOORS	TYPE & QUANTITY				ESTIMATED DELIVERY & INSTALLATION DATES
	MGT 3	MGT 4	MTG 5	MTG 8	
5 th	3	1			September 8 TH 2017
6 th	2				September 8 TH 2017
7 th	4				September 8 TH 2017
8 th	4				October 6 TH 2017
9 th	4				October 6 TH 2017
10 th	4				October 6 TH 2017
11 th	2		2	1	October 6 TH 2017
12 th	4				October 6 TH 2017
13 th	4				October 6 TH 2017
Total	31	1	2	1	

219 Laurier - DELIVERY & INSTALLATION INSTRUCTION AND INFORMATION

1. Loading area can accommodate 1 x 5 ton truck.
2. All deliveries and installations without exception must be schedule and coordinate with the, Project Authority and General Contractor
3. All deliveries must be through loading dock area only, not pedestrian entrances.
4. All products must be delivered immediately to the designated floor follow by installations.
5. Without exception during and on completion of each of the delivery and installations, the Contractor must collect and remove all rubbish, crates, boxes, wrapping, plastics and all materials associated with the delivery and installations away from the premises. The Contractor is responsible to keep the area safe and clean at all times.
6. ELEVATOR: Dimensions of elevator space are approximate. It is to be assumed that only one (1) elevator will be available.
7. FLOOR/WALL PROTECTION: During and on completion of the delivery and installations, the Contractor must ensure that all flooring and walls are properly protected against any type of damages

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8. **LOADING DOCK:** Descriptions are for general information. All dimensions and conditions must be verified on site by Contractor
 9. **LOADING/UNLOADING AREAS:** Contractor must use only the loading and unloading areas approved by the Project Authority/General Contractor. Contractor vehicles must be parked only in approved areas. The Contractor must be responsible for obtaining any permits that may be required for the services performed in the loading/unloading areas. Use of the loading/unloading areas will be scheduled with the Project Authority/General Contractor. There may be occasions where these areas will be shared with other users.
 10. **WEATHER AND OTHER CONDITIONS:** The Contractor must take all appropriate measures to protect property during the entire process. This includes protecting items from exposure to inclement weather during loading, unloading, and transport
 11. It is the Contractor responsibility to assume any permits and/or parking related fees associated with loading/unloading, pickup and deliveries
 12. All staff provided by the Contractor must be uniformed appropriately for the nature and location of the Work. They shall display their access security badge along with the Contractor's name or logo on the outer garment for identification purposes at all times. At any time while on the work site, the Contractor's staff/personnel could be asked to identify themselves by providing a photo ID such as a valid driver's permit or health card
 13. The Contractor's staff/personnel must wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required and in accordance with the Canadian Occupational Safety and Health Regulations. The Contractor must adhere to all emergency, fire safety, and security regulations in the buildings as well as wearing the proper equipment for the job.
 14. While performing services under this Contract, Contractor employees must at no time engage in the following activities, including but not limited to:
 1. Smoking in the facilities;
 2. Damage to Crown Property of any type;
 3. Arrive at the facility under the influence of illegal drugs or alcohol, or even with alcohol on the breath;
 4. Consume alcoholic beverages on the job;
 5. Use unassigned washrooms without permission;
 6. Use government telephones without prior approval from the Project Authority
 7. Engage in prolonged discussions or arguments regarding the job;
 8. Perform any work for the client not specified in this contract without approval of the Project Authority;
 9. Request or accept any articles or currency as a gratuity for Work performed under this contract.

15. 219 Laurier Street, Ottawa – Elevators Loading Dock

Access: East side of building on Laurier Street (use laneway next to building)

Loading area (No loading dock)

Trucks: 1 x 5-ton

(No freight elevator)

Passenger elevator

Elevator door: 42" x 83.5"

Inside Cab: 49" x 79" x 108"

Weight capacity: 1134 kg

16. Hours: Delivery as per Project Authority/General Contractor pre-determined/authorize time and schedule – Delivery and Installations during normal business hours (8:00 – 17:00) unless instructed otherwise by Project Authority/General Contractor.

ANNEX "D"
BASIS OF PRICING AND PRODUCT LIST

Schedule for 219 Laurier package tables Horaire pour 219 Laurier ensemble de tables					
Component/ Composant	Floor number for delivery and installation/ Numéro d'étage pour les livraisons et installations	Quantity by floor for delivery and installation/ Quantité par étage pour livraison et installations	Supplier part number/ Numéro de pièce du fournisseur	Firm unit price/ Prix ferme unitaire	Extended total (Quantity by unit price)/ Total (Quantité par prix unitaire
MTG1 SMALL MEETING ROOM/ BINDING COLLATING TABLE	GRND	1		\$	\$
	05th	2			
	06th	2			
	07th	2			
	08th	2			
	09th	2			
	10th	3			
	11th	2			
	12th	2			
	13th	3			
	Total	21			
MTG2 TEAMING / INTERVIEW / MEDIATION BRIEFING ROOM TABLE	GRND	-		\$	\$
	05TH	1			
	06TH	2			
	07TH	2			
	08TH	3			
	09TH	2			
	10TH	3			
	11TH	-			
	12TH	1			
	13TH	1			
	Total	15			
LECT LECTERN	GRND			\$	\$
	05TH	1			
	06TH				
	07TH				
	08TH				
	09TH				

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	10TH				
	11TH				
	12TH				
	13TH				
	Total	1			
CRED1 CREDENZA	GRND	-		\$	\$
	05TH	1			
	06TH	-			
	07TH	-			
	08TH	-			
	09TH	-			
	10TH	-			
	11TH	1			
	12TH	-			
	13TH	-			
	Total	2			
CRED2 CREDENZA	GRND	-		\$	\$
	05TH	-			
	06TH	-			
	07TH	-			
	08TH	-			
	09TH	-			
	10TH	-			
	11TH	1			
	12TH	-			
	13TH	-			
	Total	1			
TAB1 LUNCH ROOM TABLE ROUND	GRND	-		\$	\$
	05TH	2			
	06TH	1			
	07TH	2			
	08TH	2			
	09TH	2			
	10TH	2			
	11TH	4			
	12TH	2			
	13TH	2			
	Total	19			
TAB2 LUNCH ROOM TABLE RECTANGUL AR	GRND	-		\$	\$
	05TH	2			
	06TH	1			
	07TH	2			
	08TH	2			
	09TH	2			
	10TH	2			
	11TH	2			
	12TH	2			

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	13TH	2			
	Total	17			
TAB3 Lunch Room Table Round	GRND	-		\$	\$
	05TH	-			
	06TH	-			
	07TH	-			
	08TH	-			
	09TH	-			
	10TH	-			
	11TH	1			
	12TH	-			
	13TH	-			
		Total	1		
TAB8 SQUARE TABLE	GRND	1		\$	\$
	05TH	-			
	06TH	-			
	07TH	-			
	08TH	-			
	09TH	-			
	10TH	-			
	11TH	-			
	12TH	-			
	13TH	-			
		Total	1		
MGT3 EXECUTIVE MEDIUM & LARGE MEETING ROOM TABLE	GRND			\$	\$
	05TH	3			
	06TH	2			
	07TH	4			
	08TH	4		\$	\$
	09TH	4			
	10TH	4			
	11TH	2			
	12TH	4			
	13TH	4			
		Total	31		
MTG4 X-LARGE & LARGE MEETING ROOM TABLES	GRND	-		\$	\$
	05TH	1			
	06TH	-			
	07TH	-			
	08TH	-		\$	\$
	09TH	-			
	10TH	-			
	11TH	-			
	12TH	-			
	13TH	-			
		Total	1		
MTG5	GRND	-			

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EXECUTIVE MEDIUM & LARGE MEETING ROOM TABLE	05TH	-			
	06TH	-			
	07TH	-			
	08TH	-		\$	\$
	09TH	-			
	10TH	-			
	11TH	2			
	12TH	-			
	13TH	-			
	Total	2			
MTG8 X-LARGE & LARGE MEETING ROOM TABLES	GRND				
	05TH				
	06TH				
	07TH				
	08TH			\$	\$
	09TH				
	10TH				
	11TH	1			
	12TH				
	13TH				
Total	1				
Total for all products				\$	
Delivery at a firm rate of ____% of the total for all products.				\$	
Installation at a firm rate of ____% of the total for all products.				\$	
*Total evaluated price				\$	
Applicable taxes				\$	

***Total Evaluated price will become "contract Price" at contract award.**

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**ANNEX “E” to PART 3 OF THE BID SOLICITATION
ELECTRONIC PAYMENT INSTRUMENTS**

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

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