



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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 for GTA	
Solicitation No. - N° de l'invitation EQ754-180521/A	Date 2017-08-01
Client Reference No. - N° de référence du client EQ754-180521	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-7327	
File No. - N° de dossier TOR-7-40015 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (905) 615-2028 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PWGSC A&E S 11th Fl, 4900 Yonge Street Toronto Ontario M2N6A6 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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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

Solicitation No. - N° de l'invitation
EQ754-180521/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
EQ754-180521

File No. - N° du dossier
TOR-7-40015

CCC No./N° CCC - FMS No./N° VME

BID SOLICITATION

for

COLLABORATIVE FURNITURE

required by

DEPARTMENT OF PUBLIC SERVICES AND PROCUREMENT CANADA

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List of Annexes:

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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 of 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 World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) 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.
- (c) The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:
Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

- (a) 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.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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

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

- (a) Canada requests that bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (6 hard copies) and 6 soft copies on USB.
- (ii) Section II: Financial Bid (1 hard copy)
- (iii) Section III: Certifications (1 hard copy)

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

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

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

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) 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:

- (i) 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
- (ii) 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.

3.2 Section I: Technical Bid

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

3.3 Section II: Financial Bid

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

(b) Electronic Payment of Invoices - Bid

- (i) 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.
- (ii) 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.
- (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

(c) Exchange Rate Fluctuation

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

3.4 Section III: Certifications

Bidders must submit and comply with 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 and DIALOG will evaluate the bids.

4.2 Technical Evaluation

(a) Mandatory Technical Criteria

The Bidder must provide documentation and demonstrate in the bid that they meet each and every criteria. Failure to provide supporting documentation may result in the bid being deemed non-compliant.

#	Mandatory Technical Criteria
M1	The Bidder must submit a product sheets (shop drawing) that includes, as a minimum, an image, the dimensions (length, width, height and adjustable range(if applicable) and finish options for the items being proposed at Annex B – Basis of Payment, in accordance with Annex A.
M2	<p>If the Bidder is not the manufacturer of the proposed products, the Bidder must:</p> <ol style="list-style-type: none"> 1. Be an authorized dealer of the manufacturer(s) for the products being proposed; and 2. Submit a letter of authorization from each manufacturer whose products are being proposed. <p>If the Professional designation, accreditations or certification documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
M3	<p>For each letter that is submitted under M2, the letter must:</p> <ol style="list-style-type: none"> 1. Be on the letterhead of the manufacturer; 2. Contain the signature of a representative of the manufacturer; 3. List the name, series and model number of the products being proposed; and 4. Have confirmation from the manufacturer that the Bidder is an authorized dealer for the products listed in the letter. <p>If the above information has not been provided at bid closing, PWGSC will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
M4	<p>The Bidder must submit one completed floor plan for the 10th, 11th and 12th floor template at Annex D – Floor Plans in accordance with Annex A.</p> <p>The floor plans, must include, at a minimum, their proposed products.</p> <p>The Bidder must submit the floor plans in soft copy USB format written in PDF and AutoCAD.</p>

4.3 Financial Evaluation

(a) Evaluation of Price - Aggregate

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment for **each category that they are bidding on**.
- (ii) The evaluated price for each category will be the aggregated total of Phase I, Phase II and Phase III (all applicable taxes extra) from Annex B – Basis of Payment. **Each category will be evaluated separately.**

For each category, the total estimated quantity for each line item will be multiplied by the Firm Unit Price to determine the extended price for that line item. The extended price for all line items will be totalled to determine the aggregate price for evaluation purposes. The evaluated price is the sum of Phase I, Phase II and Phase III.

- (iii) Bidders may submit pricing for single or multiple categories. The 3 categories are:
Category 1: Seating
Category 2: Tables
Category 3: Miscellaneous Items
- (iv) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.4 Basis of Selection – Multiple Items

- (a) 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 for each category will be recommended for award of a contract(s).
- (b) Three (3) contracts may be awarded in total as a result of this solicitation.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and documentation 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 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 with this request will also render the bid non-responsive or will 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.

(a) **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 listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

(a) **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.

(b) **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#afed).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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 Requirement

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD/PWGSC, the Contractor/ personnel MAY NOT HAVE ACCESS to PROTECTED information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.
- (c) The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

6.2 Statement of Work

- (a) The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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.

- (a) **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; and

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

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

- (a) **Period of the Contract**

The period of the Contract is from date of award to ending March 31, 2019.

(b) **Performance of the Work**

All the deliverables must be received and installed in accordance with the schedule detailed in Appendix 3 to Annex A of the Contract.

(c) **Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Appendix 3 to Annex A of the Contract.

6.5 Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Directorate: Public Works and Government Services Canada
Acquisitions Branch
Address: 33 City Centre Drive, Suite 480C
Mississauga ON L5B 2N5
Telephone: (905) 615-2028
E-mail address: Shannon.brewster@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.

(b) **Project Authority** *(to be inserted at Contract Award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority named above 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.

(c) **Contractor's Representative** *(to be completed by the Bidder)*

Name: _____
Company: _____
PBN: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

(a) **Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

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

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

(b) **Limitation of Price**

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

(c) **Multiple Payments**

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

- (i) 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;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(d) **Electronic Payment of Invoices**

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

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

6.7 Invoicing Instructions

- (a) 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.
- (b) Invoices must be distributed as follows:
 - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (ii) 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

(a) **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.

(b) **Product Conformance Certification**

- (i) 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, Appendix 1 to Annex A – Detailed Product Requirements and Appendix 2 to Annex A - Images. 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.

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- (ii) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.
 - (iii) 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 - Statement of Work, Appendix 1 to Annex A – Detailed Product Requirements and Appendix 2 to Annex A - Images.. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.9 Federal Contractors Program for Employment Equity - Default by the Contractor *(the following clause will only apply if the Contract(s) Estimated Total Contract amount is \$1,000,000.00 or more)*

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) General Conditions 2010A (2016-04-04), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
 - (i) Appendix 1 to Annex A – Detail Product Requirement;
 - (ii) Appendix 2 to Annex A - Images
 - (iii) Appendix 3 to Annex A – Delivery and Installation Schedule
 - (iv) Appendix 4 to Annex A – Joseph Sheppard Building Protocol
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Floor Plans; and
- (g) the Contractor's bid dated _____. *(insert at time of contract award)*

6.12 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

B7500C (2006-06-16), Excess Goods

G1005C (2008-05-12), Insurance

6.13 Shipping Instructions

Goods must be delivered DDP (Destination as specified in contract) Incoterms®2010 rules, Applicable Taxes extra. In addition to the above, the contractor is to unload and move the goods to the delivery location(s) specified in the contract.

ANNEX A

STATEMENT OF WORK

1. REQUIREMENT

The Department of Public Services and Procurement Canada (PSPC), are renovating floors 10, 11 and 12 of the Joseph Shepard Building located at 4900 Yonge Street, Toronto, ON. Usable area consists of approximately 80,000 square feet. The client requires a minimum of LEED CI Silver 1.0 certification upon completion.

2. SCOPE

This specification is for the supply, delivery and installation of newly manufactured tables (meeting, side and laptop), credenzas, chairs (stools and lounge) and soft seating within open and closed common areas, closed offices and seating within lunch rooms with wire management for electrical and data connectivity (by others), unless otherwise indicated.

- a) Product need not all be from the same manufacturer.
- b) All products must be new.

3. RESPONSIBILITY

The Contractor will supply, deliver and install the Work detailed in all parts of Annexes "A". The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract and in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex "A". In the event the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annex "A", the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada. After Contract award the Contractor must submit a Product Catalogue listing all products being offered. Product Catalogue must show images product description.

4. GENERAL CONDITIONS

4.1 Schedule

- a) The furniture installation for all 3 floors will be a phased implementation.
- b) A preliminary schedule has been provided at Appendix 3 to Annex A.
- c) The Contractor will need to coordinate the furniture installation with the Contractor, Maple Leaf Property Management (MLPM) and the Project Authority (PA).

4.2 Site Meetings

- a) The Contractor must attend 4 (four) construction site meetings for each phase, for a total of 12 (twelve) site meetings, on the date and time agreed to by the PA.

4.3 Building Access

- a) Contractor and installer must be certified for all products that are specified.
- b) Contractor must identify use of a third party installation company if applicable.
- c) Access to the site and parking for deliveries is to be reviewed with MLPM.
- d) All deliveries are to be during regular business hours and brought through the Loading Dock.
- e) Installation to be completed during regular business hours.
- f) Any excessively noisy work must be completed after regular business hours.
- g) Loading dock hours are 8am – 4:30pm.
- h) Proper safety attire must be worn by the furniture installers until Hard Hat fit out.
- i) Regular building business hours are 7 am – 5pm.

4.4 Security

- a) The Contractor must be responsible for securing their equipment and materials.
- b) The Contractor must comply with MLPM's Construction policy requirements during construction.

4.5 Safety

- a) The Contractor must comply with the requirements of the Occupational Health and Safety Act; the Owners Safety Manual, and all codes and authorities having jurisdiction.

4.6 Garbage Removal

- a) The Contractor must maintain work areas, and adjacent areas free from accumulations of waste products and debris arising from this project.
- b) The Contractor must remove garbage and debris daily. There is no access for on-site storage of construction debris.
- c) The Contractor must comply with both LEED Credits Material and Resources Credits R 2.1 and MR 2.2 for all waste removal.
- d) The contractor must submit manifests, weight tickets, receipts and invoices for each material recycled, reused or disposed of, indicating tonnes of materials, date of removal from jobsite and receiving party.

4.7 Clean Up

- a) Prior to completion, the furnishings must be left clean and suitable for occupancy by MLPM.

4.8 Certificates and Approvals

- a) The Contractor and all Sub-Contractors must be in good standing order with the Provincial Workplace Safety and Insurance Board, and must be prepared to provide evidence of same at MLPM's request.

5. REFERENCES AND TEST REQUIREMENTS

5.1 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)

- a) ANSI/BIFMA x 5.4 - American National Standard for Office Furnishings – Lounge Seating - Tests.
- b) ANSI/BIFMA M7.1-American National Standard For Office Furnishings - Standard Test Method for determining VOC Emissions from Office Furniture Systems, Components and Seating.
- c) ANSI/BIFMA X5.1-, American National Standard for General Purpose Office Chairs.
- d) BIFMA Mechanical Test Standards-Complied Definitions –BIFMA-PD-1.

5.2 California Department of Consumer Affairs California Technical Bulletin 117 – Requirement Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture.

5.3 Association of Contract Textiles (ACT)

- a) Voluntary Performance Guidelines for Upholstery.

5.4 Canadian General Standards Board (CGSB)

- a) GreenGuard Certification Standards for Low-Emitting Products.
- b) CAN/CGSB-44.227 Free-standing Office Desk Products and Components.

5.5 Forestry Stewardship Council (FSC) for wood veneers and sub straights certifications

5.6 This document must be read in conjunction with the latest version of the Government of Canada Workplace 2.0 Fit-up Standards.

5.7 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

5.8 Seating – All seating must meet the requirements of this specification and the acceptance levels of the performance tests described in ANSI/BIFMA X5.4.

5.9 Flammability - All applicable components must comply with California Technical Bulletin 117.

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- 5.10 Upholstery - The fabric used to upholster the chairs must at least meet the ACT textile performance Guidelines for upholstery and must pass its applicable testing requirements and acceptance levels.
- 5.11 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing Standards. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
- 5.12 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.
- 5.13 For all test reports that are not specific to the products in this solicitation, 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.

NOTE: Reference to the above publications, or test methods, is to the latest issue unless otherwise specified.

6. PERFORMANCE 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. The finished products must be stable, uniform in quality, style, material and workmanship, and be clean and free from defects that may affect appearance, serviceability and safety.
- a) External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
 - b) Doors must fit squarely and evenly into the openings on all sides.
 - c) 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.
 - d) 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 in shop to suit client supplied AV components. Template to be supplied by AV vendor. Quantity and size to be as stated in detailed requirements sections of this document for Tables TB-04E, TB-07A (qty 1, only in space 12S59), TB-09, TB-12, TB-14, TB-14A, TB-14B, TB-14C, TB-14D, TB-15, TB-15A, TB-15B, TB-16A, TB-16B, TB-16C, TB-16D, TB-16E, TB-16F, TB-18A, TB-18C, TB-23.

7. ENVIRONMENTAL REQUIREMENTS

7.1 When 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.

- a) 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).
- b) 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.)
- c) Adhesives used in the manufacture of tables, credenzas and lecterns must be free of Hazardous Air Pollutants (HAP's).

7.2 Materials Chemistry:

- a) Must be constructed free of environmentally hazardous materials such as CFC (chlorofluorocarbon), solvent- based adhesives, heavy metals (chrome, lead, and mercury) and benzene.
- b) Shall be constructed free of environmentally hazardous processes such as those that produce VOC's and deplete ozone.
- c) Painted components must be coated with powder coat paint, which results in minimal waste, consumes less energy and requires no solvents, compared to traditional wet paint processes. One exception shall be permitted for touch controls, which are wet coat painted to meet the durability needs to these high wear components.
- d) A power cord which doesn't contain PVC plastic shall be standard.
- e) PVC-free edge banding shall be standard on applicable components to avoid long-term human and environmental health dangers of PVC and to gain LEED Innovation and Design credit.

8. PACKAGING AND DISTRIBUTION

8.1 Corrugated containers used must contain at least 80% recycled content paper fiber.

8.2 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).

8.3 As a minimum, the Supplier must implement one of the following requirements:

- a) Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
- b) Packaging is recyclable and/or bio-degradable;
- c) Packaging is returnable to the supplier/shipper; or
- d) Packaging is reusable.

9. PRODUCTS

9.1 SEATING MATERIALS & COMPONENTS:

- a) Fabric
 - (i) Fabric must meet the following category requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines: Wet + Dry Crocking, Physical Properties, Flammability; and Colorfastness to Light.
 - (ii) Fabric for the chair offered must have an abrasion resistance rating of 75,000 double rubs (DR) or more.
 - (iii) Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
 - (iv) Must have the option of stain resistant fabric.

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- (v) All finishes, fabric colour & pattern To Be Determine (T.B.D.) by designer from manufacturer's full range. Flexibility of mixing and matching fabrics must be allowed (i.e. chair may have a solid fabric on the back and a strip fabric on the seat and back cushion).
 - (iv) Patterns must align at seams.
- b) Base/exposed frame
- (i) Metal finish.
 - (ii) All exposed legs must be brushed metal.
 - (iii) Painted components must be finished with powder coat paint.
 - (iv) Solid or veneer to be FSC (Forest Stewardship Council) certified a FSC Chain of Custody certificate.
- c) Seat/Back Material
- (i) Fabric
 - (ii) Urethane type: Seat/back material must be reinforced plastic and /or polyamide
 - (iii) Molded construction flexible polyurethane must be used for the seat.
 - (iv) Plastic Laminate
 - (A) All plastic laminates must meet the high pressure laminate acceptance criteria provided in CAN/CGSB-44.227- Freestanding Office Desk Products and Components.
 - (B) Surfaces must have plastic laminate bonded to all exposed single and double faced sides.
 - (C) Solid or veneer to be FSC (Forest Stewardship Council) certified a FSC Chain of Custody certificate and must have a clear finish, and be free from open knots.

9.2 REQUIRED SAMPLES AND FINISHES:

- a) Six (6) fabric cards must be available for showing complete range of colours i.e. solids, geometrics and stripes. Three (3) of these cards must be stain resistant fabric and the fourth card must be 100% recycled fabric.
- b) Four (4) non-perforated molded plastic cards must be available and one of the cards must be a white finish.
- c) Four (4) molded plastic or two (2) pressed plywood sample cards must be available.
- d) Wood Veneer Surfaces:
 - (i) Four (4) wood veneer samples must be available.
 - (ii) Wood veneer must be a minimum thickness of 0.79mm.
 - (iii) 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.
 - (iv) All veneer grain must be aligned for aesthetic grain continuity.
- e) Hardware: the submission must include the complete selection of door pulls and applicable metal finishes.

9.3 MARKINGS

- a) All freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- b) All components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.
- c) Adequate operating instructions in pictorial form and/or written form in both French and English must be provided.

10. MAINTENANCE

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

11. DEFICIENCY PROCEDURES

The Contractor must adhere to the following deficiency procedures:

- a) The Contractor must notify the Project Authority when the installation is completed;

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- b) The Project Authority must arrange for the review of "The Work" (includes total scope of work including, but limited to, supply and install) with the Contractor;
 - c) The review must take place no later than two (2) business days after installation is completed;
 - d) If the contract is for a phased installation, the walk-through reviews must take place no later than two (2) business days after the installation for each phase is completed;
 - e) The Contractor, in consultation with the Project Authority, must prepare the deficiency list documenting all items that do not meet the performance criteria as defined in the construction documents for each installation area;
 - f) The Project Authority, in consultation with the Contractor, will review the deficiency list and identify any items missed by the Contractor. The Contractor will document any and all missed items in the deficiency list and redistribute;
 - g) The deficiency list must be forwarded by Contractor to the Project Authority;
 - h) Within five (5) business days of review of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
 - i) For all deficiencies other than those identified in point 7, the Contractor must submit a plan of action with delivery dates or comparison dates within ten (10) business days from the initial submission of the deficiency list and;
 - j) The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied that all deficient items meet the performance criteria specified in the Construction Documents, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied within three (3) business days.

APPENDIX 1 TO ANNEX A

Detailed Product Requirements

It is the responsibility of the Bidder to review and ensure that all furniture quantities and locations mentioned in this document are a reflection of the quantities and locations indicated on the Floor Plans, Annex D. The quantities and locations indicated in Annex D - Floor Plans are to take precedent.

1. **Category 1: SEATING**

1.1 **CH-02 Banquette Bench**

1.1.1 Dimensions:

- 76" width (W) x 34" depth (D) x 16" seat height (SH) and 50" high screen; Location – refer to Floor Plans
- Dimensions can vary, tolerance of +/- 2"
- Screen height not to exceed 52" High.

1.1.2 Construction:

a) Base

- Base frame is a welded assembly of 1" x 1-1/2" steel tubing, .083" thick and formed steel brackets.
- A 1/2" thick Baltic Birch or CDX plywood sheet spans the width of the unit to support the seat cushions.
- Upholstered outer frame is made up of a perimeter of extruded polypropylene tubing, connected with molded polypropylene joints. Frame extrusions feature grooves for the fabric to be held tautly with a non-woven polyester welt. A PET plastic sheet, 7.5mm thick, provides light blocking at the end.
- Glides are made up of a steel pin with a pivoting nylon base.

b) Seat

- Seat cushions are made up of two nested cushions, the inner being 2-1/2" thick and 1.8 lb/cu ft. and an outer being 4-1/2" thick and 3.0 lb/cu ft.
- Backrest cushions are 220.5mm (8-11/16") thick and 3.0 lb/cu ft. with a plywood back panel for reinforcement.

c) Screen

- Structural inner frame is an assembly of 7/8" x 7/8" steel tubing, .083" thick. Tubular steel pieces are connected to each other with powdered metal inserts.
- Upholstered outer frame is made up of a perimeter of extruded polypropylene tubing, connected with molded polypropylene joints. Frame extrusions feature grooves for the fabric to be held tautly with a non-woven polyester welt.
- Glides are made up of a steel pin with a pivoting nylon base.

1.1.3 Finishes:

- Seat, Back, and Base: Manufacturer's fabric: Class C.
- Fabric for the chair must have an abrasion resistance rating of 75,000 double rubs (DR) or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern To Be Determine (T.B.D.) from manufacturers full range.

1.2 **CH-03 Lounge Chair**

1.2.1 Dimensions:

- 27" to 33½" W x 28" to 36"D x 29" to 32" height (H) x 16" to 18" SH; Location - 10S52, Corridor 11S43B, 12N20

1.2.2 Construction:

- Internal frame covered in high density mould-injected resilient foam (HR).
- Four (4) leg wooden base.
- Non marking durable glides.

1.2.3 Finishes:

- Solid wood frame and base.
- Seat and Back: Manufacturer's fabric: Class D.
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.3 **CH-04(A-C) Deluxe Sofa**

1.3.1 Dimensions:

- CH-04A - 72 x 96" "L" shaped x 28"D x 31"H x 18" to 19" SH; Location - 10N24, 11S52
- CH-04B - 96" x 96" "L" shaped x 28"D x 31"H x 18" to 19" SH; Location - 11S41
- CH-04C - 96" to 97" Straight x 28"D x 31"H x 18" to 19" SH; Location - 10N20

1.3.2 Construction:

- Frame is welded tubular steel, 3/4" x 1-1/2" with steel angle reinforcements in the corners. Frame is reinforced with plywood panels for durability. Panel thicknesses vary between 3/8" to 3/4" thick.
- Seat and back cushion consists of multiple densities of foam.

1.3.3 Finishes:

- Seat and Back: Manufacturer's fabric: Class B.
- Base: Manufacturer's Standard Metal Finish.
- Fabric for the chair offered must have an abrasion resistance rating of 75,000 double rubs (DR) or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.4 **CH-05 Round Back Chair**

1.4.1 Dimensions:

- 25³/₄"W x 21 ³/₄"D x 31³/₄"H x 18"SH; Location - 10S58, 10N32, 10S75, 10N12, 11S50, 11S54, 11N17, 11N19, 12N18, 11N01, 11N10, 11N12, 11S49, 11S52, 12N19, 12S50, 12S51, 12N03, 12N21, 12S59
- Dimensions can vary, tolerance of +/- 1"

1.4.2 Construction:

- Solid wood legs with single upholstered seat and back with multi surface non marking glides.

1.4.3 Finishes:

- Solid wood frame and base.
- Seat and Back: Manufacturer's fabric: Class B.
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.5 CH-06 Lounge Chair

- 1.5.1 Dimensions:
- 29 ¼"W to 40"W x 32" to 35"D x 30"H to 41½"H; Location - 10S74, 10N23, 10N06
- 1.5.2 Construction:
- a) Seat
 - Seat cushion must be upholstered multiple densities of polyurethane foam with a polyester fiber topper.
 - b) Backrest
 - Backrest cushion must be upholstered multiple densities of polyurethane foam with a polyester fiber topper.
 - c) Base and Frame
 - Frame, including backrest, must be plywood tab construction, with steel bracing, glued and stapled for rigidity.
 - Seat suspension must be elastic sheet webbing or equivalent.
 - Four adjustable glides must be steel.
- 1.5.3 Finishes:
- Base: Manufacturer's Standard Metal Finish.
 - Seat and Back: Manufacturer's fabric: Class B
 - Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
 - Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
 - All finishes, fabric colour & pattern TBD from manufacturers full range.

1.6 CH-07 Counter Chair

- 1.6.1 Dimensions:
- 18 ¾" W x 19 ½" D x 26" SH x 35 ½"H (Counter Height); Location - 10S81, 10N03, 11S62, 11N02, 12S61, 12N01
- 1.6.2 Construction:
- Contoured 13-ply poplar and oak seat and backrest. Shell is 10.5mm (.413)" thick with metallic threaded inserts for base attachment.
 - Frame/legs are constructed of carbon steel tubing, 16mm (5/8") in diameter for strength and durability.
 - Sled base glides are high density polyethylene parts attached to the base with screws.
- 1.6.3 Finishes:
- Base: Manufacturer's Standard Metal Finish.
 - Seat and Back: Solid Wood.
 - Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
 - Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
 - All finishes, fabric colour & pattern TBD from manufacturers full range.

1.7 CH-08 Wood Sled Base Chair

- 1.7.1 Dimensions:
- 20 ½" W x 20 ½" D x 31" H x 17" to 18½" SH; Location - 10S81, 10N03, 11S62, 11N02, 12S61, 12N01
- 1.7.2 Construction:
- Contoured 13-ply poplar and oak seat and backrest. Shell is 10.5mm (.413)" thick with metallic threaded inserts for base attachment.

- Frame/legs are constructed of carbon steel tubing, 16mm (5/8") in diameter for strength and durability.
- Sled base glides are high density polyethylene parts attached to the base with screws.

1.7.3 Finishes:

- Base: Manufacturer's Standard Metal Finish.
- Seat and Back: Solid Wood.

1.8 **CH-10(A-B) Module Seating**

1.8.1 Dimensions:

- CH-10A – 40"W x 26"D, with back: 26"W x 6-10"H back, aligned left or right, refer to Floor Plans.
- CH-10B – 26"W x 26"D
- Location - 10S50
- Seat Height to be compatible with lab top side table TB-05.

1.8.2 Construction:

- a) Frame
 - Multiple densities of polyurethane foam and polyester foam and polyester fiber.
 - Adjustable glides.
 - Legs standard in black high-density polyurethane resin.
- b) Seat Pan
 - Seat pan is constructed of 12mm thick plywood.
- c) Seat and Back Upholstery
 - The seat back is constructed of 6½" thick, 25-45 density foam for greater firmness and support.
 - The seat is be constructed of 2¼" thick 25-35 density foam.
 - Top and double needle stitching on seams.

1.8.3 Finishes:

- Seat and Back: Manufacturer's fabric: Class D
- Fabric for the chair offered must have an abrasion resistance rating of 75,000 (DR) or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturer's full range.

1.9 **CH-11(A-B) Counter/Bar Chair**

1.9.1 Dimensions:

- CH-11A - 16" to 20"W x 13" to 20"D x 24" to 29" SH (Counter Height); Location – refer to Floor Plans.
- CH-11B - 16" to 20"W x 13" to 20"D x 30" to 36" SH (Bar Height); Location – refer to Floor Plans.

1.9.2 Construction:

- Solid wood frame with upholstered seat and wood or upholstered back with adjustable glides.

1.9.3 Finishes:

- Base: Solid Wood.
- Seat and Back: Solid Wood.
- Cushion: Manufacturer's fabric: Class B.
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.

- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.10 CH-13 Armless Side Chair

1.10.1 Dimensions:

- 20" to 22"W x 20" to 22"D x 17" to 18½" SH x 30" to 32" H; Location - 12S54, 12N16

1.10.2 Construction:

- Solid or laminated wood legs with upholstered seat and upholstered back with multi surface non marking glides.
- Four (4) legs.

1.10.3 Finishes:

- Base: Solid Wood.
- Seat and Back: Manufacturer's fabric: Class B
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.11 CH-14(A-C) Lounge Sofa

1.11.1 Dimensions:

- CH-14A - 36"W x 29"D x 29"H x 17½"SH; Location - 11N16
- CH-14B - 54"W x 29"D x 29"H x 17 ½" SH; Location - 12N21
- CH-14C - 72" W x 29"D x 29"H x 17½" SH; Location - 11N16, 12N20
- Dimensions can vary, tolerance of +/- 2"

1.11.2 Construction:

- Inner frame engineered in hardwood and plywood.
- Legs are removable and are attached to metal plate attached to frame.
- Legs are oak stained.
- System suspension is hard wood stained woven rubber webbing.
- Foam is high density with dacron top layer.
- Cushion are gradient compress form with dacron top layer.

1.11.3 Finishes:

- Base: Solid Wood.
- Seat and Back: Manufacturer's fabric: Class B.
- Fabric for the chair offered must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TB from manufacturers full range.

1.12 CH-15 Arm Chair

1.12.1 Dimensions:

- 22"W to 26"W x 20"D to 24"D x 17" to 18½" SH x 29" to 32"H; Location - 10S64, 10S55, 10S63, 10N25, 10N01, 11N03, 11S58, 11S42, 12S53, 12S42

1.12.2 Construction:

- Recessed arm rest.
- Solid laminated wood legs with upholstered seat and upholstered back and arm rest with multi surface non marking glides.

-
- Four (4) legs.

1.12.3 Finishes:

- Base: Solid Wood.
- Seat and Back: Manufacturer's fabric: Class B.
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.13 **CH-18 High Back Banquette**

1.13.1 Dimensions:

- 59" to 64"W x 24" to 32"D x 28" to 53"H back height, with screen; Location - 12S50B
- Screen not to exceed 54.

1.13.2 Construction:

- a) Frame
 - Built entirely with 3/4" medium density fiberboard (MDF).
 - Interlocking joinery is machined into each frame part to eliminate dowels.
 - The back bolster is attached to the seat using T-nuts and hex bolts.
- b) Leg
 - Frame is supported by four metal legs.
 - Fabricated from 7/8" o.d., 14 gauge steel tubing.
 - Mounting brackets are fabricated from 14 gauge steel plate and welded to the legs prior to fastening to the frame.
 - Swivel glides with a metal cap are installed to the inserts on each leg.
- c) Seat
 - Seat suspension is 2" resilient strap webbing.
 - Seat is constructed of 3 1/2" layered HR-33 foam over HR-20 foam.
 - Back Construction is 4" layered HR-33 foam over HR-20 foam.
 - All seams double needled for added seam integrity.
- d) Screen
 - Screen to equal size of upholstered unit. Screen height to be 42".

1.13.3 Finishes:

- Seat, Back, Base, and Screen: Manufacturer's fabric: Class B.
- Base: Manufacturer's Standard Metal Finish.
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.14 **CH-19 High Back Lounge Chair**

1.14.1 Dimensions:

- 30" to 46"L x 28" to 36"D x 17" to 18 1/2"SH x 36" to 54"H; Location - 10N02

1.14.2 Construction:

- Frame is hardwood plywood construction.
- Frame is upholstered over poplar hardwood panel.
- Upholstered back to wrap around seat at arms.

1.14.3 Finishes:

- Base: Manufacturer's Standard Metal Finish.

- Seat and Back: Manufacturer's fabric: Class B.
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.15 CH-20 Bench

1.15.1 Dimensions:

- 52"W x 21½" D x 31⅞"H x 18"SH; Location - 10N02
- Dimensions can vary, tolerance of +/- 1"

1.15.2 Construction:

- Single upholstered seat with solid or laminate wood legs and back with multi-surface non marking glides.

1.15.3 Finishes:

- Base: Solid Wood.
- Back: Solid Wood.
- Seat: Manufacturer's fabric: Class B.
- Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
- Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
- All finishes, fabric colour & pattern TBD from manufacturers full range.

1.16 CH-21 Desk Height Chair

1.16.1 Dimensions:

- 21"L x 18⅞"D x 18" to 18½" SH; Location - refer to Floor Plan
- Dimensions can vary, tolerance of +/- 1"

1.16.2 Construction:

- Plastic seat in injection molded poly propylene plastic.
- Sled base is constructed of durable welded ½" diameter carbon steel wire and features plastic glides.
- Stool weighs less than 25 lbs or less for ease of movement.

1.16.3 Finishes:

- Base: Manufacturer's Standard Metal Finish.
- Seat and Back: Plastic.

1.17 CH-22 Individual Private Workstation

1.17.1 Dimensions:

- Overall 42" W x 36"D x 48"H x 17"Seat Height; Location – refer to Floor Plans
- Work surface size 18"W x 17"D
- Dimensions can vary, tolerance of +/- 1"

1.17.2 Construction:

- a) Frame
 - Seat support consists of steel components welded together.
 - Legs feature adjustable glides which are steel with a nylon or equivalent plastic over molded foot.
- b) Seat and Backrest
 - Upholstered cushions are comprised of molded polyurethane foam for optimal comfort.
 - Outer shell material for seat and for backrest is molded polypropylene.

-
- Lumbar area is enhanced with four bendable .092" dia. steel wire springs.
 - c) Screen
 - Uprights (stanchions) consist of two die cast aluminum parts attached together with screws.
 - Upholstered in fabric.
 - d) Personal Work Surface
 - Work surface is constructed of molded ASA (Acrylic-Styrene-Acrylonitrile) plastic upper and lower halves with a device tray molded of ABS plastic over molded with polyurethane plastic.
 - e) Footrest
 - Footrest is comprised of the following components attached together with screws.
 - Top shell is polypropylene plastic with a polyurethane over molded foam. Foam density is 12 lb/cu ft.

1.17.3 Finishes:

- Base: Solid Wood.
 - Back: Manufacturer's fabric: Class B.
 - Seat: Manufacturer's fabric: Class B.
 - Work Surface: Top: High Pressure Plastic Laminate, Wood Finish.
 - Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
 - Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
 - All finishes, fabric colour & pattern TBD from manufacturers full range.
-

2. **Category 2: TABLES**

2.1 **TB-04(A-E) Multifunctional Table**

2.1.1 Dimensions:

- TB-04A - 36"D x 54"L x 28½"H; Location - 10N14, 10N21, 10S67, 11N21, 11N08, 11S58, 11S59, 12S41, 12N11, 12N15
- TB-04B - 30"D x 48" x 28 ½"H; Location - 11S52
- TB-04C - 30"W x 54" L x 28 ½" to 29" High; Location - 10S81, 10N03, 11S62, 11N02, 12S61, 12N01
- TB-04D - 30"W x 72"L x 28 ½" to 29" High; Location - 10N24, S81, 10N03, 11S62, 11N02, 12S61, 12N01
- TB-04E - 48"W x 48"W x 28½"H; Location - 11S41, 12S63

2.1.2 Construction:

- a) Work Surface
 - Work surface is 1⅝" thick with knife edge profile and rounded corners.
 - Top surface is high pressure laminate. Flat edge band is 3mm thick.
 - Work surface is 1-1/8" thick with a 45 lb/cu ft. MDF core with knife edge profile and rounded corners.
 - Top and bottom surfaces are high pressure laminate.
 - Flat edge band is 3mm thick, matching color on laminate.
- b) Power
 - Base glides lift flat base off of the floor enough for cords and cables to exit the column.
- c) Column
 - Column is a welded assembly consisting of a 3" diameter, 11 ga. (.118") thick steel tube with a conical-shaped steel top support and base support. A steel reinforcement tube and threaded 1/4" thick steel plate provides structure at the base.
- d) Base
 - Rectangular-shaped base is a steel plate, 3/8" thick.
 - Adjustable glides are nylon.

2.1.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Finish.

2.2 **TB-05 Laptop Side Table**

2.2.1 Dimensions:

- 17" to 20"L x 16" to 22"D x 24" to 25"H; Location – refer to Floor Plans.

2.2.2 Construction:

- Top is constructed of 1/2" thick medium density particleboard with laminate or veneer bonded to the top surface, a backer bonded to the bottom surface and a plastic edge band applied to the edges.
- Base and upright tube are extruded aluminum parts.
- Table top brace is die cast aluminum and is attached to the table top underside with screws.
- A threaded steel rod is used to attach the table top brace to the floor base. Rod is concealed inside upright tube.
- Wheels and glides are molded nylon plastic.

2.2.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Finish.

2.3 TB-06 Round Coffee Table

2.3.1 Dimensions:

- 34" to 40" Diameter x 17"H to 21"H; Location - 10S52, 11N16, 11S50B

2.3.2 Construction:

- Wood veneer top with three solid wood legs.

2.3.3 Finishes:

- Top: Wood Veneer.
- Base: Solid Wood.

2.4 TB-08 Side Table

2.4.1 Dimensions:

- 16" to 18" Diameter x 17" to 20"H; Location - 10N06, 10N23, 10S75, 10S74, 10S58, 12S63

2.4.2 Construction:

- Three metal leg construction.

2.4.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Metal / Powder Coated Finish.

2.5 TB-11 Free Standing Table

2.5.1 Dimensions:

- 36"W x 72"L x 29 ½"H; Location - 10S70, 10S71, 10S76, 10N30, 10N13, 10N07, 11N18, 11N20, 12S62
- Free standing.
- Dimensions can vary, tolerance of +/- 1"

2.5.2 Construction:

- Top is ½" thick plastic laminate with 3mm edge band applied to the entire perimeter.
- Core is 45 lb medium-density particle board with backer applied to opposite side.
- Laminate is bonded to the core with a PVA adhesive in a cold press.
- Substructure features pilot holes in bottom surface to ensure proper attachment of bases.
- Star Base features a 2½" ø extruded aluminum column with ¼" wall thickness and die cast aluminum base with adjustable steel glides.

2.5.3 Finishes:

- Top: High Pressure Plastic Laminate.
- Base: Manufacturer's Standard Metal / Powder Coated Finish.

2.6 TB-13 Counter Height Table

2.6.1 Dimensions:

- 60"L x 18"D x 36"H; Location - 11N01
- Dimensions can vary, tolerance of +/- 1"

2.6.2 Construction:

- Solid Wood.
- 4 legs with metal foot rest.

2.6.3 Finishes:

- Top: Solid Wood.
- Base: Solid Wood with Manufacturer's Standard Metal / Powder Coated Finish foot rest.

2.7 TB-14 (A-D) Round Table

2.7.1 Dimensions:

- TB-14A - 60" Diameter x 28½" to 29½" H; Location - 11N03, 11S42
- TB-14B - 48" Diameter x 28½" to 29½" H; Location - 12S53
- TB-14C - 53" Diameter x 28½" to 29½" H; Location - 10N52
- TB-14D - 72" Diameter x 28½" to 29½" H; Location - 10S64

2.7.2 Construction:

- X-base, non-marking glides.

2.7.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Metal / Powder Coated Finish.

2.8 TB-15(A-C) Small Meeting Room Table

2.8.1 Dimensions:

- TB-15A - 48"D x 96"L x 28½" to 29½"H; Location - 10S54, 10S55, 11S56
- TB-15B - 36"D x 72"L x 28½" to 29½"H; Location - 10N24, 12S42
- TB-15C - 48"D x 108"L x 28½" to 29½"H; Location - 10S63

2.8.2 Construction:

a) Work Surface (table top)

- Work surface is 1 1/8" thick with a 45 lb/cu ft. MDF core with knife edge profile and rounded corners.
- Flat edge band is 3mm thick, matching colour on laminate.

b) Column

- Column is a welded assembly consisting of a 3" diameter, 11 ga. (.118") thick steel tube with a concoil-shaped steel top support and base support. A steel reinforcement tube and threaded ¼" thick steel plate provides structure at the base.

c) Base

- Legs with non-marking glides.

2.8.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Metal / Powder Coated Finish.

2.9 TB-16(A-F) Medium / Large Meeting Room Table

2.9.1 Dimensions:

- TB-16A - 60"W x 96"L x 28½" to 29½" H; Location - 10N20, 10N32
- TB-16B - 54"D x 108"L x 28½" to 29½" H; Location - 10N20, 12N13, 12N14
- TB-16C - 60" D x 108"L x 28½" to 29½" H; Location - 11N06, 11N13, 11N14, 12N17
- TB-16D - 60"D x 120"L x 28½" to 29½" H; Location - 10N16, 11S46, 12S44, 12S45
- TB-16E - 60"D to 72"D x 120" Lx 28 ½" to 29 ½" H; Location - 10S61
- TB-16F - 72"D to 85"D x 120" Lx 28 ½" to 29 ½" H; Location - 10S61

2.9.2 Construction:

a) Work Surface (table top)

- Work surface is 1 1/8" thick with a 45 lb/cu ft. MDF core with knife edge profile and rounded corners.
- Flat edge band is 3mm thick, matching colour on laminate.

b) Column

- Column is a welded assembly consisting of a 3" diameter, 11 ga. (.118") thick steel tube with a concoil-shaped steel top support and base support. A steel reinforcement tube and threaded ¼" thick steel plate provides structure at the base.

c) Base

-
- Legs with non-marking glides.

2.9.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Metal / Powder Coated Finish.

2.10 TB-18(A-C) Open Collaborative Table

2.10.1 Dimensions:

- TB-18A - 36"W x 72"L x 28½" to 29½" H; Location: 10N01
- TB-18B - 72"W x 72"L x 28½" to 29½" H; Location: 10N32
- TB-18C - 36"W x 96"L x 28½" to 29½" H; Location: 10N01
- Dimensions can vary, tolerance of +/- 1"

2.10.2 Construction:

- Legs are solid wood with metal support under table tops.
- Glides have 1½" levelling range

2.10.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
- Base: Solid Wood with contrasting metal / Powder Coated Feet.

2.11 TB-19 Rectangular Coffee Table

2.11.1 Dimensions:

- 46" to 53"W x 18" to 20"D x 12" to 18"H; Location: 12N20, 12S50B, 12N21

2.11.2 Construction:

- Four (4) legs.
- Rounded corners.

2.11.3 Finishes:

- Top: High Pressure Plastic Laminate, Wood Finish.
 - Base: Manufacturer's Standard Metal / Powder Coated Finish.
-

3. **Category 3: MISCELLANEOUS ITEMS**

3.1 **CR-01(A-B) Meeting Room Credenza**

3.1.1 Dimensions:

- CR-01A - 108"W x 18"D x 28½" to 29½"H; Location: 10N16, 10N20, 10S56, 10S64, 10S46, 11N06, 12N13, 12N14
- CR-01B - 72"W x 18"D x 28½" to 29½"H; Location: 10S54, 10S55, 10S63, 11N03, 12N17, 12S42

3.1.2 Construction:

- Credenza for enclosed meeting rooms on painted legs that range for 6½" to 9½" high consisting of 3 file drawers.
- Lockable.
- Pull to be integrated into door.

3.1.3 Finishes:

- Top, doors and cabs: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Metal / Powder Coated Finish.

3.2 **CR-02 Closed Collaborative Credenza**

3.2.1 Dimensions:

- 108"W x 18 to 22"D x 28½" to 30"H; Location: 10S70, 10S71, 10S76, 10N30, 10N13, 10N07, 11N18, 11N20, 12S62

3.2.2 Construction:

- Credenza for enclosed meeting rooms with open centre section and four lateral file drawers..
- Lockable.
- Pull to be integrated into door.

3.2.3 Finishes:

- Top, doors and cabs: High Pressure Plastic Laminate, Wood Finish.
- Base: Manufacturer's Standard Metal / Powder Coated Finish.

3.3 **FL-01 Floor Lamp**

3.3.1 Dimensions:

- 20" to 28" L x 15" to 19"D x 46" to 52"H; Location: 10N06, 10N12, 10S52, 10S74, 10S75, 11N17, 11N19, 11S50, 11S52, 11S54, 12N03, 12N18, 12N19, 12S50, 12S51

3.3.2 Construction:

- Wood floor lamp with adjustable arm that can rotate 360.
- Arm has a clean polycarbonate lens.

3.3.3 Voltage:

- 120 power consumption 9w

3.3.4 Colour Temperature:

- 3000K 185 lumens.

3.3.5 Finishes:

- Stand and Post: Solid Wood.

3.4 **MB-01 Easel Marker Board**

3.4.1 Dimensions:

- 36"W x 54"H; Location: 12N04, 12S63
- Dimensions can vary, tolerance of +/- 1"

3.4.2 Construction:

-
- Mobile easel on 4 casters
 - White writable surface
 - Tray for markers
 - Mounting hardware for flip chart.

3.4.3 Finishes:

- Frame: Solid Wood.
- White Writable surface.

3.5 **SC-01(A-B) Privacy Screen**

3.5.1 Dimensions:

- SC-01A - 122" to 127"L x 30" to 40"D x 60" to 65"H; Location: 11S49, 12S59
- SC-01B - 142" to 147"L x 80" to 90"D x 65" to 65"H; Location: 10N32, 11N01, 12N16
- Dimensions to suit plan; vendor to provide layout

3.5.2 Construction:

- Free standing unit includes floor support and screen connectors.
- Screen is constructed of fabric adhered to a polyester fabric adhered to a polyester core. The screen is compliant with UL-1286 flammability requirement.





3.5.3 Finishes:

- Screen: Manufacturer's fabric: Class B
 - Fabric for the chair must have an abrasion resistance rating of 75,000 DR or more.
 - Fabric must be a minimum of two grades above the manufacturer's lowest standard fabric grade as published in the manufacturer's pricing guide.
 - All finishes, fabric colour & pattern TBD from manufacturer's full range.
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APPENDIX 2 TO ANNEX A





Images

1. Category 1: SEATING

Item Number	Estimated Total Quantities	Image (Note that the image is generic and represents design intent only)
CH-02 Banquette Bench	10	
CH-03 Lounge Chair	9	
CH-04(A-C) Deluxe Sofa	CH-04A – 2 CH-04B – 2 CH-04C - 3	
CH-05 Round Back Chair	66	

CH-06 Lounge Chair	4	
CH-07 Counter Chair	24	
CH-08 Wood Sled Base Chair	32	
CH-10(A-B) Module Seating	CH-10A – 25 CH-10B – 23	

CH-11(A-B) Counter/Bar Chair	CH-11A – 40 CH-11B - 14		
CH-13 Armless Side Chair	11		
CH-14(A-C) Lounge Sofa	CH-14A – 2 CH-14B – 6 CH-14C - 3		
CH-15 Arm Chair	100		
CH-18 High Back Banquette	4		

CH-19 High Back Lounge Chair	3	
CH-20 Bench	8	
CH-21 Desk Height Chair	32	
CH-22 Individual Private Workstation	22	

2. Category 2: TABLES

Item Number	Estimated Total Quantities	Image (Note that the image is generic and represents design intent only)
TB-04(A-E) Multifunctional Table	TB-04A – 23 TB-04B – 1 TB-04C – 13 TB-04D – 16 TB-04E - 2	
TB-05 Laptop Side Table	42	
TB-06 Round Coffee Table	7	
TB-08 Side Table	6	

TB-11 Free Standing Table	12	
TB-13 Counter Height Table	2	
TB-14(A-D) Round Table	TB-14A – 2 TB-14B – 1 TB-14C – 7 TB-14D - 1	
TB-15(A-C) Small Meeting Room Table	TB-15A – 3 TB-15B – 3 TB-15C - 1	
TB-16(A-F) Medium / Large Meeting Room Table	TB-16A – 1 TB-16B – 4 TB-16C – 4 TB-16D – 4 TB-16E – 1 TB-16F – 1	 
TB-18(A-C) Open Collaborative Table	TB-18A - 2 TB-18B - 1 TB-18C - 1	

Solicitation No. - N° de l'invitation
EQ754-180521/A

Client Ref. No. - N° de réf. du client
EQ754-180521

Amd. No. - N° de la modif.


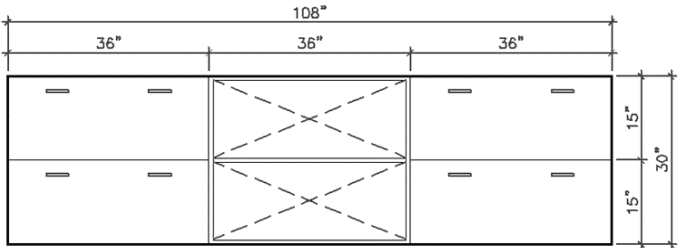


File No. - N° du dossier
TOR-7-40015

Buyer ID - Id de l'acheteur
tor024

CCC No./N° CCC - FMS No./N° VME

TB-19 Rectangular Coffee Table	3	
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3. Category 3: MISCELLANEOUS ITEMS

Item Number	Estimated Total Quantities	Image (Note that the image is generic and represents design intent only)
CR-01(A-B) Meeting Room Credenza	CR-01A – 14 CR-01B - 7	
CR-02 Closed Collaborative Credenza	CR-02 - 10	
FL-01 Floor Lamp	16	
MB-01 Easel Marker Board	3	

Solicitation No. - N° de l'invitation
EQ754-180521/A

Client Ref. No. - N° de réf. du client
EQ754-180521

Amd. No. - N° de la modif.

File No. - N° du dossier
TOR-7-40015

Buyer ID - Id de l'acheteur
tor024

CCC No./N° CCC - FMS No./N° VME

SC-01(A-B) Privacy Screen	SC-01A - 2 SC-01B - 4	
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APPENDIX 3 TO ANNEX A**Delivery and Installation Schedule**

1. The delivery and installation will be carried out in accordance with the Schedule listed below, at 4900 Yonge Street, Toronto, Ontario on the 10th, 11th, and 12th floor. The dates in the Schedule are estimated and may be subject to change and all changes must be pre-approved by the Project Authority. Canada will endeavour to give the Contractor four (4) to six (6) weeks lead time for the delivery and installation of the furniture for each of the phases.

2. **Sequence of the Work:**

The delivery and installation will be done in three (3) stages over several working days.

NOTE: The following dates maybe subject to changes and are dependent on the building construction schedule. It is the Contractors responsibility to validate the delivery and installation dates with the Contractor, Maple Leaf Property Management (MLPM) and the Project Authority.

3. **Schedule of Phases:**

3.1 **Category 1: SEATING**

ESTIMATED SCHEDULE FOR PHASE I – 11 th Floor			
Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
CH-02 Banquette Bench	3	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-03 Lounge Chair	4	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-04A Deluxe Sofa	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-04B Deluxe Sofa	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-05 Round Back Chair	27	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-07 Counter Chair	8	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-08 Wood Sled Base Chair	16	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-10A Module Seating	2	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-10B Module Seating	5	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-11A Counter/Bar Chair	8	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-11B Counter/Bar Chair	6	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-14A Lounge Sofa	2	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-14C Lounge Sofa	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018

CH-15 Arm Chair	18	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-21 Desk Height Chair	10	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CH-22 Individual Private Workstation	8	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018

ESTIMATED SCHEDULE FOR PHASE II – 10th Floor

Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
CH-02 Banquette Bench	4	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-03 Lounge Chair	3	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-04A Deluxe Sofa	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-04C Deluxe Sofa	2	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-05 Round Back Chair	17	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-06 Lounge Chair	4	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-07 Counter Chair	8	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-08 Wood Sled Base Chair	8	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-10A Module Seating	23	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-10B Module Seating	18	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-11A Counter/Bar Chair	26	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-11B Counter/Bar Chair	2	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-15 Arm Chair	72	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-19 High Back Lounge Chair	3	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-20 Bench	8	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-21 Desk Height Chair	15	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CH-22 Individual Private Workstation	8	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018

ESTIMATED SCHEDULE FOR PHASE III – 12th Floor

Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
CH-02 Banquette Bench	3	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-03 Lounge Chair	2	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-04B Deluxe Sofa	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018

CH-04C Deluxe Sofa	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-05 Round Back Chair	22	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-07 Counter Chair	8	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-08 Wood Sled Base Chair	8	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-11A Counter/Bar Chair	6	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-11B Counter/Bar Chair	6	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-13 Armless Side Chair	11	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-14C Lounge Sofa	2	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-15 Arm Chair	10	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-18 High Back Banquette	4	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-21 Desk Height Chair	7	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CH-22 Individual Private Workstation	6	October 15th to October 26th, 2018	October 29th to November 20th, 2018

3.2 Category 2: TABLES

ESTIMATED SCHEDULE FOR PHASE I – 11 th Floor			
Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
TB-04A Multifunctional Table	8	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-04B Multifunctional Table	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-04C Multifunctional Table	4	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-04D Multifunctional Table	8	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-04E Multifunctional Table	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-05 Laptop Side Table	6	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-06 Round Coffee Table	3	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018

TB-11 Free Standing Table	2	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-13 Counter Height Table	2	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-14A Round Table	2	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-15A Small Meeting Room Table	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-16C Medium / Large Meeting Room Table	3	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
TB-16D Medium / Large Meeting Room Table	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018

ESTIMATED SCHEDULE FOR PHASE II – 10th Floor			
Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
TB-04A Multifunctional Table	9	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-04C Multifunctional Table	7	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-04D Multifunctional Table	4	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-05 Laptop Side Table	30	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-06 Round Coffee Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-08 Side Table	5	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-11 Free Standing Table	9	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-14C Round Table	7	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-14D Round Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-15A Small Meeting Room Table	2	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-15B Small Meeting Room Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-15C Small Meeting Room Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-16A Medium / Large Meeting Room Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-16D Medium / Large Meeting Room Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-16E Medium / Large Meeting Room Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-16F Medium / Large Meeting Room Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-18A Open Collaborative Table	2	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-18B Open Collaborative Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
TB-18C Open Collaborative Table	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018

ESTIMATED SCHEDULE FOR PHASE III – 12th Floor			
Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
TB-04A Multifunctional Table	6	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-04C Multifunctional Table	2	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-04D Multifunctional Table	4	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-04E Multifunctional Table	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-05 Laptop Side Table	6	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-06 Round Coffee Table	3	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-08 Side Table	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-11 Free Standing Table	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-14B Round Table	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-15B Small Meeting Room Table	2	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-16B Medium / Large Meeting Room Table	4	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-16C Medium / Large Meeting Room Table	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-16D Medium / Large Meeting Room Table	2	October 15th to October 26th, 2018	October 29th to November 20th, 2018
TB-19 Rectangular Coffee Table	3	October 15th to October 26th, 2018	October 29th to November 20th, 2018

3.3 Category 3: MISCELLANEOUS ITEMS

ESTIMATED SCHEDULE FOR PHASE I – 11th Floor			
Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
CR-01A Meeting Room Credenza	4	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CR-01B Meeting Room Credenza	2	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
CR-02 Closed Collaborative Credenza	2	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
FL-01 Floor Lamp	5	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
SC-01A Privacy Screen	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018
SC-01B Privacy Screen	1	December 27 th , 2017 to January 5 th , 2018	January 8 th to January 25 th , 2018

ESTIMATED SCHEDULE FOR PHASE II – 10th Floor			
Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
CR-01A Meeting Room Credenza	3	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CR-01B Meeting Room Credenza	4	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
CR-02 Closed Collaborative Credenza	7	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
FL-01 Floor Lamp	6	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
MB-01 Easel Marker Board	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018
SC-01B Privacy Screen	1	May 10 th to May 16 th , 2018	May 22 nd to June 7 th , 2018

ESTIMATED SCHEDULE FOR PHASE III – 12th Floor			
Item	Quantity	Estimated Delivery Dates	Estimated Installation Period
CR-01A Meeting Room Credenza	7	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CR-01B Meeting Room Credenza	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
CR-02 Closed Collaborative Credenza	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018
FL-01 Floor Lamp	5	October 15th to October 26th, 2018	October 29th to November 20th, 2018
MB-01 Easel Marker Board	2	October 15th to October 26th, 2018	October 29th to November 20th, 2018
SC-01A Privacy Screen	1	October 15th to October 26th, 2018	October 29th to November 20th, 2018

SC-01B Privacy Screen	2	October 15th to October 26th, 2018	October 29th to November 20th, 2018
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4. Canada's Facilities to Accommodate the Delivery

4.1 Joseph Shepard Building Protocol

For 4900 Yonge Street, Toronto Ontario – See Appendix 4 to Annex A

4.2. Delivery & Installation Instructions

- a) Delivery as per Project Authority pre-determined authorize time and schedule – Delivery and Installations during normal business hours unless instructed otherwise by Project Authority, the Contractor or MLPM.
- b) All deliveries and installations without exception must be schedule and coordinate with the Project Authority, the Contractor and MLPM through a WAF.
- c) All deliveries must be through loading dock area only, not pedestrian entrances.
- d) All products must be delivered immediately to the designated floor.
- e) 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.
- f) FLOOR/WALL PROTECTION: During and upon completion of the delivery and installations, the Contractor must ensure that all flooring and walls are properly protected against any type of damages.
- g) LOADING DOCK: The Loading Dock is located on the 2nd Floor. Accepts trucks no larger than SPIF#19, maximum length of 12.5m (including the load). 16.2m SPIF Semi-Trailers or 14.65m Non-SPIF Semi-Trailers are not accepted. After the regular business hours, deliveries are to be scheduled in advance (minimum of 48hrs) with MLPM. Additional details are outline in Appendix 4 to Annex A.
- h) LOADING/UNLOADING AREAS: Contractor must use only the loading and unloading areas approved by the Project Authority. 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 and unloading areas. Additional details are outline in Appendix 4 to Annex A.
- i) FREIGHT ELEVATORS: Is accessed from the Loading Dock and serves all floors. The cab's dimensions are as follow: 224 cm (89.5 in.) width by 155 cm (62 in.) depth by 300 cm (120 in.) high. The weight capacity is 1820 kg (4000lbs). Freight Elevator is not available from the hours of 6:00 p.m. to 8:00 p.m. Booking of the Freight Elevator is not permitted. Use is based on first come, first served.
- j) 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.
- k) It is the Contractor responsibility to assume any permits and/or parking related fees associated with loading and unloading, pickup and deliveries.
- l) The Contractor's personnel 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 personnel could be asked to identify themselves by providing a photo ID such as a valid driver's permit or health card.
- m) The Contractor's 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.
- n) While performing services under this Contract, the Contractor and its personnel must at no time engage in the following activities, including but not limited to:
 - i. Smoking in the facilities;

-
- ii. Damage to Crown Property of any type;
 - iii. Arrive at the facility under the influence of illegal drugs or alcohol, or even with alcohol on the breath;
 - iv. Consume alcoholic beverages on the job;
 - v. Use unassigned washrooms without permission;
 - vi. Use government telephones without prior approval from the Project Authority
 - vii. Engage in prolonged discussions or arguments regarding the job;
 - viii. Perform any work for the client not specified in this contract without approval of the Project Authority;
and
 - ix. Request or accept any articles or currency as a gratuity for Work performed under this contract.

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EQ754-180521

File No. - N° du dossier
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APPENDIX 4 TO ANNEX A

Joseph Shepard Building Protocol

TO BE PROVIDED AT CONTRACT AWARD.

ANNEXE B
BASIS OF PAYMENT

****NOTE: Anything appearing in italics in this Annex will be deleted in any resulting contract.**

The Contractor will be paid the following firm unit pricing, for the supply, delivery and installation of the requirement in accordance with Annex A and all Appendices, in Canadian funds, FOB destination and applicable taxes extra. Customs duties and excise taxes included.

1. Category 1: SEATING**1.1 Firm Requirement - Phase I**

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Price (AxB)
1	CH-02 Banquette Bench	3	\$	\$
2	CH-03 Lounge Chair	4	\$	\$
3	CH-04A Deluxe Sofa	1	\$	\$
4	CH-04B Deluxe Sofa	1	\$	\$
5	CH-05 Round Back Chair	27	\$	\$
6	CH-07 Counter Chair	8	\$	\$
7	CH-08 Wood Sled Base Chair	16	\$	\$
8	CH-10A Module Seating	2	\$	\$
9	CH-10B Module Seating	5	\$	\$
10	CH-11A Counter/Bar Chair	8	\$	\$
11	CH-11B Counter/Bar Chair	6	\$	\$
12	CH-14A Lounge Sofa	2	\$	\$
13	CH-14C Lounge Sofa	1	\$	\$
14	CH-15 Arm Chair	18	\$	\$
15	CH-21 Desk Height Chair	10	\$	\$
16	CH-22 Individual Private Workstation	8	\$	\$
Subtotal Price for Products (Items 1 thru 16):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase I:				\$

1.2 Firm Requirement - Phase II

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Total (AxB)
1	CH-02 Banquette Bench	4	\$	\$
2	CH-03 Lounge Chair	3	\$	\$
3	CH-04A Deluxe Sofa	1	\$	\$

4	CH-04C Deluxe Sofa	2	\$	\$
5	CH-05 Round Back Chair	17	\$	\$
6	CH-06 Lounge Chair	4	\$	\$
7	CH-07 Counter Chair	8	\$	\$
8	CH-08 Wood Sled Base Chair	8	\$	\$
9	CH-10A Module Seating	23	\$	\$
10	CH-10B Module Seating	18	\$	\$
11	CH-11A Counter/Bar Chair	26	\$	\$
12	CH-11B Counter/Bar Chair	2	\$	\$
13	CH-15 Arm Chair	72	\$	\$
14	CH-19 High Back Lounge Chair	3	\$	\$
15	CH-20 Bench	8	\$	\$
16	CH-21 Desk Height Chair	15	\$	\$
17	CH-22 Individual Private Workstation	8	\$	\$
Subtotal Price for Products (Items 1 thru 17):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase II:				\$

1.3 Firm Requirement - Phase III

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Total (Ax B)
1	CH-02 Banquette Bench	3	\$	\$
2	CH-03 Lounge Chair	2	\$	\$
3	CH-04B Deluxe Sofa	1	\$	\$
4	CH-04C Deluxe Sofa	1	\$	\$
5	CH-05 Round Back Chair	22	\$	\$
6	CH-07 Counter Chair	8	\$	\$
7	CH-08 Wood Sled Base Chair	8	\$	\$
8	CH-11A Counter/Bar Chair	6	\$	\$
9	CH-11B Counter/Bar Chair	6	\$	\$
10	CH-13 Armless Side Chair	11	\$	\$
11	CH-14C Lounge Sofa	2	\$	\$
12	CH-15 Arm Chair	10	\$	\$
13	CH-18 High Back Banquette	4	\$	\$
14	CH-21 Desk Height Chair	7	\$	\$
15	CH-22 Individual Private Workstation	6	\$	\$
Subtotal Price for Products (Items 1 thru 15):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$

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Installation Charges at a rate of _____ % of the Subtotal Price for Products:	\$
Total Price for Phase III:	\$
<i>*Total Evaluated Price for Category 1: SEATING (Phase I + II + III)</i>	\$

**Total Evaluated Price will become the Estimated Total at contract award, applicable taxes extra.*

2. Category 2: TABLES**2.1 Firm Requirement - Phase I**

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Price (AxB)
1	TB-04A Multifunctional Table	8	\$	\$
2	TB-04B Multifunctional Table	1	\$	\$
3	TB-04C Multifunctional Table	4	\$	\$
4	TB-04D Multifunctional Table	8	\$	\$
5	TB-04E Multifunctional Table	1	\$	\$
6	TB-05 Laptop Side Table	6	\$	\$
7	TB-06 Round Coffee Table	3	\$	\$
8	TB-11 Free Standing Table	2	\$	\$
9	TB-13 Counter Height Table	2	\$	\$
10	TB-14A Round Table	2	\$	\$
11	TB-15A Small Meeting Room Table	1	\$	\$
12	TB-16C Medium / Large Meeting Room Table	3	\$	\$
13	TB-16D Medium / Large Meeting Room Table	1	\$	\$
Subtotal Price for Products (Items 1 thru 13):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase I:				\$

2.2 Firm Requirement - Phase II

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Price (AxB)
1	TB-04A Multifunctional Table	9	\$	\$
2	TB-04C Multifunctional Table	7	\$	\$
3	TB-04D Multifunctional Table	4	\$	\$
4	TB-05 Laptop Side Table	30	\$	\$
5	TB-06 Round Coffee Table	1	\$	\$
6	TB-08 Side Table	5	\$	\$
7	TB-11 Free Standing Table	9	\$	\$
8	TB-14C Round Table	7	\$	\$
9	TB-14D Round Table	1	\$	\$
10	TB-15A Small Meeting Room Table	2	\$	\$
11	TB-15B Small Meeting Room Table	1	\$	\$
12	TB-15C Small Meeting Room Table	1	\$	\$
13	TB-16A Medium / Large Meeting Room Table	1	\$	\$

14	TB-16D Medium / Large Meeting Room Table	1	\$	\$
15	TB-16E Medium / Large Meeting Room Table	1	\$	\$
16	TB-16F Medium / Large Meeting Room Table	1	\$	\$
17	TB-18A Open Collaborative Table	2	\$	\$
18	TB-18B Open Collaborative Table	1	\$	\$
19	TB-18C Open Collaborative Table	1	\$	\$
Subtotal Price for Products (Items 1 thru 19):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase II:				\$

2.3 Firm Requirement - Phase III

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Price (AxB)
1	TB-04A Multifunctional Table	6	\$	\$
2	TB-04C Multifunctional Table	2	\$	\$
3	TB-04D Multifunctional Table	4	\$	\$
4	TB-04E Multifunctional Table	1	\$	\$
5	TB-05 Laptop Side Table	6	\$	\$
6	TB-06 Round Coffee Table	3	\$	\$
7	TB-08 Side Table	1	\$	\$
8	TB-11 Free Standing Table	1	\$	\$
9	TB-14B Round Table	1	\$	\$
10	TB-15B Small Meeting Room Table	2	\$	\$
11	TB-16B Medium / Large Meeting Room Table	4	\$	\$
12	TB-16C Medium / Large Meeting Room Table	1	\$	\$
13	TB-16D Medium / Large Meeting Room Table	2	\$	\$
14	TB-19 Rectangular Coffee Table	3	\$	\$
Subtotal Price for Products (Items 1 thru 14):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase III:				\$
<i>*Total Evaluated Price for Category 2: TABLES (Phase I + II + III)</i>				\$

**Total Evaluated Price will become the Estimated Total at contract award, applicable taxes extra.*

3. Category 3: MISCELLANEOUS ITEMS**3.1 Firm Requirement - Phase I**

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Price (AxB)
1	CR-01A Meeting Room Credenza	4	\$	\$
2	CR-01B Meeting Room Credenza	2	\$	\$
3	CR-02 Closed Collaborative Credenza	2	\$	\$
4	FL-01 Floor Lamp	5	\$	\$
5	SC-01A Privacy Screen	1	\$	\$
6	SC-01B Privacy Screen	1	\$	\$
Subtotal Price for Products (Items 1 thru 6):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase I:				\$

3.2 Firm Requirement - Phase II

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Price (AxB)
1	CR-01A Meeting Room Credenza	3	\$	\$
2	CR-01B Meeting Room Credenza	4	\$	\$
3	CR-02 Closed Collaborative Credenza	7	\$	\$
4	FL-01 Floor Lamp	6	\$	\$
5	MB-01 Easel Marker Board	1	\$	\$
6	SC-01B Privacy Screen	1	\$	\$
Subtotal Price for Products (Items 1 thru 6):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase II:				\$

3.3 Firm Requirement - Phase III

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price (Applicable Taxes extra)	Extended Price (AxB)
1	CR-01A Meeting Room Credenza	7	\$	\$
2	CR-01B Meeting Room Credenza	1	\$	\$
3	CR-02 Closed Collaborative Credenza	1	\$	\$
4	FL-01 Floor Lamp	5	\$	\$
5	MB-01 Easel Marker Board	2	\$	\$

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6	SC-01A Privacy Screen	1	\$	\$
7	SC-01B Privacy Screen	2	\$	\$
Subtotal Price for Products (Items 1 thru 7):				\$
Delivery Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Installation Charges at a rate of _____ % of the Subtotal Price for Products:				\$
Total Price for Phase III:				\$
<i>*Total Evaluated Price for Category 3: MISCELLANEOUS ITEMS (Phase I + II + III)</i>				\$


**Total Evaluated Price will become the Estimated Total at contract award, applicable taxes extra.*

ANNEX C
SECURITY REQUIREMENTS CHECK LIST

	Government of Canada	Gouvernement du Canada	<i>Rec'd JUN 16 2017 CSCD</i>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Contract Number / Numéro du contrat EQ754180521</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Security Classification / Classification de sécurité UNCLASSIFIED</div>
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)				
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE				
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction RPB
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Category 6 - Non SA Furniture for P5PC Sit-up, 4800 Yonge BL				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes				
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>				TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





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PART A (continued) / PARTIE A (suite)

9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux :			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS		
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
PRODUCTION		
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)		
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation
EQ754-180521/A

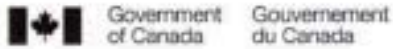
Client Ref. No. - N° de réf. du client
EQ754-180521

Amd. No. - N° de la modif.

File No. - N° du dossier
TOR-7-40015

Buyer ID - Id de l'acheteur
tor024

CCC No./N° CCC - FMS No./N° VME



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Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Best, Sean		Title - Titre Project Team Leader	Signature
Telephone No. - N° de téléphone 416-274-1786	Facsimile No. - N° de télécopieur 416-512-5944	E-mail address - Adresse courriel sean.best@pwgsc.gc.ca	Date 2017/06/12
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) von Zuben, John		Title - Titre SO	Signature Digitally signed by VonZuben, John Date: 2017.06.16 10:13:31 -04'00'
Telephone No. - N° de téléphone 416-512-5968	Facsimile No. - N° de télécopieur 416-529-6481	E-mail address - Adresse courriel john.vonzuben@pwgsc.gc.ca	Date 2017-06-16
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Paul Lepinski Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité industrielle Industrial Security Program Paul.Lepinski@pwgsc-pwgsc.gc.ca Téléphone : (416) 907-1224		Signature 	Date 19-JUN-2017

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Canada

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
EQ754-180521

File No. - N° du dossier
TOR-7-40015

CCC No./N° CCC - FMS No./N° VME

ANNEX D
FLOOR PLANS (For 10th, 11th and 12th)

PDF VERSION - SEE ATTACHMENT

(AUTOCAD VERSION AVAILABLE UPON REQUEST)

ANNEX E (to Part 3 of the Bid Solicitation)

ELECTRONIC PAYMENT INSTRUMENTS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX F (to Part 5 of the Bid Solicitation)

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

