

ANNEX A STATEMENT OF REQUIREMENT

Workstations: Visitor's Welcome Center Phase 1

Part 1: General

1.1 Background

Public Services and Procurement Canada (PSPC) is building a new Visitor Welcome Centre on Parliament Hill, 111 Wellington Street, Ottawa, Ontario. The Visitor Welcome Centre Phase One (VWC – Ph1) is a 4 storey structure, with two levels serving visitors, one level for material handling and one for building services. All four levels are underground, located between Centre Block and West Block.

1.2 Requirement

PSPC has a requirement for supply, delivery and installation, where applicable, of the components listed in Annex A-1. All components are to be delivered to the VWC – Ph1, 111 Wellington Street, Ottawa, Ontario. The applicable responsibilities and deliverables related to installation will apply only to the items as indicated in the attachments

1.3 Schedule

1.3.1 All components must be delivered and installed between December 1, 2017 and March 30, 2018.

1.3.2 The delivery window may be extended due to construction delays. If deliveries are delayed beyond March 30th, 2018, storage fees for outstanding deliveries will be paid by the VWC – Ph1 project.

1.3.3 By October 15, 2017 two (2) coordination meetings will take place between the Project Authority and the Contractor to schedule a phased delivery approach. These tentative delivery dates will be scheduled within a two (2) week period between December 1, 2017 and March 30, 2018. The delivery dates are approximate only and may be subject to change.

1.3.4 It is expected that deliveries will be phased in, according to groupings of types of goods. The final date and time of delivery will be confirmed by the Project Authority thirty (30) calendar days in advance. The schedule for deliveries must include considerations for site and loading dock constraints, volume of deliveries, and resource constraints regarding reviews and acceptances.

1.4 Contractor Responsibilities and Tasks

1.4.1 The Contractor must assign a representative to be the sole contact with the Project Authority.

1.4.2 The named Contractor's Representative must be available (through conference call or on-site) for all meetings. In addition, the Contractor's Representative must be available for weekly coordination meetings during the delivery period.

1.4.3 The named Contractor's Representative will be responsible for the following:

1.4.3.1 to schedule deliveries and installation;

-
- 1.4.3.2 to ensure the Contractor's security clearances and health and safety training is acquired as required;
 - 1.4.3.3 to track and address component deliveries, deficiencies and acceptance; and
 - 1.4.3.4 to provide installation instructions for components to be installed by a third party.
 - 1.4.3.1 For all components to be supplied and delivered by the Contractor and installed by a third party, the Contractor must ensure installation instructions are provided thirty (30) days after contract award to the Project Authority.
 - 1.4.4 The named Contractor's Representative must respond to telephone and e-mail contact by the Project Authority and Contract Authority within 24 hours.
 - 1.4.5 The named Contractor's Representative must be available to address issues relating to warranty.
 - 1.4.6 The minimum level of service required of the Contractor is detailed below:
 - 1.4.6.1 Coordinate deliveries and installation with the Project Authority.
 - 1.4.6.2 Assemble components off-site, as required.
 - 1.4.6.3 Uncrate product in designated staging area, as required.
 - 1.4.6.4 Inspect product for damage with Project Authority and Technical Authority.
 - 1.4.6.5 Assemble and install product, as required.
 - 1.4.6.6 Clean product once installed, as required.
 - 1.4.6.7 Inspect installation with Project Authority and Technical Authority.
 - 1.4.6.8 Make minor adjustments / repairs as required.
 - 1.4.6.9 Remove and recycle all waste material, as required. The VWC – Ph1 project is striving for LEED Gold. As such, all packaging including plastic wrap, Styrofoam, cardboard, pallets and non-re-useable containers brought to the site by the Contractor for purposes of fulfilling the terms of the contract but not used by the Contractor for purposes of fulfilling the terms of the contract. Inclusive of materials and products removed directly by the contractor, by trades, suppliers and others acting under the direction of the contractor.
Contractor to provide suppliers and/or manufacturers confirmation that arrangements have been made to both return and recycle packaging materials used to ship their products.
 - 1.4.6.10 Clean up the installation site. The site must present a neat and orderly appearance at all times.
 - 1.4.7 If necessary, the Contractor shall provide storage for any or all the items confirmed for delivery.
- 1.5 Business Environment
- 1.5.1 The delivery address, 111 Wellington Street, is under construction. The area for delivery and installation are designated as construction sites.
 - 1.5.2 One (1) temporary loading dock will serve both the West Block building and the Visitor Welcome Centre. There will be no opportunity for maneuvering the contents of the delivery vehicle while at the loading dock. The item(s) to be delivered must be the first accessible item(s) in the delivery vehicle. The elevator inside dimensions at West Block are Length 2191mm (86") x Width

1554mm (61") x Height 2940mm.(115") Clear opening, Width 1219mm (48") x Height 2133mm (84"), Capacity 1815 kg.

- 1.5.3 The Visitor Welcome Centre Phase One has two (2) freight elevators. One will be available for transportation of materials to the floors during the times noted above. Elevator: inside dimensions, Length 2675mm by Width 1700mm by Height 2745mm, clear opening (elevator door), Width 1219mm by Height 2133mm. One (1) elevator has a 600mm high doghouse the width of the cab. Use of the elevator must be coordinated with the Project Authority.
- 1.5.4 Deliveries and Inspection are to be conducted during specified hours of work only, as indicated in the Delivery & Installation Instructions.

1.6 Constraints

The Contractor must ensure security clearance requests are submitted within thirty (30) days of contract award.

1.7 Language of Work and Deliverables

The Contractor must be able to communicate in both official languages, French and English. All deliverables, i.e. reports, must be in English.

Part 2: Scope of Work

The scope of work is for the supply, delivery and installation of Workstation furniture components.

2.1 Supply the Products

2.1.1 The Contractor, must supply all the products listed in the Annex A-1. All products must conform to the requirements of this bid solicitation.

2.1.2 Prior to ordering the products, the Contractor is to submit a shop drawing package to the Project Authority which will include the following:

- 2.1.2.1 A list of all the products supplied
- 2.1.2.2 An individual cut sheet or drawing of each product to be supplied indicating the options selected or to be confirmed.
- 2.1.2.3 Swatches of standard colour/finish samples for all finishes and trims for final selection by the Project Authority.

Once the Contractor has received the reviewed or approved final list from the Project Authority, the Contractor can proceed to ordering the products.

2.1.3 All products supplied must conform to the Specifications contained in Annex A-1.

2.1.4 The Contractor must supply all necessary components (e.g. trim, connectors, supports, wall mounts, electrical covers etc.) to allow for the configurations as indicated in the typical layouts provided in Annex A-3 Typical Layouts

2.1.5 The Contractor must configure the interconnected panel system to maintain the footprint and components as illustrated in the typical layouts provided in Annex A-4 : CADD Drawings.

2.1.6 The Supplier is only responsible for the items identified in Annex A-1. The Layouts show items in the Annex A-1 in addition to other items that are not within the scope of this Statement of Work. The other items are identified or information purposes only.

2.2 Deliver the Products

2.2.1 The Contractor, must deliver the products in accordance with the delivery instructions and security requirements of the building site as specified in the PART 5 Delivery & Installation Instructions.

2.2.2 The Contractor must perform a building condition inspection and prepare a report indicating all visible damage to walls, floors and ceilings for the floor(s) / area(s) that form part of the resulting Contract with the Project Authority, Technical Authority and Construction Manager. Access to the floor(s) / area(s) must be coordinated with the Project Authority (PA) The inspections must occur no later five (5) days before the scheduled delivery to the building site.

2.3 Install the Products

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

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

- a) If requested, move the products to the staging and/or installation site.
- b) Unpack all pieces and inspect products for shipping damage.
- c) Install all products in accordance with the manufacturers' specifications.
- d) Ensure all products function properly and when necessary make minor adjustment/repairs.
- e) Touch up all minor nicks and scratches on the products that may have occurred during installation if feasible. Replace if repair is not possible.
- f) Clean the products once installed.
- g) Clean up the installation site. It must present a neat, orderly and workmanlike appearance at all times. This activity must be accomplished by the removal of all scrap material and packaging from the building site.

2.3.2 The Contractor must install the components in accordance with the requirements of PART 5 Delivery & Installation Instructions.

2.4 Site Inspection and Documentation

The Contractor must provide all of the services below for the components to be supplied.

The Contractor must conduct a site condition inspection for the floor(s) / area(s) that form part of the Contract to ascertain the exact AS BUILT conditions. Access to the floor(s) / area(s) must be coordinated with the Project Authority (PA) The inspections must occur no later than the date(s) to be described in a schedule prepared by the Contractor and approved by the Project Authority (PA).

4.1 Using the information from the site condition inspection(s), and no later than five business days from the date of the inspection(s), the Contractor must prepare and deliver, to the PA,, for Technical Authority

review, at no additional cost to Canada, a complete draft installation drawing for the floor(s) / area(s) inspected.

4.2 The draft installation drawing must show the following, as a minimum:

- a) All furniture (including sizes and dimensions);
- b) Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
- c) Workstations and room numbers;
- d) Indications of powered and non-powered screens/panels;
- e) Indications of power poles locations;
- f) Electrical outlets;
- g) Telecommunications/data symbols;
- h) Lighting components requirements; and
- i) Deviations from original floor plans (if any) and include rationale.

4.3 If, due to site conditions, panel cutting and work surface cutting are required, the PA must be notified in writing before it is incorporated into the installation drawings.

4.4 If the PA, and Technical Authority (TA) are satisfied with the above requested documentation, the PA will provide the Contractor the written authority to proceed with the supply, delivery and installation of the goods. The deliverables as part of this process will include as a minimum the following:

- a) The final installation drawing
- b) The final component list
- c) The final floor plan

2.5 Inspect the Products

The Contractor must adhere to the following procedures:

2.5.1 Refer to PART 7 INSPECTION, ACCEPTANCE & DEFICIENCY PROCEDURES for additional requirements, including inspection prior to delivery to site and inspection upon delivery and inspections during installation.

2.5.2 Inspection and Post-Installation Deficiency Procedures

2.5.2.1 The Contractor must notify the Project Authority when the installation is completed.

Notification must be given no later than one business day following completion of the installation.

2.5.2.2 The Project Authority must arrange for the initial walk-through inspection with the Contractor and the Technical Authority (TA).

2.5.2.2.1 The walk-through inspection must take place no later than five business days after installation is completed unless an alternate time frame has been confirmed by the Project Authority and the Technical Authority (TA).

2.5.2.2.2 For a phased installation, the walk-through inspection must take place no later than five business days after the completion of each phase unless an alternative time frame has been confirmed by the Project Authority and the Technical Authority (TA).

5.2.3 The Project Authority, in consultation with the Contractor and the Technical Authority (TA) will prepare the deficiency list documenting all problems in every area, and will forward the deficiency list to the Supplier and the Technical Authority (TA) within three business days of the inspection

5.2.4 Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts unless an alternate time frame has been confirmed by the Project Authority and the Technical Authority (TA). For all other listed deficiencies, within ten business days of receipt of the deficiencies list, the Contractor must submit, to the Project Authority, the remedial action plan showing delivery and completion dates to occur within 15 calendar days from the

submission date of the remedial action plan. The Project Authority may request a shorter remedy period and the Contractor may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period.

5.2.5 The Contractor must notify the Project Authority when all deficiencies have been remedied. If the Project Authority and the Technical Authority (TA) are satisfied with the deficiency corrections, the Project Authority must provide the Supplier a final sign-off indicating that the deficiencies have been rectified.

Part 3: Technical Specifications

3.1 Scope

3.1.1 This specification details the technical requirements, which apply to the furniture components for work spaces to be purchased by the federal government.

3.1.2 These specifications must be read in conjunction with article 3.2, Publication and Testing Requirements of this annex. All products must meet the latest publications and testing requirements in effect at date of the response to this solicitation, with the exception of CAN/CGSB-44.227-2008 Free-standing Office Desk Products and Components paragraph 6.5.3 - Usable Space and of CAN/CGSB-44.229-2008 Interconnecting Panel Systems and Supported Components paragraph 6.6.3 - Usable Space.

3.1.3 Furniture for Work Spaces are separated into two categories to support the furniture requirements for this project.

3.1.4 The Contractor is responsible for supplying all necessary hardware, trim, connectors, supports, components (including electrical components) and wall mounts etc. to allow the furniture to be installed.

3.2 Publications and Testing Requirements

3.2.1. Publications

The Product offering must meet all the Standards and requirements listed in this section. All references to the publications refer to the latest issue.

3.2.1.1. General Standards Board

3.2.1.1.1. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.

3.2.1.1.2. CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.

3.2.1.1.3. CAN/CGSB-12.1-M90 Tempered or Laminated Safety Glass.

3.2.1.2. American National Standards Institute – Business Institutional Furniture Manufacturers Association (ANSI/BIFMA)

3.2.1.2.1. ANSI/BIFMA X5.6 Panel Systems.

3.2.1.2.2. ANSI/BIFMA X5.9 Storage.

3.2.1.2.3. ANSI/BIFMA X5.5 Desk/Table Products.

3.2.1.3. American National Standards Institute / National Particleboard Association (ANSI/NPA)

3.2.1.3.1. ANSI A 208.1- 2009 Particleboard

3.2.1.3.2. ANSI/HPVA HP-1- 2009 Hardwood lumber

3.2.1.4. Underwriter Laboratory Inc (UL).

3.2.1.4.1. UL 1286-2011, Section 35 Standards for Office Furnishings.

3.2.2. Testing Requirements

The Product offering must meet all the test requirements listed in this section. All references to the test methods refer to the latest issue.

- 3.2.2.1. All interconnecting panels and supported components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.6 – Panel Systems and CAN/CGSB.44.229 Interconnecting Panel System and Supported Components.
- 3.2.2.2. The complete electrical system and all components must comply with CSA C22.2 No 203-Modular Wiring System for Office Furniture.
- 3.2.2.3. All panel frames with glazing materials must meet the requirements of UL 1286-2011, Section 35.
- 3.2.2.4. All freestanding office desk products and components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5– Desk/Table Products and CAN/CGSB.44.227 Freestanding Office Desk Products and Components.
- 3.2.2.5. All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9 - Storage.
- 3.2.2.6 High Pressure decorative laminate (HPDL) must meet CAN3A172 or ANSI/BIFMA LD3
- 3.2.2.10 Test reports must not be more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.
- 3.2.2.11 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the RFP have successfully passed the referenced testing Standards. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
- 3.2.2.12 Product Changes: When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility.
- 3.2.2.13 For all test reports that are not specific to the products in the Contractors response to the RFP, the Contractor must provide an explanation to Canada as to why the “worst-case condition” applies to the products. The definition of “worst-case condition” can be found in BIFMA PD-1.
- 3.2.2.14 All tests must be completed by an acceptable test facility.

3.2.3 Priority of Documents

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

1. i) ANNEX A-1 Specifications for Workstations; within this annex, the following priority of documents apply:
 - 1) Annex A-2 Workstation Typical; 2) Annex A-1; 3) Annex A Specifications/Statement of Work; 4) Annex A-3 Layouts
- ii) CAN/CGSB-44.227;
- iii) CAN/CGSB-44.229;
- iv) All other publications referenced within ii) and iii).

3.3 Terminology

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

3.3.1 Acceptable Test Facility: An Acceptable Test Facility is defined as a laboratory that is accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

3.3.2 Modular: Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements, to serve various purposes including storage, display, or shelving.

3.3.3 Ancillary: Products providing an enhancement to the primary operation of a system.
Examples: CPU support, keyboard and mouse support surface, monitor arm and lighting.

3.3.4 Panel Heights are identified as indicated on drawings Annex A-2 Workstation Typical

3.3.5. Hang-on component: A product intended to be fully supported by a panel system.

3.3.6. Off Module Component: An off module component allows the panel-dependent product to be mounted without having to be the same width as the panel.

3.3.7. Pedestal: A self-contained unit that is deeper than wide, and must be able to be stored completely beneath the work surface. , and having extendible elements. The extendible elements are typically used for multi-functional general storage or filing. It must be mobile with casters and can be easily moved by the user.

3.3.8. Credenza Unit: A self-contained storage unit.

3.3.9. Panel Add-on Module: A panel add-on module is supported by the base panel.

3.3.10. Stackable Panel: A stackable panel consists of a base panel with additional panel add-on module. The stackable panel allows for an increase in height or decrease in height with minimal dismantling of the panel station. Each add-on module of the stackable panel must be load bearing.

3.3.11. Panel Frame with Glazing: A frame designed to hold glazing material.

3.3.12. Face Mounted Power Data Module: A face mounted power data module can be specified on the front and back of a panel frame, which will accommodate duplex power outlets and voice and data outlets at predetermined locations on the surface of a panel frame. It is designed for easy access without the use of access doors.

3.3.13 P-Top work surface:

3.3.14. Power and data above the work surface: Power and data above the work surface can be achieved by integrating power and data components into the upper portion of the Base Panel Height or by integrating power and data components into the Panel Add-on module.

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

3.4 Categories

3.4.1 Work Spaces are comprised of the following Categories:

3.4.1.1. Category 1 – Interconnecting Panels and Freestanding Systems

3.4.1.2. Category 2 – Freestanding Products

3.5 General Requirements

Note: Dimensions provided in detailed drawings of Annex A-2 Workstation Typical supersede Dimensions below.

3.5.1 Category All

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

3.5.1.2 All brackets hardware and electrical components required to ensure an installation that meets the manufactures installation requirements and the requirements of Annex A must be supplied in order to complete the installation.

3.5.2 Categories 1 and 2

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

3.5.2.2. All work surfaces must be supplied with either High Pressure Laminate.

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

3.5.2.4. If a grommet is indicated as a requirement in Annex A-2 Workstation Typical, all work surfaces measuring 1219mm (48") wide and less must have one grommet as part of the work surface. All work surfaces greater than 1219mm (48") wide must have two grommets incorporated into the work surfaces.

3.5.3 Category 1

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

3.5.3.2 All drawers and doors must be lockable.

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

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

3.5.4 Categories 1 and 2

3.5.4.1 All work surfaces and meeting table surfaces with electrical and data cabling must provide wire management for routing and concealing electrical and data cabling.

3.5.4.1.1 The wire management system must be a grommet or a gap where the work surface meets a perpendicular panel or upper storage when specified.

3.5.4.1.2 The method of wire management must not cause the face of a pedestal to protrude beyond the front edge of the work surface when the pedestal is placed beneath the work surface.

3.5.5 Categories All

3.5.5.1 Workmanship: The finished product must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety. When assembled in all possible configurations there must be no visible unfinished edges or surfaces.

- 3.5.5.1.1 All edges and corners with which the user is intended to come in contact must be eased or radius.
- 3.5.5.1.2 Metal edges must have rounded corners or be covered with protective caps.
- 3.5.5.1.3. Doors and drawers must fit squarely and evenly on all sides, when closed.
- 3.5.5.1.4 Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents.
- 3.5.5.1.5. Welds: All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 3.5.5.1.6. Finish: All exposed aluminum components must be anodized, painted or otherwise treated to prevent oxidation.
- 3.5.5.1.7. Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.

3.6 Detailed Requirements

3.6.1 Category 1: Work Surfaces

- 3.6.1.1. Work surfaces must be supplied in various widths, depths and shapes and as specified in the 'typical layouts' in Annex A-2.
- 3.6.1.2. The tolerance for all work surface widths is +/- 25.4mm (1 in.). The tolerance for all work surface depths is +/- 13mm (0.5 in.).
- 3.6.1.3. Work surfaces must be panel mounted and/or floor supported and/or combination of panel mounted and floor supported. Floor supported is non-panel dependent.
- 3.6.1.4. All work surfaces must be installed level at 737mm (29") above the finished floor and have the capability of being height-adjusted in 25 mm (1") increments with a range of at least 685mm (27") to 787mm (31"), unless indicated otherwise in Annex A-2 Workstation Typical or for special high work surfaces.
- 3.6.1.5. Work surface thickness to be a minimum of 25mm (1") to a maximum of 32mm (1 1/4").
- 3.6.1.6. Rectangular connecting work surfaces must be available as indicated in the 'typical layouts' in Annex A-2 for dimensions.
- 3.6.1.7. Off module capability must allow a panel mounted work surface to be installed at any location along the panel width.
- 3.6.1.8. All work surfaces are to be predrilled to accept installation of support hardware and attachments.
- 3.6.1.9. Work surfaces must be panel supported by use of cantilevers or gables as indicated and complete with modesty panels or glass screens as indicated on the drawings.
- 3.6.1.10. A separate cantilever must support each individual work surface edge when two (2) work surfaces meet, except when freestanding work surfaces and panel hung work surfaces abut.
- 3.6.1.11. If a floor support is required as per the manufacture's standard, then they must be incrementally height adjustable. Post legs may only be specified at the end of a workstation surface (not to interfere with the end users knee clearance within their workstation)
- 3.6.1.12. Floor supports must be T-legs, or C-Legs with leveling glides with a vertical adjustment of at least 25 mm (1") must be provided in areas where end-panels are not showing on the floor plan.
- 3.6.1.13. Each work surface in each workstation must include one (1) scallop to facilitate wire transfer above and below the work surface if indicated in Annex A-2 Workstation Typical
- 3.6.1.14. All work surfaces must have concealed horizontal wire/cable management if indicated in Annex A-2 Workstation Typical.

3.6.2 Category 2 : Meeting Tables

- 3.6.2.1 Meeting tables must be of round racetrack or square shapes, and top surfaces must be wood veneer, quarts and/or high-pressure laminate finishes.
- 3.6.2.2 Meeting Table sizes: refer to typical layouts provided in Annex A-2 and A-1 Mandatory Specifications for Work Space Furniture.
- 3.6.2.3 The meeting table bases must be offered in metal and wood. Refer to Annex A-2 and A-1 Mandatory Specifications for Work Space furniture for the required finishes.
- 3.6.2.4 The meeting table bases must be offered in star/cross base, rectangular panel base and /or four post legs and /or flat disc with single center post. Refer to Annex A-2 and A-1 Mandatory Specifications for Work Space Furniture for the required base.
- 3.6.2.5 All bases and legs must have a leveling mechanism with a vertical adjustment of at least 25mm (1 in.)
- 3.6.2.6 Table sizes : Refer to Annex A-2 and A-1 Mandatory Specifications for Work Space Furniture for the required sizes
- 3.6.2.7 Table work- surface to range from 35mm (1 3/8 in.) to 50mm (2 in.) thick.
- 3.6.2.8 Base to be metal four (4) or five (5) star base or flat disc with single center post, (monopod), T-legs, rectangular, open square frame which is inset or panel style, complete with leveling glides. Refer to Annex A-2 and A-1 Mandatory Specifications for Work Space Furniture for the required bases.
- 3.6.2.9 Table height with glides no greater than 737mm (29 in.) above the finished floor.

3.6.3 Category 2 : Mobile Pedestals

- 3.6.3.1 Mobile pedestals must be provided with the following configurations of box drawer and file drawers, one (1) of each type per workstation, unless otherwise noted in the 'typical layout' in the Annex A-2.
- 3.6.3.2 Box/Box/File (B/B/F) complete with removable pencil tray. File drawer must accommodate files of letter and legal sizes, drawer dividers and all hardware required to suspend files must be included in each drawer.
- 3.6.3.3 File/File (F/F) drawers must accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.
- 3.6.3.4 Must have lockable carpet casters. All castors must swivel.
- 3.6.3.5 Must have counterweight or an additional wheel in the front to prevent tipping.
- 3.6.3.6 Must have smooth metal surfaces all sides including top and must be covered entirely in a consistent, dust-free paint finish.
- 3.6.3.7 Must include pencil tray and all accessories required to hang legal and letter files.
- 3.6.3.8 Sound reducing bumpers must be provided to reduce noise either when opening or closing the drawers.
- 3.6.3.9 All edges with which the user, public or persons maintaining the cabinets may come in contact must have all corners and edges eased or must have a radius.
- 3.6.3.10 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.
- 3.6.3.11 All metal drawer pull/handles to be included with each drawer. Three (3) selections to be presented after contract award. Drawers must be lockable.
- 3.6.3.12 Must fit underneath the work surface mounted at standard height of 737mm (29 in.) above finished floor.

3.6.3.13 Width must be no less than 356mm (14 in.) and no greater than 406mm (16 in.) or as indicated in Annex A-2 Workstation Typical

3.6.3.14 Depth must be no less than 533mm (21 in.) and no greater than 584mm (23 in.). Front face of pedestal must not project past the front edge of the work surface when placed under work surface.

3.6.4 Category 2 : Credenzas

3.6.4.1 Credenzas must have open compartments, closed compartments. Closed compartments must have drawers or doors or another method of closure.

3.6.4.2 The height, depth and width of the credenza units are to be as indicated in Annex A-2 Workstation Typical

3.6.5 Category 2 : Hutches

3.6.5.1 Hutches must be mounted on the desk. Refer to Annex A-2 Workstation Typical

3.6.5.2 Hutches must be securely but not permanently affixed on the top of the supporting surface so that the hutch, when removed, will not cause any damage to the top of the supporting surface or the storage unit.

3.6.5.3 Hutch width, depth and heights are required to match Annex A-2 Workstation Typical.

3.6.5.4 Hutch horizontal and vertical substrates must be minimum 25mm (1") thick.

3.6.5.5 The hutch must be lockable. There must be two (2) keys provided for every unit. The minimum number for key combination must be 50. A total of three (3) master keys must be provided.

3.6.5.6 Hutch may be freestanding and self-supportive. Refer to Annex A-2 Workstation Typical for requirements.

3.6.5.7 Doors must match the work surface material and the hinged doors must be capable of opening a minimum of 110° and a maximum of 180° in the orientation indicated on Annex A-2 Workstation Typical.

3.6.5.8 Each door must be equipped with a metal door pull. Three (3) selections must be provided after contract award.

3.6.5.9 Sound reducing bumpers must be provided to reduce noise either when opening or closing the doors.

3.6.5.10 Back panel on hutch to be upholstered tack-board surface for full width and height to the underside of the overhead. A full range of colour of upholstered tack-board must be provided after contract award for final selection.

3.6.5.11 Hutch must have integrated under-cabinet LED lighting which is secured to the underside of the hutch cabinet. The lighting must span a minimum of 457mm (18 in.) of the underside cabinet. Light must come with all necessary mounting brackets and cables. Hutch must have integrated wire and cable management to conceal cables. Provide an overage of 10% of replacement lights.

3.6.6 Category 2 : Wardrobe

3.6.6.1 The wardrobe must have full-length garment storage for hanging more than one garment.

3.6.6.2 Wardrobes must have two doors, a hanging rod and a hat shelf and a hanger.

3.6.6.3 Wardrobe height must align with total height of hutch when stacked on credenza or desk.

3.6.6.4 Interior shelves must be adjustable in increments of no more than 63.5mm (2½ in.)

- 3.6.6.5 Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment.
- 3.6.6.6 Each door must be equipped with a metal door pull. Three (3) options to be provided after contract award.
- 3.6.6.7 Sound reducing bumpers must be provided to reduce noise either when opening or closing the doors/drawers.
- 3.6.6.8 Wardrobe must be lockable. There must be two (2) keys provided for each unit. The minimum number for key combinations must be 50. A total of three (3) master keys must be provided.

3.7 Detailed Requirements for Finishes and Materials

3.7.1. All finishes and materials, must meet the performance requirements in Section 3.2 Publication and Testing Requirements.

- i. 3.7.1.1. Category 1 all finishes for, panel and upholstery fabrics, work surface finishes, edge profile details for panel and freestanding work surfaces, panel trims finishes for vertical supports, metal storage and personal storage towers.
- ii. 3.7.1.2. Category 2 all finishes for upholstery fabrics, work surfaces, edge profile detail for work surfaces and meeting tables, vertical supports, storage components.

3.7.2. A full selection of laminate, edging, metal finishes and trims/handles are to be provided after contract award for final selection.

3.7.3 Glazed components must be available clear, translucent or frosted or tinted and must be a safety glass or acrylic.

- iii. 3.7.2.1. When safety glass is used, it must meet the CAN/CGSB12.1, Type 2 – tempered or ANSI Z97-2009.

3.7.4. Fabric for panels, tack boards and seated cushions must be manufactured from 100% recycled material or from other environmentally appropriate materials.

3.7.3.1. All panel fabrics must meet the requirements and acceptance levels cited in the Association for Contract Textile (ACT) Voluntary Performance Guidelines for wrapped panels and upholstered walls.

3.7.3.2 Flammability: The panels must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102-2010. The test must be conducted on each different fabric composition and interior construction. If panel construction is changed, new flammability tests are required.

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

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

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

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

3.8 Quality Assurance

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

3.9 Preparation for Delivery

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

- 3.9.1.1 The product code
- 3.9.1.2 Manufacture's trade mark
- 3.9.1.3 Date of manufacture or the expiry date of the warranty
- 3.9.1.4 Traceable order information for warranty purposes.

Part 4: Corporate Requirements

4.1. Corporate Background

4.1.1. Contractor MUST identify the manufacturing company, Delivery Company and Installation Company of the requirements.

4.2. Qualifications

- 4.2.1. The Furniture manufacturer MUST have a minimum of seven (7) years' experience in the manufacturing and sales of furniture.
- 4.2.2. The Lead furniture installer resource MUST have a minimum of five (5) years' of experience as a furniture installer.
- 4.2.3. All installers MUST be trained in the installation and functioning of the furniture specified in PART 2: SCOPE OF WORK before the delivery of product to site.

4.3. Local Representation

4.3.1. Manufacturers MUST have a local representative available to address issues and provide Customer Service duties.

4.4. Warranty

- 4.4.1. All furniture pieces as contained within PART 2: SCOPE OF WORK, MUST be warranted for a period of at least ten (10) years for manufacturer's defects, from the final date of acceptance.
- 4.4.2. The Contractor MUST provide a plan for dealing with warranty issues. The plan MUST clearly identify what constitutes replacement or repair, timelines for service and any costs involved.
- 4.4.3. The Contractor MUST respond to telephone and e-mail contact by PWGSC or the Technical Authority within 24 hours.
- 4.4.4. The Contractor MUST have a local representative available to address issues relating to warranty.

4.5. Quality Assurance

4.5.1. The Contractor MUST have a written quality assurance program, ISO Certification or ISO Certification equivalent.

4.5.2. The Contractor MUST provide a written summary of the key quality assurance steps that the Contractor will follow to provide the products described in the Part 2: Scope of Work.

4.6. Storage Services

4.6.1. The Contractor MUST have the ability to store the product, if required, in an environment appropriate to the product, to insure no damage occurs during the stored time period.

4.7. Contractor Representative Responsibilities and Tasks

4.7.1. The Contractor must assign a representative to be the sole contact with the Project Authority

4.7.2. The named Contractor Representative must be available when requested (through conference call or on-site) for all meetings. In addition, the Contractor Representative must be available for weekly coordination

4.7.3. The named Contractor Representative will be responsible for the following:

4.7.3.1. to schedule deliveries and installation;

4.7.3.2. to ensure the Contractor's security clearances and health and safety training is acquired as required;

4.7.3.3. to track and address component deliveries, deficiencies and acceptance; and

4.7.3.4. to provide installation instructions for components to be installed by a third party.

4.7.4. The named Contractor Representative must respond to telephone and e-mail contact by the Project Authority and Contract Authority within 24 hours.

4.7.5. The minimum level of service required is detailed below:

4.7.5.1. Coordinate deliveries with the Project Authority

4.7.5.2. Assemble components off-site

4.7.5.3. Uncrate product in designated staging area

4.7.5.4. Provide all required component delivery documentation (packing slips) at delivery

4.7.5.5. Inspect product for damage with Project Authority and Technical Authority

4.7.5.6. Make minor adjustments / repairs as required

4.7.5.7. Clean product once installed

4.7.5.8. Remove and recycle all waste material

Part 5: Delivery & Installation Instructions

5.1 Components must be assembled and delivered as required to the temporary West Block loading dock (at west entry), with a packing slip. Deliveries will be routed through to West Block Elevator C and down to appropriate floor, then through below grade connecting corridors to the Visitor Welcome Centre. It may be possible that smaller items can be delivered by way of the front entry to the Visitor Welcome Centre. Delivery and installation locations for components are available at Annex A-3.

5.1.1 The Contractor must include a packing slip with all deliveries. Packing slips must contain the following information:

Delivery Date

Contract Title and Number

Contractor's Name and Address

Identification of Submission

- a. Provide a checklist of the items delivered as listed under the Workstation list, Annex A-1;
- b. Provide total quantity of item(s) delivered; and
- c. Provide total quantity of items delivered to date versus remaining quantities to be delivered.

Please Note: All deliveries **MUST** be accompanied by a packing slip. Deliveries without a packing slip will be turned away at the site.

5.2 For components to be installed by the Contractor:

- 5.2.1 The location of components for each of these floors is available in Annex A-3, Floor Plans.
- 5.2.2 The Contractor will be responsible to take the necessary steps to ensure all interior finishes i.e., door frames, flooring finishes, elevators, etc. are protected against damages.
- 5.2.3 The Project Authority will also be present to direct the relocation of components from the west entry of West Block to final locations within Visitor Welcome Centre.
- 5.2.4 The Contractor must have a designated supervisor on site while the work is being carried out

5.3 Products will be delivered and installed in accordance with the agreed upon schedule between the Project Authority and the Contractor's Representative.

5.4 Deliveries and installations are routinely to be performed during regular hours between 7:00am 6:00pm, Monday to Saturday and excluding statutory holidays, using the West Block temporary loading dock and entry. Overnight deliveries will not be allowed. For components to be installed by the Contractor, all delivered materials are to be moved from the temporary loading dock to their respective locations by 6:00pm each day.

5.5 The Contractor must ensure that each driver coming to site reviews and understands the Traffic Control Plan in Annex A-5 Site Instructions, prior to the delivery being made.

Part 6: Health and Safety

6.1 General

During deliveries, the site will be under construction. All construction Health and Safety regulations must be observed by the Contractor.

PCL as Construction Manager, assumes the role of "Constructor" as defined in the Occupational Health and Safety Act and Regulations for construction Projects and is fully responsible for ensuring compliance with OSHA for all aspects of the Project.

The Contractor must comply with the PCL Health and Safety Procedures and Policy described below and attached in Annex A-5.

A Site Orientation Course will be provided through the Project Authority to all of the Contractor's personnel required to access the worksite (beyond the loading dock).

All personnel accessing the site (beyond the temporary loading dock) are required to have a valid WHMIS and Working at Heights training cards during their time on site. Copies of the training cards will be taken by PCL at the site orientation course.

Personnel accessing site will be required to obtain a valid site access card processed through PCL.

The Construction Manager complies with and enforces the requirements of:

- a) The National Building Code of Canada 2005 (NBC), Part 8 Safety Measures at Construction and Demolition Sites and Provincial Regulations for Construction Projects.
- b) The Designated Substances Report
- c) The Workplace Hazardous Materials Information Systems (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labeling and the provision of Material Safety Data Sheets (MSDS) acceptable to Human Resources and Skills Development Canada, Labor Program.

Part 7: Inspection, Acceptance and Deficiency Procedures

7.1 Inspection

The Contractor must adhere to the following inspection process and deficiency procedure:

7.1.1 At Contractor's Premise

The Project Authority reserves the right to visit the Contractor's premise for products to be assembled offsite and delivered to the loading dock.

7.1.2 Inspection Upon Delivery

The Project Authority and Technical Authority will inspect all products arriving on-site.

7.1.3 Inspection Upon Completion of Installation

The Project Authority and Technical Authority will perform the inspection within five (5) business days after notification of the completed installation.

7.2 Deficiencies and Acceptance

The Project Authority, with input from the Technical Authority, will prepare an inspection report documenting any deficiencies. If there are no deficiencies, the Project Authority will provide the Contractor with a sign-off that the work is accepted.

7.2.1 The inspection report will be forwarded to the Contractor no later than ten (10) business days after delivery and installation.

7.2.2 For all outstanding deficiencies, the Contractor must submit a deficiency rectification plan with delivery dates and completion dates, within five (5) business days from receipt of the inspection report. The deficiency rectification plan will be reviewed at the weekly coordination meetings with the Project Authority.

7.2.3 The Contractor must notify the Project Authority when all the deficiencies have been rectified.

7.2.4 A rectified deficiencies inspection will be coordinated by the Project Authority with the Technical Authority and the Contractor. Once all rectified deficiencies pass final inspection, the Project Authority will provide the Contractor a final sign-off that the work is accepted.

END