

ANNEX "A"
STATEMENT OF WORK

COMMERCIALLY AVAILABLE FURNITURE and EQUIPMENT

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PART I: GENERAL

1. Project Information

Public Works and Government Services Canada (PWGSC) is renovating the heritage building located at 111 Wellington Street in downtown Ottawa, Ontario. The 111 Wellington Building is a four-story heritage structure (a mechanical penthouse, four [4] floors above grade and two [2] partial basement levels and a partial basement mezzanine level). The building has no loading dock. Access for delivery will be provided at one or more of the building entrances. Refer to Site Access Plans Annex A.3.

2. Required Services

PWGSC requires the services of a Contractor to supply, deliver and install all components listed in Annex A.1 Building Components Lists for the following Commercially Available (CA) Furniture and Equipment Packages:

CA03 – SEATING
CA03.1 – SEPARATE SEATING
CA04 – SOFT SEATING
CA05 – TABLES
CA06 – LIBRARY FURNITURE
CA07 – PRINTING & POSTAL
CA08 - APPLIANCES & LAUNDRY
CA09 – HEALTH & SAFETY
CA10 – HOUSEKEEPING & JANITORIAL
CA10.b – SLUSH MATS
CA11 – VISUAL AIDS & CREDENZA
CA12 – LOCKERS, BENCHES & CARTS

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All components are to be delivered to 111 Wellington Street, Ottawa, Ontario.

The components are to be delivered and installed in phased deliveries between March 2018 and June 15 2018. Refer to PART IV of this document for detailed delivery and installation information by package.

2.1 Specific Instructions

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. Components must be assembled and delivered as required to the 111 Wellington building entry area with a packing slip.

2.2 Optional Goods and Services

Canada reserves the option to purchase additional components from Annex A.1 The Contracting Authority, through a written amendment will identify make, model and quantities for any additional goods required.

3. Constraints

There is a security requirement associated with this requirement. The Contractor must ensure security clearance requests are submitted within thirty (30) days of contract award. Any Contractor not submitting the required documentation within this prescribed timeline will be charged the cost of additional security escorts that may be required during the component delivery and installation process.

PART II: SCOPE OF WORK

SECTION 1: COMPONENTS

The scope of work is for the supply, delivery and installation of Commercially Available Furniture and Equipment to 111 Wellington Street. The component code, component name and quantities of the components are referenced in Annex A.1: Building Components Lists for the following packages:

CA03 – SEATING
CA03.1 – SEPARATE SEATING
CA04 – SOFT SEATING
CA05 – TABLES
CA06 – LIBRARY FURNITURE
CA07 – PRINTING & POSTAL
CA08 - APPLIANCES & LAUNDRY
CA09 – HEALTH & SAFETY
CA10 – HOUSEKEEPING & JANITORIAL
REV. 01 CA10.b – SLUSH MATS
CA11 – VISUAL AIDS & CREDENZA
CA12 – LOCKERS, BENCHES & CARTS

Manufacturers and model numbers of acceptable products and finishes are listed. Contractors may propose alternative products to the manufacturer's models listed on the condition that these alternative products meet all the 'Performance Mandatory' and 'Finish Mandatory' requirements listed. The Contractor must demonstrate that the proposed alternatives meet these mandatory requirements.

Where the terms 'Contemporary Design' or 'Contemporary Styling' are used in the 'Performance Mandatory' requirements, refer to Annex A.1.1 for additional information and examples describing the features which would be used to determine if a proposed alternative component could be considered an equivalent to the model specified. Where component manufacturers and model numbers have been specified in the Building Component Lists, the aesthetics of the specified models reflect the desired appearance of the component with respect to the seaming and general upholstery appearance, finishes, line, and degree of ornamentation.

Refer to Annex A.2 for Location Plans for installation location of the components by package. Select components may be delivered to a designated room location within 111 Wellington, for final installation by others. Refer to Part IV in this document for a listing of these select components by package, that will not be installed in their final location by this Contractor. Refer to Annex A.2 Location plans for locations of designated rooms.

SECTION 2: SUBMITTALS

1. General

- 1.1. The Contractor **MUST**, prior to final manufacturing or purchasing components, submit the following listed deliverables to the Project Authority: Shop Drawings and Product Data (as per section 2 below). Deliverables are to be submitted in accordance with the schedule in PART IV: SUPPLY, DELIVERY AND INSTALLATION REQUIREMENTS.
- 1.2. The Contractor **MUST** not proceed with manufacturing until review and acceptance of submittals is complete by the Project and Technical Authority.
- 1.3. Submittals not stamped, signed, dated and identified as to specific project may be rejected.

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

2. Shop Drawings and Product Data

- 2.1. The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- 2.2. The Contractor **MUST** indicate materials, methods of construction and attachment or anchorage, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated. Indicate cross references to design drawings and specifications.
- 2.3. Allow fifteen (15) working days for Technical Authority's review of each submission.
- 2.4. The Contractor **MUST** make changes in shop drawings as the Technical Authority may require, consistent with the requirements. When resubmitting, notify the Technical Authority in writing of revisions other than those requested.
- 2.5. If upon review by the Technical Authority, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, **MUST** be performed before fabrication and installation of Work may proceed.
- 2.6. The review of shop drawings by the Technical Authority is for the sole purpose of ascertaining conformance with the detail design. The Technical Authority's review of shop drawings **DOES NOT** relieve the Contractor of responsibility for errors or omissions in the shop drawings.
- 2.7. The Contractor **MUST** include a transmittal letter with all submissions. The transmittal letter **MUST** contain the following:
 - 2.7.1 Date
 - 2.7.2 Contract title and number
 - 2.7.3 Contractor's name and address
 - 2.7.4 Identification and quantity of each shop drawing, submittal, product data and sample
- 2.8. All submissions made by the Contractor **MUST** include:
 - 2.8.1 Date and revision dates.
 - 2.8.2 Contract title and number.
 - 2.8.3 Name and address of Contractor.
 - 2.8.4 Name and address of Manufacturer
 - 2.8.5 Details of appropriate portions of Work as applicable:
 - 2.8.6 Fabrication details – if applicable
 - 2.8.7 Dimensions
 - 2.8.8 Performance characteristics
 - 2.8.9 Standards
 - 2.8.10 Relationship to adjacent components – where applicable
- 2.9. For Technical Authority's review, the Contractor **MUST** submit:
 - 2.9.1 Two (2) hard copies and a digital copy in pdf format of shop drawings for each furniture piece.

- 2.9.2 Two (2) hard copies and a digital copy in pdf format of product data sheets or brochures for accessories and finishes where shop drawings will not be prepared due to standardized manufacture of product.
- 2.9.3 Two (2) hard copies and a digital copy in pdf format of test reports for specified materials and as requested by the Technical Authority:
 - 2.9.3.1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
- 2.9.4 Testing MUST have been on or after January 1, 2011.
- 2.9.5 Two (2) hard copies and a digital copy in pdf format of a statement certifying compliance with all environmental attributes detailed in the requirements.
- 2.9.6 Certificates MUST be dated after award of contract complete with project name.
- 2.9.7 Two (2) hard copy prints and a digital copy in pdf format of manufacturer's instructions for materials and components and as requested by the Technical Authority.
- 2.9.8 Pre-printed material describing the product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions, and including maintenance and warranty information.
- 2.9.9 Contractor will submit and receive documentation, to the greatest extent possible, using the Project Authority's web based file transfer system.

PART III: CORPORATE REQUIREMENTS

1. Corporate Background

- 1.1 Contractor MUST identify the manufacturing company, delivery company and installation company of the requirements.

2. Qualifications

- 2.1 The Furniture, Fixtures and Equipment manufacturers MUST have a minimum of seven (7) years' experience in the manufacturing and sales of furniture, fixtures and equipment, for any components other than when the model specified is being supplied.
- 2.2 The Lead installer resource MUST have a minimum of five (5) years' of experience as a furniture, fixtures and equipment installer of the type of components being installed.
- 2.3 All installers MUST be trained in the installation and functioning of the furniture, fixtures and equipment specified in PART II: SCOPE OF WORK before the delivery of product to site.

3. Local Representation

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

4. Warranty

- 4.1 All components listed within Part II: SCOPE OF WORK, must be warranted as stated under the General Conditions, or until July 1 2019, or as specified in the mandatory performance specifications, or per the manufacturer's standard warranty, whichever is longer, from the final date of acceptance of the components.
- 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.
- 4.3 The Contractor MUST respond to telephone and e-mail contact by PSPC or the Technical Authority within 24 hours.
- 4.4 The Contractor MUST have a local representative available to address issues relating to warranty.

5. Quality Assurance

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

6. Storage Services

- 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.

7. Contractor Representative Responsibilities and Tasks

- 7.1 The Contractor must assign a representative to be the sole contact with the Project Authority

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.

7.3 The named Contractor Representative will be responsible for the following:

- a) to schedule deliveries and installation;
- b) to ensure the Contractor's security clearances and health and safety training is acquired as required;
- c) to track and address component deliveries, deficiencies and acceptance; and
- d) to provide installation instructions for components to be installed by a third party.

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

7.5 The minimum level of service required is detailed below:

- a) Coordinate deliveries with the Project Authority
- b) Assemble components off-site
- c) Uncrate product in designated staging area
- d) Provide all required component delivery documentation (packing slips) at delivery
- e) Inspect product for damage with Project Authority and Technical Authority
- f) Make minor adjustments / repairs as required
- g) Clean product once installed
- h) Remove and recycle all waste material

PART IV: SUPPLY, DELIVERY AND INSTALLATION REQUIREMENTS

1. Supply, Delivery and Installation

- 1.0 The Contractor MUST supply all material and labour necessary for the supply, delivery and installation of all furniture required and detailed in PART II: SCOPE OF WORK.
- 1.1 As described in PART II: SCOPE OF WORK, Section 2.0. Submittals, the Contractor MUST submit shop drawings prior to manufacturing. Below is a table that provides estimated duration for shop drawings, and manufacturing.

1.1.1 Activities to supply, deliver and install furniture items

Activities for Supply , Delivery and Installation	Responsible Authority	Approximate Duration in Weeks
Submit Schedule and Shop Drawings	Contractor	4 from contract award
Review Shop Drawings	Technical Authority	3
Submit Revised Shop Drawings	Contractor	2
Shop Drawing Review	Technical Authority	2
Submit Revised Shop Drawings (if Required)	Contractor	1
Manufacture	Contractor	TBD
Deliver and Install	Contractor	Phased deliveries

- 1.2 Approximate installation timeframe is March 1 2018 to June 15 2018. Final schedule to be confirmed by the Project Authority two (2) months prior to delivery.
- 1.3 Below is a table that indicates the expected delivery and installation schedule by package, and the anticipated number of phased deliveries :

#	Commercially Available Package	Delivery Timelines	Number of Deliveries
CA-03	SEATING	May 1 - May 30, 2018	3
CA-03.1	SEPARATE SEATING	May 1 - May 30, 2018	3
CA-04	SOFT SEATING	May 1 - May 30, 2018	3
CA-05	TABLES	April 15 - May 15, 2018	3
CA-06	LIBRARY FURNITURE	May 1 - May 30, 2018	1
CA-07	PRINTING & POSTAL	Apr 1 - Apr 30, 2018	1
CA-08	APPLIANCES & LAUNDRY	Apr 1 - Apr 30, 2018	2
CA-09	HEALTH & SAFETY	April 15 - May 15, 2018	1
CA-10	HOUSEKEEPING & JANITORIAL	Mar 1 - Mar 15, 2018	3
CA-10.b	SLUSH MATS	Mar 1 - Mar 15, 2018	3
CA-11	VISUAL AIDS & CREDENZA	April 15 - May 15, 2018	2
CA-12	LOCKERS, BENCHES & CARTS	May 1 - May 30, 2018	3

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- 1.4 Between December 2017 and January 2018, two (2) coordination meetings will take place between the Project Authority and the Contractor to schedule delivery dates. The deliveries are expected to be phased by floor.
- 1.5 The final date and time of delivery will be confirmed by the Project Authority ten (10) calendar days in advance. The schedule for deliveries shall include considerations for site and loading dock constraints, volume of deliveries, and resource constraints regarding reviews and acceptances.
- 1.6 The installation locations of the furniture, fittings and equipment components are indicated in Annex A.2 Location Plans by package. For locations of components for package CA-03.1 refer to the location plans provided for package CA-03 SEATING. All components should be delivered, and installed where noted on these location plans with the following exceptions by package:

CA-09: The following components in this package should be delivered to Room # 147-A: CPRM-01, DEFR-02, MDBG-01, OSHE-13 and SCAL-01, and will be installed by others. All components being delivered to Room # 147-A are to be delivered in boxes labeled with information listing the component code and quantity of the items in each box. Boxes are to be neatly organized within this room and arranged so that items with the same component code are grouped together.

CA-10: All components in this package are to be delivered to the designated Room # 0010 at 111 Wellington and will be installed by others, except components CART-07, CART-08, SHEL-01, SHEL-03, SHEL-04, SHLV-01, SHVL-02 and WASH-02 which should be delivered and installed in their final locations by this Contractor. All components being delivered to Room # 0010 are to be delivered in boxes labeled with information listing the component code and quantity of the items in each box. Boxes are to be neatly organized within this room and arranged so that items with the same component code are grouped together.

CA-11: Component TVBR-01 should be delivered to designated Room # 146-A, in boxes labeled with information listing the component code and quantity of the items in each box. This component will be installed by others.
- 1.7 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 damage.
- 1.8 The minimum level of service required is detailed below:
 - 1.8.1 Inspect product prior to shipping, remove any pieces not meeting acceptable standards
 - 1.8.2 Deliver product to designated building access locations
 - 1.8.3 Uncrate product
 - 1.8.4 Inspect product for damage
 - 1.8.5 Install product
 - 1.8.6 Ensure all products function properly, i.e., test lock mechanisms, level guides, etc.
 - 1.8.7 Make minor adjustments/repairs as required.
 - 1.8.8 Clean product once installed.
 - 1.8.9 Place all waste material in designated receptacle at the loading dock, or as instructed by Project Authority.
 - 1.8.10 Clean up the installation site. The site MUST present a neat and orderly appearance at all times

1.9 Delivery Services:

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- 1.9.1 Deliveries are only to be scheduled **during regular hours** between **7:00am** and **5:00pm**, Monday to **Friday** via the entrances designated for delivery by the Project Authority. All delivered components and materials are to be moved from the building entry areas to their respective locations by **4:00 pm** each day. For information regarding the site conditions, off hours work and work restrictions involved in afterhours work please refer to Annex A.4 Site Instructions.
- 1.9.2 If the Contractor should need to work during hours outside of the regular work hours they shall obtain an “off hours work permit” and conform with all requirements of the Construction Manager’s Project Specific Health Safety and Environment Plan.
- 1.9.3 All deliveries to be scheduled five (5) working days in advance with the Project Authority.
- 1.9.4 At no time is space on the exterior of the building to be used for removals, or staging deliveries, unless approved in writing by the Project Authority in advance of the delivery.
- 1.9.5 Each driver coming to site MUST review and understand the *Traffic Control Plan* provided by the Construction Manager in the Health and Safety Plan (refer to Annex A.4 Site Instructions, Health and Safety Preparedness Plan, 111 Wellington Street) prior to the delivery being made.
- 1.9.6 There is no loading dock serving the building. Most trucks can access the site.
- 1.9.7 There will be no opportunity for jockeying or maneuvering the contents of the delivery vehicle while at the delivery entrance location. The item(s) to be delivered MUST be the first accessible item(s) in the delivery vehicle.
- 1.9.8 The 111 Wellington Street building has one (1) freight elevator (Elevator C) which serves all levels and two (2) large passenger elevators (Elevators G+H) serving levels 0(B1) through Level 3 inclusive. These elevators will be available for transportation of materials to floors during the times noted above. Elevator C: inside dimensions, Length 2191mm (86”) x Width 1554mm (61”) x Height 2940mm.(115”) Clear opening, Width 1219mm (48”) x Height 2133mm (84”), Capacity 1815 kg. Elevators G+H: inside dimensions, Length 2410mm (94”) x Width 1625mm(63”) x Height 2455mm.(96”) Clear opening, Width 1219mm (48”) x Height 2133mm (84”), Capacity 1815 kg.
- 1.9.9 The Contractor MUST include a packing slip with all deliveries that clearly identifies the following information:
 - 1.9.9.1 Date
 - 1.9.9.2 Contract Title and Number
 - 1.9.9.3 Contractor’s Name and Address
 - 1.9.9.4 Description of item(s) including all product code numbers
 - 1.9.9.5 Checklist of items delivered listed by Component code indicated in Annex A.1 of the Building Components Lists.
 - 1.9.9.6 Total quantity of item(s) delivered
 - 1.9.9.7 Total quantity of item(s) delivered to date versus remaining quantities to be delivered.

1.10 Installation Services

- 1.10.1 The site is considered a construction site. Installation will be carried out during normal working hours, which are defined as Monday to Friday, from 7:00am to 5:00pm, excluding statutory holidays. Installations will be scheduled by the Project Authority. For

information regarding the site conditions, off hours work and work restrictions involved in after-hours work please refer to Annex A.4 Site Instructions

- 1.10.2 If the Contractor should need to work during hours outside of the regular work hours they shall obtain an “off hours work permit” and conform with all requirements of the Construction Manager’s Project Specific Health Safety and Environment Plan.
- 1.10.3 The Construction Manager (CM) is responsible for scheduling the use of the elevator.
- 1.10.4 Installers are required to have a designated Supervisor on site while the work is being carried out. The Site Supervisor is responsible for obtaining site-access, the on-site delivery personnel and liaising with the Project Authority as required. Refer to Annex A.4 Site Instructions, for instructions on the Site Supervisor’s responsibilities.

PART V: HEALTH AND SAFETY

1. General

- 1.1 Until the Base Building Substantial Completion date, the Construction Manager (CM), 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.
- 1.2 The Contractor MUST comply with the Construction Manager Health and Safety Procedures and Policy described below and attached under Annex A.4 Site Instructions.
- 1.3 A Site Orientation Course will be provided by the CM to all of the Contractor’s personnel required to access the worksite.
- 1.4 All personnel accessing the site (beyond the delivery entrances) are required to have valid WHMIS and Basics of Fall Protection training cards during their time on site. Copies of the training cards will be taken by Construction Manager at the site orientation course.
- 1.5 The Construction Manager complies with and enforces the requirements of:
 - 1.5.1 The National Building Code of Canada 2005 (NBC), Part 8 Safety Measures at Construction and Demolition Sites and Provincial Regulations for Construction Projects.
 - 1.5.2 The Designated Substances Report.
 - 1.5.3 The Workplace Hazardous Materials Information System (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, Labour Program.

PART VI: INSPECTION & DEFICIENCY PROCEDURES

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

1. Inspections

1.1. Inspection Upon Delivery

- 1.1.1. The Project Authority will inspect all products arriving on-site.
- 1.1.2. There will be an inspection of the building prior to any deliveries by the Contractor. Damages will be formally documented by the Project Authority and a copy provided to the Contractor.

1.2. Inspection Upon Completion of Installation

- 1.2.1. The Contractor MUST notify the Project Authority when the installation is completed.
- 1.2.2. The Project Authority and the Technical Authority will perform the inspection within five (5) business days after notification of the completed installation.

2. Deficiencies

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

- 2.1. The deficiency list will be forwarded to the Contractor.
- 2.2. Within three (3) working days of receipt of this deficiency list, the Contractor MUST complete all minor deficiencies and make all adjustments not requiring new parts.
- 2.3. For all outstanding deficiencies, the Contractor MUST submit a deficiency rectification plan with delivery dates and completion dates, within five (5) working days from receipt of the deficiency list. The deficiency rectification plan will be reviewed at the weekly coordination meetings with the Project Authority.
- 2.4. In instances where replacement furniture pieces are required before deficiency rectification can be scheduled, temporary pieces of furniture will need to be supplied. These pieces will be identified at the time of the walk-through inspections and itemized on the deficiency list.
- 2.5. The Contractor MUST notify the Project Authority and the Contracting Authority when all deficiencies have been rectified.
- 2.6. A final inspection will be coordinated by the Project Authority with the Contractor, the Technical Authority and other stakeholders. Once all rectified deficiencies pass inspection, the Contracting Authority will provide the Contractor a final sign-off that the work is accepted.