

ANNEX "A"
STATEMENT OF WORK

**COMMERCIALLY AVAILABLE
SPECIALIZED CONSOLES**

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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 permanent loading dock. Access for delivery will be provided at one or more of the building entrances. Refer to Annex A.5 Site Access Plans.

2. Required Services

PWGSC requires the services of a Contractor to supply, deliver and install all components described in Annex A.1.1 and A.1.2 for the following Commercially Available Specialized Consoles:

Specialized Consoles

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

The components are to be delivered and installed in phased deliveries between Apr. 23, 2018 and May 4, 2018. Refer to PART IV of this document for detailed delivery and installation information for this package.

3. Constraints

There is a security requirement associated with this requirement, as outlined in the Request for Proposal. 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: DESCRIPTION

The scope of work is for the supply, delivery and installation of Commercially Available Specialized Consoles based on the end users' requirements to 111 Wellington Street.

Consoles

The technical specifications and detailed provisions associated with the work to be performed for the supply, delivery and installation of a newly manufactured interconnected console system are listed in Annex A.1.1 and Annex A.1.2.

Location plans for the installation location of the components in this package will be provided to the Contractor after award of the contract.

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.

2. Shop Drawings and Product Data

- 2.1. For the purpose of this solicitation, the term "shop drawings" is defined as a set of detailed drawings demonstrating the fabrication and/or installation of the component. Work surface layout showing joint locations, gables location, data power rail and track monitors array layouts must be submitted by the manufacturer for final approval. The shop drawings should address the appearance, constructability, performance and prescriptive descriptions in the specification. In addition to the shop drawings, the Contractor must submit a manufacturer's material specifications identifying finishes and the catalogue cut sheets as well as any other manufacturer's information to better demonstrate performance mandates of the Work.
- 2.2. Upon award, the contractor will be provided base building drawings and is required to familiarize themselves with the site conditions and locations. The contractor will be responsible for converting their product into furniture installment floor plans that will reflect any changes required to the Consoles.
- 2.3. 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.

- 2.4. Prior to finalization of shop drawings, all dimensions must be site-verified by the Contractor.
- 2.5. Allow fifteen (15) working days for Technical Authority's review of each submission.
- 2.6. 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.
- 2.7. 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.
- 2.8. 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.
- 2.9. The Contractor **MUST** include a transmittal letter with all submissions. The transmittal letter **MUST** contain the following:
- Date
 - Contract title and number
 - Contractor's name and address
 - Identification and quantity of each shop drawing, submittal, product data and sample
- 2.10. All submissions made by the Contractor **MUST** include:
- Date and revision dates
 - Contract title and number
 - Name and address of Contractor
 - Name and address of Manufacturer
 - Details of appropriate portions of Work as applicable:
 - Fabrication details – if applicable
 - Dimensions
 - Performance characteristics
 - Standards
 - Relationship to adjacent components – where applicable
- 2.11. For Technical Authority's review, the Contractor **MUST** submit:
- Two (2) hard copies and a digital copy in pdf format of shop drawings for each furniture piece.
 - 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.
 - Two (2) hard copies and a digital copy in pdf format of test reports for specified materials and as requested by the Technical Authority:
 - 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.
 - Testing **MUST** have been on or after January 1, 2011.

- Two (2) hard copies and a digital copy in pdf format of a statement certifying compliance with all environmental attributes detailed in the requirements. Certificates MUST be dated after award of contract complete with project name.
- 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.
- 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.
- 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

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

2. Qualifications

- 2.1 Specialized Console manufacturer MUST have a minimum of seven (7) years of experience, specializing in console design and fabrication.
- 2.2 The Lead installer resource MUST have a minimum of two (2) years of experience installing specialized consoles.
- 2.3 All installers MUST be trained in the installation and functioning of the Consoles specified in PART II: SCOPE OF WORK before the delivery of product to site.

3. Representation

Manufacturers MUST have a representative from Canada 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 (with their bid). 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 representative Canada available to address issues relating to warranty.

5. Quality Assurance

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

6. Storage Services

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 for the duration of this contract.

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:

- Schedule deliveries and installation;
- Ensure the Contractor's security clearances and health and safety training is acquired as required;
- Track and address component deliveries, deficiencies and acceptance; and
- 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:

- Coordinate deliveries with the Project Authority
- Coordinate assembly of components off-site as necessary
- Oversee uncrating of product in designated staging area
- Provide all required component delivery documentation (packing slips) at delivery
- Inspect product for damage with Project Authority and Technical Authority
- Coordinate minor adjustments / repairs as required
- Coordinate cleaning of product once installed
- Ensure removal and recycling of 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 the consoles 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.

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

- 1.2 Approximate installation timeframe is between April 23, 2018 and May 4, 2018. Final schedule to be confirmed by the Project Authority no later than two (2) months prior to delivery.
- 1.3 Two (2) coordination meetings will take place in February 2018 between the Project Authority and the Contractor to schedule delivery dates. The deliveries are expected to be phased by floor.
- 1.4 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.
- 1.5 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.
- 1.6 The minimum level of service required is detailed below:
- Inspect product prior to shipping, remove and replace any pieces not meeting acceptable standards
 - Deliver product to designated building access locations
 - Uncrate product
 - Inspect product for damage
 - Install product
 - Ensure all products function properly, i.e., test lock mechanisms, level guides, etc.
 - Make minor adjustments/repairs as required.
 - Clean product once installed.
 - Place all waste material in designated receptacle at the loading dock, or as instructed by Project Authority.
 - Clean up the installation site. The site MUST present a neat and orderly appearance at all times

1.7 Delivery Services:

- 1.7.1 Deliveries are only to be scheduled during regular hours between 7:00 am 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 before 6:00 am each day. For information regarding the site conditions, please refer to Annex A.6 Site Instructions.
- 1.7.2 The Contractor shall conform to all requirements of the Construction Manager's Project Specific Health Safety and Environment Plan.
- 1.7.3 All deliveries to be coordinated no less than ten (10) working days in advance with the Project Authority.
- 1.7.4 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.
- 1.7.5 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.6 Site Instructions, Health and Safety Preparedness Plan, 111 Wellington Street) prior to the delivery being made.
- 1.7.6 There is no loading dock serving the building. Most trucks can access the site and the entrances as designated in Annex 3 – Site Access Plan.
- 1.7.7 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.
- 1.7.8 The 111 Wellington Street building has one (1) freight elevator (Elevator C) which serves all levels. The elevator 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.
- 1.7.9 The Contractor MUST include a packing slip with all deliveries that clearly identifies the following information:
 - Date
 - Contract Title and Number
 - Contractor's Name and Address
 - Description of item(s) including all product code numbers

1.8 Installation Services

- 1.8.1 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.6 Site Instructions
- 1.8.2 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 to all requirements of the Construction Manager's Project Specific Health Safety and Environment Plan.

- 1.8.3 The Construction Manager (CM) is responsible for scheduling the use of the elevator.
- 1.8.4 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.6 Site Instructions, for instructions on the Site Supervisor's responsibilities.

PART V: INSPECTION & DEFICIENCY PROCEDURES

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

1. Site Inspection and Documentation

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

- 1.1 The Contractor must conduct a site condition inspection for the area(s) that form part of the Contract to ascertain the exact AS BUILT conditions. Access to the 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).
- 1.2 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.
- 1.3 The installation drawing must show the following, as a minimum:
 - a) All Console including credenzas (including sizes and dimensions);
 - b) Console location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
 - c) Indications of power locations;
 - d) Work surface layout showing joint locations must be submitted by the manufacture for final approval
 - e) Data/power rail configuration;
 - f) Telecommunications/data and power;
 - g) Lighting components requirements;
 - h) Track Monitor Arrays
 - i) Integration of video monitoring and communication equipment (i.e. LCD monitors and computers).
- 1.4 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. Inspect the Products

Upon Delivery, the Project Authority will arrange for inspection of all products arriving on-site. 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.

3. Inspection upon Completion of Installation

- 3.1 The Contractor MUST notify the Project Authority when the installation is completed.
- 3.2 The self-supporting skeleton framework shall be installed and inspected on the site in advance of any external finishing panels and must be fully capable of supporting all specified electronics.
- 3.3 The Project Authority and the Technical Authority will perform the inspection within five (5) business days after notification of the completed installation.
- 3.4 The following considerations must be met or the product will be considered deficient and will not be accepted by the Technical Authority
 - Components must be fabricated as per contract specification
 - Components are free of visible damage, (ie dents, scratches ,defects)
 - Finishes must be uniform and have a smooth quality finish.
 - Components free from access glue, rough edges.
 - Missing items will be noted
 - All pieces are aligned and level
 - Tightly fix and fastened, joints and edges.
 - All tracks, hinges and specified hardware must operate and be installed as per contract specification.

4. Deficiencies

- 4.1 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.
- 4.2 The deficiency list will be forwarded to the Contractor.
- 4.3 Within five (5) working days of receipt of this deficiency list, the Contractor MUST complete all minor deficiencies and make all adjustments not requiring new parts.
- 4.4 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.
- 4.5 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.
- 4.6 The Contractor MUST notify the Project Authority and the Contracting Authority when all deficiencies have been rectified.
- 4.7 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.

PART VI: HEALTH AND SAFETY

1. General

- 1.1 It is anticipated that this Scope of Work will be completed prior to Substantial Completion. 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.6 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 VII: PRIORITY OF DOCUMENTS

In the event of a discrepancy the following priority of documents apply:

- i. Annex A Statement of Work
- ii. Annex A.1.1 General Specifications
- iii. Annex A.1.2 Building Component List
- iv. Annex A.2 Layout Plans
- v. Annex A.3 Elevations
- vi. Annex A.5 Site Access Plans
- vii. Annex A.6 Site Instructions

Annex A.1 – General Specifications and Building Component List

Annex A.1.1 General Specifications

Refer to Annex A.1.1 for scope, publications and testing requirements, general requirements and performance mandatories, and workmanship.

Annex A.1.2 Building Component List

Refer to A.1.2 Building Component List for technical requirements, dimensions and quantities.