

ANNEX "A"
STATEMENT OF WORK

HIGH DENSITY MOBILE SHELVING SYSTEM

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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.4 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 (CA) Furniture and Equipment Package:

High Density Mobile Shelving System

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. 2, 2018 and June 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: COMPONENTS

The scope of work is for the supply, delivery and installation of the High Density Mobile Shelving System to 111 Wellington Street. The component code, component name and quantities of the components are referenced in Annex A.1.2 for the following packages:

High Density Mobile Shelving System

Location plans for the installation location of the components in this package are provided in Annex A.3.

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. 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. The Contractor **MUST** confirm site dimensions prior to completion of the shop drawing submission.
- 2.4. The shop drawings must include a structural engineer stamp, confirming that the overall unit weight does not exceed the structural load constraints, and bear the seal of a structural engineer.
- 2.5. Allow ten (10) 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 The High Density Mobile Shelving System manufacturer MUST have a minimum of seven (7) years of experience in the manufacturing and sales of any components, other than when the model specified is being supplied.

2.2 The Lead installer resource MUST have a minimum of two (2) 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. Warranty

3.1 Provide a written warranty, executed by Contractor, Installer, and Manufacturer, agreeing to repair or replace units which fail in materials or workmanship within the established warranty period. This warranty shall be in addition to, and not a limitation of, other rights the Owner may have under General Condition's provisions of the Contract Documents.

3.2 Warrant the entire movable compact shelving installation against defects in materials and workmanship for a period of five years from date of acceptance by the Owner, 10-year warranty on all carriages and shelving, 5-year warranty on any movable parts, 5-year warranty on any and all labor.

3.3 Limited Lifetime Warranty: Subject to the terms in the written warranty, warrant the original purchaser exclusively that the shelving manufactured by it will be free from defects in materials and workmanship for the lifetime of the shelving.

3.4 Guaranteed response by factory trained service technician within 24-hr of initial call for required service to the High Density Mobile Shelving System.

4. Quality Assurance

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

4.1 References

4.1.1 American National Standards Institute (ANSI) Standards:

Applicable standards for fasteners used for assembly.

4.1.2 American Society for Testing and Materials (ASTM) Standards:

Applicable standards for steel sheet materials used for fabrication

4.1.3 American Institute of Steel Construction (AISC) Standards:

Applicable standards for steel materials used for fabrication.

5. 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.

6. Contractor Representative Responsibilities and Tasks

6.1 The Contractor must assign a representative to be the sole contact with the Project Authority for the duration of this contract.

6.2 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.

6.3 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.

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

6.5 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 of all furniture and equipment 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.
- 1.2 Follow manufacturer's instructions and recommendations for delivery, storage and handling Requirements.

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	2
Submit Revised Shop Drawings (if required)	Contractor	1
Shop Drawing Review (if required)	Technical Authority	2
Submit Final Shop Drawings	Contractor	1
Manufacture	Contractor	TBD
Deliver and Install	Contractor	Phased deliveries

- 1.3 Approximate installation timeframe is April 2, 2018 to June 4, 2018. Final schedule to be confirmed by the Project Authority no later than two (2) months prior to delivery.

2. Project Conditions

- 2.1 Field Measurements: Verify dimensions before fabrication. Indicate verified measurements On Shop Drawings. Coordinate fabrication and delivery to ensure no delay in progress of the work.
- 2.2 Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating mobile storage units. Coordinate construction to ensure actual dimensions correspond to established dimensions.
- 2.3 For installations on existing floors, ensure that rail spacing indicated on shop drawings are in proper locations so that existing load-bearing structural members are not over stressed. Rail locations must meet the specifications shown in drawings.

3. Sequencing and Scheduling

- 3.1 Pre-installation Conference: Schedule and conduct conference on project site to review methods and procedures for installing mobile storage units including, but not limited to, the following:
- 3.1.1 Review project conditions and levelness of flooring and other preparatory work performed under other contracts.

3.1.2 A structural analysis has already been conducted. The High Density Mobile Shelving System design, including carriage lengths, the number of shelves per elevation, rail type, the number of rails, and the rail locations, must be confirmed to be exact.

Recommended attendees include:

- a. Owner's Representative.
- b. PSPC
- c. Manufacturer's representative.
- d. Subcontractors or installers whose work may affect, or be affected by, the work of this section.

3.2 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.

3.3 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.

3.4 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.

3.5 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

3.6 Delivery Services:

3.6.1 Deliveries are only to be scheduled after hours between 7:00 am and 5:00 pm, 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, off hours work and work restrictions involved in after-hours work, please refer to Annex A.5 Site Instructions.

3.6.2 The Contractor shall obtain an "off-hours work permit" and conform to all requirements of the Construction Manager's Project Specific Health Safety and Environment Plan.

3.6.3 All deliveries to be coordinated no less than ten (10) working days in advance with the Project Authority.

- 3.6.4 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.
- 3.6.5 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.5 Site Instructions, 111 Wellington Street) prior to the delivery being made.
- 3.6.6 There is no loading dock serving the building. Most trucks can access the site and the entrances as designated in Annex A.3 – Site Access Plan.
- 3.6.7 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.
- 3.6.8 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.
- 3.6.9 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
 - Checklist of items delivered listed by Component code indicated in Annex A.1.2
 - Total quantity of item(s) delivered
 - Total quantity of item(s) delivered to date versus remaining quantities to be delivered.

3.7 Installation Services

- 3.7.1 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.5 Site Instructions
- 3.7.2 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.
- 3.7.3 The Construction Manager (CM) is responsible for scheduling the use of the elevator.
- 3.7.4 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.5 Site Instructions, for instructions on the Site Supervisor’s responsibilities.

4. Field Quality Control

- 4.1 Verify shelving unit alignment and plumb after installation. Correct if required following manufacturer instructions.
- 4.2 Remove components which are chipped, scratched, or otherwise damaged and which do not match adjoining work. Replace with new matching units, installed as specified and in manner to eliminate evidence of replacement.
- 4.3 Adjust components and accessories to provide smoothly operating, visually acceptable installation.

5. Cleaning

- 5.1 Immediately upon completion of installation, clear components and surfaces. Remove surplus materials, rubbish and debris resulting from installation upon completion of work and leave areas of installation in neat, clean condition.

6. Demonstration/Training

- 6.1 Schedule and conduct demonstration of installed equipment and features with Owner's personnel.
- 6.2 Schedule and conduct maintenance training with Owner's maintenance personnel. Training session should include lecture and demonstration of all maintenance and repair procedures that end user personnel would normally perform.

PART V: HEALTH AND SAFETY

1 General

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.
2. The Contractor MUST comply with the Construction Manager Health and Safety Procedures and Policy described below and attached under Annex A.5 Site Instructions.
3. A Site Orientation Course will be provided by the CM to all of the Contractor’s personnel required to access the worksite.
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.
5. The Construction Manager complies with and enforces the requirements of:
 - 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.
 - 5.2 The Designated Substances Report.
 - 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 arrange for inspection of 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 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.
- 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 pieces are required before deficiency rectification can be scheduled. 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.

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.4 Site Access Plans
- vi. Annex A.5 Site Instructions

Annex A.1 – General Specifications and Building Components List

A.1.1 General Specifications

Refer to A.1.1 General Specifications for general specifications on basic materials and execution.

A.1.2 Building Component List

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