

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

Comments - Commentaires

Issuing Office - Bureau de distribution
Furniture Division/Division des ameublements
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

| | |
|---|--|
| Title - Sujet Furniture for Work Spaces | |
| Solicitation No. - N° de l'invitation E60PQ-140003/C | Date 2018-01-17 |
| Client Reference No. - N° de référence du client E60PQ-140003 | GETS Ref. No. - N° de réf. de SEAG PW-\$\$PQ-992-74154 |
| File No. - N° de dossier pq992.E60PQ-140003 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2099-04-30 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| Delivery Required - Livraison exigée | |
| Address Enquiries to: - Adresser toutes questions à: Vlahos, Helen | Buyer Id - Id de l'acheteur pq978 |
| Telephone No. - N° de téléphone (613)220-8951 () | FAX No. - N° de FAX () - |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |
| Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité. | |

Instructions: Voir aux présentes

| | |
|---|-------------|
| Vendor/Firm Name and Address | |
| Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| | |
| Telephone No. - N° de téléphone | |
| Facsimile No. - N° de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) | |
| Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |

Please be advised that this Request for Supply Arrangement (RFSA) E60PQ-140003/C supersedes the previous RFSA E60PQ-140003/B.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments, annexes and appendices, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement; 6B, Bid Solicitation; and 6C, Resulting Contract Clauses:
 - 6A includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement, the Work Spaces Product and Services Catalogue, Reporting, Work Spaces Terms and Conditions Manual (WTCM) and the Bid Solicitation and Resulting Contract Template.

Appendices include Supplier Work Coverage, Standard Finishes and the Glossary.

1.2 Summary

1.2.1 The RFSA covers two procurement streams:

- a. **General Stream:** General stream Suppliers supply on a national basis, except where Comprehensive Land Claim Agreements apply.
- b. **PSAB Stream:** Aboriginal suppliers as defined under the Procurement Strategy for Aboriginal Business (PSAB). They supply on a regional or national basis, except where Comprehensive Land Claim Agreements apply.

1.2.2 Public Works and Government Services Canada (PWGSC) intends to establish Supply Arrangements for the supply, delivery and installation of furniture for Work Spaces, Support Spaces and Product Related Services as set out in the RFSA to any authorized representative of a government department, agency or Crown corporation listed in Schedules I, I.1, II, III of the Financial Administration Act, R.S., 1985, c. F-11 on an "as and when requested" basis.

1.2.3 Furniture for Work Spaces is comprised of the following six categories:

Category 1 - Interconnecting Panels and Freestanding Systems

Category 2 - Freestanding Height Adjustable Work Surfaces

Category 3 - Metal Filing and Storage Cabinets

Category 4 - Wood Veneer –Freestanding Products

Category 5 - Ancillary Items

Category 6 - Support Space Furniture

Suppliers are not required to offer all products or Product Related Services to be issued a Supply Arrangement. For all products offered, delivery and installation is required when identified in the individual Request for Bids (RFBs).

Suppliers will be issued no more than one Supply Arrangement per Stream.

1.2.4 Period of the Supply Arrangement

The resulting SA has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

1.2.5 Trade Agreements

a. For the General stream:

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Chili Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Peru Free Trade Agreement and Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

b. For the PSAB stream:

This procurement is set aside from the international trade agreements under the provisions each has for set-asides for measures with respect to Aboriginal peoples.
Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.2.6 At Annex B of this RFSA, Product Category 1 has been split into Product Categories 1a and 1b. This is to facilitate the submission of arrangements. Product Categories 1a and 1b will be merged into a single Product Category 1 by Canada at time of issuance of Supply Arrangements.

1.2.7 This RFSA allows for the use of the Canada Post epost Connect service for arrangement submission. Suppliers must refer to Part 2 of the RFSA entitled Instructions to Suppliers for further information on using this method.

1.3 Security Requirement

There is no security requirement associated with the issuance of the resulting SA. However, the delivery and installation of the goods procured under this SA may be subject to security requirements. Any security requirements will be indicated in the bid solicitation and the appropriate clauses incorporated into the resulting contract.

1.4 Canadian Content

For the PSAB stream only:

Bid solicitations valued at \$25,000.00 (Applicable Tax(es) included) or more and issued by PWGSC during the period of the SA may be conditionally limited to Canadian goods as defined in clause A3050T. In order for PSAB Suppliers to bid a product during the period of the SA that satisfies the Canadian Content Definition, PSAB Suppliers must identify in Annex B the product(s) that satisfy the Canadian Content Definition.

SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

1.5 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority (SAA) within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 – SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2017-04-27) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: two hundred (200) days

The 2008 standard instructions is amended as follows:

Section 5, entitled Submission of arrangements, is amended as follows:

- a. subsection 1 is deleted entirely and replaced with the following: "Canada requires that each arrangement, at RFSA closing date and time or upon request from the Supply Arrangement Authority, for example in the case of epost Connect service, be signed by the Supplier or by an authorized representative of the Supplier. If an arrangement is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
- b. subsection 2.d is deleted entirely and replaced with the following: "send its arrangement only to the specified Bid Receiving Unit of Public Works and Government Service Canada (PWGSC) in the RFSA or to the specified address specified in the RFSA."
- c. subsection 2.e is deleted entirely and replaced with the following: "ensure that the Supplier's name, return address and procurement business number, RFSA number, and RFSA closing date and time are clearly visible on the arrangement; and"

Section 6, entitled Late arrangements, is deleted entirely and replaced with the following:

"PWGSC will return arrangements delivered after the stipulated RFSA closing date and time, unless they qualify as a delayed arrangement as described in the section entitled Delayed arrangements. For arrangements submitted using means other than the Canada Post Corporation's epost Connect service will be returned. For arrangements submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late arrangement will be deleted."

Section 07, entitled Delayed arrangements, is amended as follows:

- a. Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity;"

Section 8, entitled Transmission by facsimile, is deleted entirely and replaced with the following section:

"Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the RFSA, arrangements may be submitted by facsimile. The only acceptable facsimile number for responses to RFSA issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the RFSA. The facsimile number for responses to RFSA issued by PWGSC regional offices is identified in the RFSA.
- b. For arrangements transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed arrangement including, but not limited to, the following:
 - i. receipt of garbled or incomplete arrangement;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the arrangement;
 - v. failure of the Supplier to properly identify the arrangement;
 - vi. illegibility of an arrangement; or
 - vii. security of arrangement data.
- c. An arrangement transmitted by facsimile constitutes the formal arrangement of the Supplier and must be submitted in accordance with the section entitled Submission of arrangements.

2. ePost Connect

- a. Unless specified otherwise in the RFSA, arrangements may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit an arrangement using epost Connect service, the Supplier must either:
 - i. send directly its arrangement only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the RFSA closing date and time, an email that includes the RFSA number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Supplier is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Supplier to transmit its arrangement afterward at any time prior to the RFSA closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Supplier to access the message within the conversation, and the Supplier can reply to the email notification by transmitting its arrangement.
- d. If the Supplier is using its own licensing agreement to send its arrangement, the Supplier must keep the epost Connect conversation open until at least 30 business days after RFSA closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The RFSA number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a supplier not have a Canadian address, they may use the Bid

- Receiving Unit address specified on page 1 of the RFSA in order to register for the epost Connect service.
- g. For arrangements transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the arrangement including, but not limited to, the following:
- i. receipt of a garbled or incomplete arrangement;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the arrangement;
 - v. failure of the Supplier to properly identify the arrangement;
 - vi. illegibility of the arrangement;
 - vii. security of arrangement data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. An arrangement transmitted by epost Connect service constitutes the formal arrangement of the Supplier and must be submitted in accordance with the section entitled Submission of arrangements.

2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

2.3 Federal Contractors Program for Employment Equity – Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.4 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that Suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.5 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 8 of the 2008 standard instructions included in Part 2 - Supplier Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Suppliers are required to provide their arrangement in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The arrangement must be gathered per section and separated as follows:

Section I: Technical and Financial Arrangement

Section II: Management Arrangement

Section III: Certifications and Additional Information

If the Supplier is simultaneously providing a hard copy of the arrangement using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

If the Supplier chooses not to submit its arrangement electronically, Canada requests that the Supplier submit its arrangement in separately bound sections as follows:

Section I: Technical and Financial Arrangement (1 soft copy on CD or DVD)

Section II: Management Arrangement (1 soft copy on CD or DVD)

Section III: Certifications and Additional information (1 hard copy and 1 soft copy on CD or DVD)

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

Section I: Technical and Financial Arrangement

Suppliers must submit the technical and financial arrangement in accordance with the Mandatory Technical and Financial Criteria in Part 4.

Financial Arrangement:

Electronic Processing of Product Catalogue and Pricing Template

Product Catalogue and Pricing Template per Category will be processed by PWGSC using electronic automation. As such, Suppliers must not change the format or rename the Product Catalogue and Pricing Template in any way. At the time of evaluation, if the Supplier's Product Catalogue and Pricing Template has been reformatted or renamed in a way that prevents automated processing, the arrangement may be found non-responsive.

3.1.1 SACC Manual Clauses

SACC Manual Clause S2003T (2008-12-12) Ceiling Price

Section II: Management Arrangement

Suppliers must submit the management arrangement in accordance with the Mandatory Management Criteria in Part 4.

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Buyer ID - Id de l'acheteur
pq992

Client Ref. No. - N° de réf. du client
E60PQ-140003

File No. - N° du dossier
pq992.E60PQ-140003

CCC No./N° CCC - FMS No./N° VME

Version C.1 (January, 2018)

Section III: Certifications and Additional Information

Suppliers must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangement including the technical, management and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Mandatory Technical Criteria

| Mandatory Technical Criteria (MEC) | |
|------------------------------------|---|
| MTC1 | <p>MTC1.1</p> <p>The Supplier must complete and submit the Work Spaces Product and Services Catalogue (Annex B) for the products and services being offered for this Supply Arrangement. Suppliers are not required to offer Product Related Services identified in Annex B. Suppliers may offer multiple Series under one (1) Manufacturer per Government of Canada Unique ID (GoCUID). No more than one Work Spaces Product and Services Catalogue per Category will be accepted.</p> <p>To demonstrate compliance, the Supplier must complete and submit the Work Spaces Product and Services Catalogue at Annex B by:</p> <ol style="list-style-type: none"> 1. Adding Manufacturer name in Manufacturer column for each product offered; 2. For PSAB only, indicate in the Canadian Content column each product meeting the Canadian Content Certification. <p>The Supplier must complete Annex B-1 and submit it with their arrangement in a Microsoft Excel 2013 compatible format (.xlsx or .xls) on CD, DVD or electronically (epost Connect service). Any media submitted must be readable by the SAA.</p> |
| MTC2 | <p>MTC 2.1</p> <p>Authorized Dealer as Supplier and eventual SA holder</p> <p>If the Supplier is not the manufacturer of the products offered but is submitting an arrangement offering the products of a manufacturer(s), the Supplier must:</p> <ol style="list-style-type: none"> 1. Be an authorized dealer of the manufacturer(s) for the products offered; and 2. Submit a letter of authorization from each manufacturer whose products are being offered. <p>The letter must:</p> <ol style="list-style-type: none"> a) Be signed by an authorized representative of the manufacturer and be under the letterhead of the manufacturer; b) List the Series name(s) of the product(s) being offered; and c) Confirm that the Supplier is in fact an authorized dealer for the Series of product(s) being offered in the letter. |

4.1.2 Management Evaluation

4.1.2.1 Mandatory Management Criteria

| Mandatory Management Criteria (MMC) | |
|--|---|
| MMC1 | <p>MMC1.1</p> <p>Work Coverage – National (across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs))</p> <p>This criterion applies to all General Suppliers and to PSAB Suppliers who are offering National Coverage.</p> <p>For all products offered, the Supplier must perform the Work in all regions listed in Table 1 at section Supplier's Work Coverage - National Coverage of Part 6A.14.</p> <p>To demonstrate compliance, the supplier must complete and submit Appendix A - Work Coverage. These completed tables must be provided on a CD, DVD or electronically (epost Connect service) that must be readable and editable by the SAA.</p> |
| MMC2 | <p>MMC2.1</p> <p>Work Coverage – Regional (covering one or more regions across Canada excluding areas subject to CLCAs)</p> <p>This criterion applies to PSAB Suppliers who are offering Regional Coverage instead of National Coverage.</p> <p>For all products offered, the Supplier must perform the Work in all the region(s) identified by the Supplier in Table 1 section Supplier's Work Coverage - Regional Coverage of Part 6A.14.</p> <p>To demonstrate compliance the Supplier must complete and submit Appendix A – Work Coverage. These completed tables must be provided on a CD, DVD or electronically (epost Connect service) that must be readable by the SAA.</p> |

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

| | Mandatory Financial Criterion (MFC) |
|--------------|--|
| MFC 1 | <p>MFC 1.1</p> <p>The supplier must offer a ceiling unit price for each product offered and a ceiling hourly rate for each Product Related Service being offered in the Work Spaces Product and Services Catalogue at Annex B.</p> <p>Each ceiling unit price and hourly rate must comply with the following:</p> <ol style="list-style-type: none">be in Canadian funds;be valid for the period listed in Part 6A, article 3.1 (b) (i) from the issuance of the SA; andexcludes product delivery and product installation charges and all Applicable Tax(es). <p>To demonstrate compliance, the Supplier must complete and submit the Work Spaces Product and Services Catalogue at Annex B by:</p> <ol style="list-style-type: none">Adding the Ceiling unit price in ceiling price column for each product offered (rounded to 2 decimal points); andAdding a Ceiling hourly rate for each Product Related Service being offered. <p>The Supplier must complete Annex B-1 and submit it with their arrangement in a Microsoft Excel 2013 compatible format (.xlsx or .xls) on CD, DVD or electronically (epost Connect service). The Product Related Services table must be provided on a CD, DVD or electronically (epost Connect service). Any media submitted must be readable by the SAA.</p> |

4.2 Basis of Selection

- An arrangement must comply with the requirements of the RFSA and meet all mandatory technical, management and financial evaluation criteria to be declared responsive.
- Responsive arrangements will be determined and recommended for issuance of a Supply Arrangement.
- No Supplier will be issued more than one Supply Arrangement per stream.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority may render the arrangement non-responsive, or constitute a default under the Contract.

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Required Precedent to Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the arrangement non-responsive.

5.2.1 Set-Aside for Aboriginal Business – Certification – For PSAB Suppliers Only

1. This procurement is set aside under the federal government's PSAB, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
2. The Supplier:

certifies that it meets, and will continue to meet throughout the duration of the Supply Arrangement, the requirements described in the above-mentioned annex.

agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.

agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Supplier must check the applicable box below:

- i. ☐ The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii. ☐ The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Supplier must check the applicable box below:

- i. ☐ The Aboriginal business has fewer than six full-time employees.

OR

- ii. ☐ The Aboriginal business has six or more full-time employees.

5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.

6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

5.2.2 Canadian Content Certification – For PSAB Suppliers Only

1. SACC Manual clause A3050T (2014-11-27) - Canadian Content Definition
2. Bid solicitations set-aside under the PSAB during the period of the resulting SA may be conditionally limited to Canadian goods, but only for Tier 2 and Tier 3 for which AB/P is the Contracting Authority. (See Part 6B for Tier definitions.)
3. PSAB suppliers wishing to be eligible to submit a bid in response to bid solicitations at sub-section 2. above must offer, with their arrangement in response to this RFSA, products meeting the Canadian Content Definition and submit the Canadian Content Certification below with their arrangement. The Supplier must validate its Canadian Content Certification if and as requested by Canada; and Canada's request may occur at any time.
4. For each product that the Supplier has identified as meeting the Canadian Content Definition, the Supplier must complete the certification below and submit it with its arrangement. Failure to complete the certification below will render the product of the arrangement as not meeting the Canadian Content Definition and the supplier cannot bid this (these) model(s) as meeting the Canadian Content Definition for bid solicitations during the period of the SA.

"The Supplier certifies that:

☐ the goods identified as Canadian Content in the Work Spaces Product and Services Catalogue at Annex B are Canadian goods as defined in paragraph 1 in clause A3050T and the good(s) will continue to be Canadian goods as defined in paragraph 1 in clause A3050T throughout the duration of the Supply Arrangement.

5.2.3 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.4 Product Conformance

The Supplier certifies that all the products offered will conform to all specifications of, and meet the testing requirements detailed in Annex A – Requirement by no later than date of arrangement in response to the RFSA.

Supplier's Signature

Date

5.2.5 Price Certification

The Supplier certifies that, when its bid is the sole compliant bid valued at \$50,000.00 or more, the price proposed:

is not in excess of the lowest price charged to anyone else, including the Supplier's most favored customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Supplier on the sale of goods, services or both of like quality and quantity.

Supplier's signature

Date

5.3 Other Additional Information Required Precedent to Issuance of a Supply Arrangement

- i. Supplier should complete and submit the information requested below with the arrangement, but may submit it afterwards. If any of this required information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the information within the time frame provided will render the arrangement non-responsive.

5.3.1 Supplier's Contact Information

| | | |
|---|---|--|
| A | For General Inquiries regarding the Supply Arrangement, how to contact Authorized Dealers (if any), etc. | |
| | Name: | |
| | Telephone No.: | |
| | E-mail: | |
| B | For Receiving Bid Solicitations pursuant to the resulting Supply Arrangement (only this contact will be used by Canada): | |
| | Name: | |
| | Telephone No.: | |
| | E-mail: | |

5.3.2 Supplier's Website & Official Language

The Supplier's website address: _____

Supplier's Official Language

The Supplier's preferred official language for receiving bid solicitations/Requests for Bids (RFB) pursuant to the resulting Supply Arrangements. Supplier must place a mark or an "x" in their choice below.

French: _____ / English: _____

5.3.3 Payment by Credit Card

Canada requests that Suppliers complete one of the following:

- (i) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices. The following credit card(s) are accepted:

☐ VISA

☐ Master Card

OR

- (ii) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Supplier is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.

PART 6. SUPPLY ARRANGEMENT

6A. SUPPLY ARRANGEMENT (SA)

The Supply Arrangement covers the Work described in the Requirement at Annex A and Non-SA (NSA) products as detailed in Annex D of RFBs if applicable.

6A.1 Definitions

Refer to Glossary at Appendix C.

6A.2 Security Requirement

There is no security requirement associated with the issuance of a Supply Arrangement (SA). However, the delivery and installation of the goods procured under this SA may be subject to security requirements. Any security requirements will be indicated in the bid solicitation and the appropriate clauses incorporated into the resulting contract.

6A.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6A.3.1 General Conditions

2020 (2017-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

Section 05- Modifications 2020 (2017-07-01) - General Conditions - Supply Arrangements - Goods or Services: Canada further reserves the right to modify the SA as follows:

- (a) Canada may modify the SA to permit additional products or services.
- (b) Ceiling Prices/Rates – Modification Opportunity
 - (i) The Supplier's ceiling price/rates set out in Annex B will remain in effect until the 2020 modification opportunity. At that time, the SAA will offer the Supplier the choice of holding or modifying the amount of its ceiling prices/rates for the next 24-month period. This cycle will be repeated during the life of the SA.
 - (ii) Under the Ceiling Prices/Rates modification opportunity, if an existing Supplier chooses not to revise its ceiling prices/rates, the Supplier must provide a statement to the Supply Arrangement Authority (SAA) stating no change in prices and/or rates and that the existing SA prices and/or rates will remain in effect for the next pricing period. The SAA may suspend or cancel the Supplier's SA if the Supplier does not respond to the modification opportunity.
- (c) Manufacturer and Series - Modification Opportunity

Under the Manufacturer and Series modification opportunity, if an existing Supplier chooses to delete or replace its product offerings due to changes to the manufacturer and /or product series, the Supplier must advise the SAA in writing of the applicable change(s). All modifications must meet the requirement in

accordance with the Request for Supply Arrangement. This modification opportunity will be offered periodically and will coincide with the Ceiling Prices/Rates - Modification Opportunity.

Section 05- Modifications 2020 - General Conditions - Supply Arrangements - Goods or Services:
Canada further reserves the right to modify the SA by adding the following:

3. The Supplier also agrees that Canada has the right to disclose any information contained in the Supplier's Supply Arrangement and any resulting contracts to Service Provider(s) under contract with the Government of Canada. At Canada's discretion, a confidentiality agreement must be signed by Canada and the Service Provider(s) being given access to bid and resulting contract information.

Canada has the right to add Non-Supply Arrangement (NSA) products to an RFB under this Supply Arrangement.

6A.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from this Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C. All fields are mandatory. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the General Mailbox: RCN Ameublement - NCR Furniture « RCNAmeublement.NCRFurniture@tpsgc-pwgsc.gc.ca » no later than fifteen (15) calendar days after the end of the reporting period.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

If the data is not supplied within the 15 days, or is not in accordance with the instructions of the report, an e-mail will be sent to notify the Supplier. A 10 day grace period will be given to the Supplier to submit the report. Canada requires these terms and conditions to be met. Canada may set aside Supply Arrangements if the Quarterly Supply Arrangement Reporting is not received before the end of the grace period.

6A.4 Term of Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it. The period for awarding contracts under the Supply Arrangement begins on the date of issuance of the Supply Arrangement.

6A.5 Authorities

6A.5.1 Supply Arrangement Authority (SAA)

The Supply Arrangement Authorities are:

Name: Helen Vlahos
Title: Supply Specialist
Public Works and Government Services Canada/Acquisitions Branch
Address: Place du Portage III, 6B3-70, 11 rue Laurier, Gatineau Quebec K1A 0S5
Telephone: 613-220-8951
E-mail address: helen.vlahos@tpsgc-pwgsc.gc.ca

AND

Name: Paul Kavanagh
Title: Supply Specialist
Public Works and Government Services Canada/Acquisitions Branch
Address: Place du Portage III, 6B3-55, 11 rue Laurier, Gatineau Quebec K1A 0S5
Telephone: 819-639-5193
E-mail address: paul.kavanagh@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authorities are responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6A.5.2 Supplier's Representative

See Section 12 of Part 6A.

6A.6 Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S., 1985, c. F-11.

6A.7 On-going Opportunity for Qualification

Further to section 7 of the General Conditions 2020, Canada will allow pre-qualified suppliers the opportunity to add or remove products one (1) time between modification opportunities. Pre-qualified suppliers will not be required to submit a complete arrangement. Modified arrangements must be submitted to PWGSC Bid Receiving unit.

6A.8 Supply Arrangement Priority of Documents

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

- (a) The articles of the Supply Arrangement as amended from time to time;
- (b) The general conditions 2020 (2017-07-01), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Requirement;
- (d) Annex B, Work Spaces Product and Services Catalogue;
- (e) Annex C, Supply Arrangement Reporting;
- (f) Annex D, Work Spaces Terms and Conditions Manual (WTCM);

- (g) Annex E, Bid Solicitation/Request for Bid (RFB) and Resulting Contract Template;
- (h) The Supplier's arrangement dated _____.

6A.9 Certifications

6A.9.1 Compliance

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing additional information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

6A.9.2 Product Conformance Certification

The Supplier warrants that the Product Conformance Certification submitted by the Supplier with its arrangement is accurate and complete, and that the products provided under any Contract under the SA are in accordance with the Supplier's SA and in particular with Annex A. The Supplier must keep proper records and documentation relating to the product conformance and the testing requirements in Annex A. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to any Contract resulting from the SA.

Product conformance certification will be added in RFB for NSA products if applicable.

6A.9.3 Federal Contractors Program for Employment Equity - Default by the Contractor

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

6A.9.4 PSAB - Certificate of Compliance

This clause applies to PSAB Suppliers who submitted a duly completed Set-Aside for Aboriginal Business Certification with their arrangement. This clause will not be included in the SAs to be issued to the General Suppliers. This paragraph of information will also not be included in all resulting SAs.

- (a) The Supplier warrants that its certification of compliance is accurate and complete in accordance with the "Requirements for the set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
- (b) The Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Supplier must obtain the written consent of the SAA before disposing of any such records or documentation before the expiration of six (6) years after final payment under each Contract, or until settlement of all outstanding claims and disputes, under each Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Supplier must provide all reasonably required facilities for any audits.
- (c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the SA and resulting Contracts.

6A.9.5 Canadian Content

This clause applies to PSAB Suppliers who submitted the Canadian Content Certification with their arrangement. This clause will not be included with the SAs to be issued to the General Suppliers and to the PSAB Suppliers who have not offered products meeting the Canadian Content Certification Definition.

- (a) The Supplier warrants that the certification of Canadian Content submitted by the Supplier is accurate and complete, and that the goods to be provided under the resulting Contract are in accordance with the definition contained in clause A3050T.
- (b) The Supplier must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of six (6) years after final payment under each Contract, or until settlement of all outstanding claims and disputes under each Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Supplier must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
- (c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the SA and resulting Contracts.

6A.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (SAA to insert the name of the province or territory as specified by the supplier in the arrangement, if applicable).

6A.11 Use of Electronic Tool(s)

During the existence of the SA, Canada may begin using one or more electronic tools to accommodate the acquisition process. Canada reserves the right to make the use of the new electronic purchasing tool mandatory or optional, at its sole discretion. For all acquisition processes for which the use of any such electronic purchasing tool is mandatory, if the Supplier chooses not to propose its goods and services through the electronic tool, the Supplier may be deemed, by Canada, to have withdrawn its SA.

6A.12 Supplier's Information

6A.12.1 Supplier's Representatives – General

1. The Supplier's representatives listed below must be available to Canada at all times during normal business hours to carry out the responsibilities listed below.
2. Information from the Supplier's arrangement will be added by the SAA to the table below upon issuance of the SA.

| | | |
|---|---|--|
| A | For General Inquiries regarding the Supply Arrangement, how to contact Authorized Dealers (if any), etc. | |
| | Name: | |
| | Telephone No.: | |
| | E-mail: | |
| B | For Receiving Bid Solicitations pursuant to the resulting Supply Arrangement (only this contact will be used by Canada): | |
| | Name: | |
| | Telephone No.: | |
| | E-mail: | |

6A.12.2 Supplier's Website

6A.12.2.1 The Supplier's website address is: _____ (The SAA will add the information from the Supplier's arrangement.)

The information at 6A.12.1 cannot be different on the Supplier's web site from the SA. All changes to this information must be pre-approved by the SAA and evidenced in a revision to the SA issued by the SAA. Once the revision is issued, the Supplier may update its web site.

6A.12.2.2 Supplier's Official Language

To the Supplier, Canada will issue Bid Solicitation/Request for Bid (RFB) and Resulting Contract during the period of the SA in the following Official Language(s):

_____ (The SAA will list the language(s) selected by the Supplier in its arrangement.)

6A.13 Payment by Credit Card

(The SAA will add the information from the Supplier's arrangement.)

The credit card _____ is accepted.

Or

The credit cards _____ and _____ are accepted.

Or

No credit cards are accepted

6A.14 Supplier's Work Coverage (Area)

6A.14.1-N National Coverage

The following will be included in SAs issued to PSAB Suppliers who offered National Coverage in their arrangement, and to all General Suppliers. This paragraph of instruction will not be included in the resulting SA.

1. The Supplier and its authorized dealer(s) must perform the Work in Annex A in all of the regions listed in Table 1 below for all Identified Users in those regions. However, no Work can be performed or delivered to areas covered by the Comprehensive Land Claims Agreement(s) (CLCAs). More than one authorized dealer may cover each region.

| Table 1 | |
|-------------------------|---|
| Region | Area Description (across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs) |
| Pacific | The province of British Columbia |
| Western | The provinces of Alberta, Saskatchewan and Manitoba |
| Ontario | The province of Ontario with the exception of the National Capital Region |
| National Capital Region | Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas) |
| Quebec | The province of Quebec with the exception of the National Capital Region |
| Atlantic | The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador but excluding Northern Labrador |

6A.14.1-R Regional Coverage

The following will be included in SAs issued to PSAB Suppliers who offered Regional Coverage instead of National Coverage in their arrangement. Only the region(s) offered by the Supplier in its arrangement will be included in the Table. This paragraph of instruction will not be included in the resulting SA.

1. The Supplier and/or its authorized dealers must perform the Work in Annex A in all of the regions listed in Table 1 below for all Identified Users in those regions. However, no Work can be performed or delivered to areas covered by the CLCAs. More than one authorized dealer may cover each region.

| Table 1 | |
|-------------------------|---|
| Region | Area Description (across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs) |
| Pacific | The province of British Columbia |
| Western | The provinces of Alberta, Saskatchewan and Manitoba |
| Ontario | The province of Ontario with the exception of the National Capital Region |
| National Capital Region | Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas) |
| Quebec | The province of Quebec with the exception of the National Capital Region |
| Atlantic | The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador but excluding Northern Labrador |

6A.14.2 Supplier's Work Coverage (Contact Information by Region)

The Supplier must complete and maintain the table shown below on its web site and provide the Identified Users with easy access to it at no charge to Canada. It is expected that changes to the parties and the contact information will occur and the Supplier must immediately update its web site once the change occurs, however, updates on the web site can only change the name and contact information of the parties. No updates will modify, or have the force of modifying, the terms of sub-section 12 and all other terms of the SA.

| Region: (add region) | | | |
|---|-------|-------------------|---|
| Business performing the Work: | | Business Location | Contact Information for General Enquiries |
| A | B | C | D |
| Supplier or Authorized Dealer(s) (if applicable) | Name: | Address: | Name: Tel#: E-mail: |
| Add blocks that contain same information for as many dealers as you are offering. | | | |

6A.15 Supply through Authorized Dealers

If the Supplier has one or more authorized dealers, the following provisions apply.

15.1 Supply through Authorized Dealer(s).

1. The Supplier will supply the products and services listed in the SA to Canada through one or more authorized dealers. Contracts will only be issued to the Suppliers.
2. The Supplier must ensure that the authorized dealers supply the products and services only in accordance with the terms of this SA. The Supplier's authorized dealers named in the SA are not entitled to modify or vary from the terms of this SA in any way.
3. The Supplier is liable to Canada for its obligations under the SA regardless of the acts or omissions of its authorized dealers or any employee or agent of its authorized dealers in carrying out or purported carrying out of the Supplier's obligations under any resulting contract(s). The Supplier agrees and understands that it is the responsibility of the Supplier to ensure that authorized dealers comply with the terms and conditions of the SA.
4. Authorized dealers listed as authorized dealers, and the region(s) covered by each authorized dealer must be specified on the Supplier's web site before the authorized dealer can perform the Work.
5. If during the term of the SA, there is a change of status in any of the authorized dealers, the Supplier must follow the terms of section 6A.14.2.
6. It is the Supplier's responsibility to determine the appropriate SA information to be supplied to its authorized dealers and to supply that information to its authorized dealers.

15.2 Suspension of the Right to Use an authorized dealer notwithstanding General Conditions 2020.

1. Canada, at its sole discretion, upon finding an authorized dealer not adhering to the terms of the SA, may suspend an authorized dealer from performing the Work of the SA by giving a written

notice to the Supplier. Canada is not required to forward a copy of the written notice to the authorized dealer.

2. The authorized dealer's suspension under the SA will take effect on the date of issuance of the written notice or at the expiration of a cure period specified in the notice, if the Supplier has not cured the default to the satisfaction of Canada within that cure period. If the Supplier does not have another authorized dealer for the same region covered by the suspended authorized dealer, the SA may be suspended from use until a replacement authorized dealer is appointed and the Supplier has provided written notice to the SAA.
3. The SAA may, at its sole discretion, extend or impose a suspension period or remove the authorized dealer permanently from the SA if there is a recurrence of the transgressions from the SA that the notice has been based on and the Supplier must not list this authorized dealer on its web site.
4. The SAA may, at its sole discretion, suspend or cancel the Supplier's SA if the authorized dealers transgress from the terms of the SA, or if the Supplier transgresses from the terms of the SA relative to authorized dealers.

6A.16 Combined Requirements

A Combined Requirement is a requirement for more than one Category of products.

1. Canada may issue Bid Solicitations/Request for Bids (RFB) for Combined Requirements.
2. Canada will solicit bids as per the provisions in Part 6B.
3. Canada may award a contract for more than one category.

6A.17 Marking for Warranty Tracking

The Supplier must meet the requirements of article 13 of Annex A-1 for all products supplied under contracts issued pursuant to the SA. The Supplier is to make the IUs aware of the presence and location of the marking and labelling information.

6B. SOLICITATIONS

6B.1 Scenarios

The following scenarios are considered Competitive processes:

Scenario 1 – Multiple Conforming Suppliers (MCS)

MCS Tier 1 (up to \$24,999.99)

When there are at least two or more Conforming Suppliers requested to submit a bid.

MCS Tier 2 and 3 (\$25,000.00 or more)

When all Conforming Suppliers are requested to submit a bid.

Scenario 2 – Manufacturer Product Specific (At least two Conforming Suppliers)

When the IU's requirement is restricted to SA product from a particular manufacturer for reasons of interconnectivity and there are at least two Conforming Suppliers. AB/AP must approve the requirement before the IU proceeds with the procurement.

The following scenarios are considered Non-Competitive processes:

Scenario 1: Single Conforming Supplier

When there is only a Single Conforming Supplier whose products/services meet the IUs Requirement. Due to the on-going process of the SA, IUs must handle a Single Conforming Supplier requirement as a Competitive Requirement for Tier 2 and Tier 3 procurements.

Scenario 2 - Tier 1 (up to \$24,999.99)

When there is more than one Conforming Supplier but the IU chooses to approach only a Single Conforming Supplier.

Scenario 3 – Manufacturer Product Specific (Single Conforming Supplier)

When the IU's requirement is restricted to SA product from a particular manufacturer for reasons of interconnectivity and there is only a Single Conforming Supplier. AB must approve the requirement before the IU proceeds with the procurement.

6B.2 Product Categories

Product Categories are defined as follows:

- Category 1 - Interconnecting Panels and Freestanding Systems
- Category 2 - Freestanding Height Adjustable Work Surfaces
- Category 3 - Metal Filing and Storage Cabinets
- Category 4 - Wood Veneer – Freestanding Products
- Category 5 - Ancillary Items
- Category 6 - Support Space Furniture

Refer to the Work Spaces Product and Services Catalogue at Annex B for a detailed list of products for each category.

6B.3 Calculating the estimated value for products and services

The Tiers within the supply arrangement identifies which set of procedures must be followed for a solicitation.

3.1 For Products, Installation and Delivery:

For Tier 1 requirements **only**: Canada may request quote(s) for SA approved products to determine the estimated value directly from the SA holders. The quoted value cannot exceed the ceiling prices identified in the suppliers respective supply arrangement. Applicable delivery charges, installation charges, hardware charges, NSA products, and Applicable Taxes must be itemized on the quote.

For all Tiers (not mandatory for Tier 1): The Identified Users will determine a Tier for each Product Category by calculating the Estimated Median Value.

The Estimated Median Value per Product Category is calculated as follows:

Determine the median value of the ceiling prices for the products within a product category of the Conforming Suppliers using the Client Search Tool (CST);

The CST will add the following estimates unless otherwise specified:

Add 3% for Delivery charges, if applicable;

Add 7 %for Installation charges, if applicable;

Add 3% for Hardware;

If Applicable, add the estimated value of the NSA products to each applicable category; and

Add Applicable Taxes.

Once the Estimated Median Value per Product category is calculated, the solicitation of each Product Category must follow the Solicitation Method as set out in the appropriate Tier.

3.2 For Product Related Services:

Product Related Services are estimated on an hourly basis and calculated as follows:

Determine the estimated time required to perform the work;

Determine median value of the hourly rate for Product Related Services; and

Add Applicable Taxes.

3.3 The Tiers are as follows:

Tier 1: Estimated Median Value \$0.01 to \$24,999.99

Tier 2: Estimated Median Value \$25,000.00 to \$399,999.99

Tier 3: Estimated Median Value \$400,000.00 to upper PWGSC, Acquisitions Program limits -

Product Related Services cannot exceed the total value of \$24,999.99 including Applicable Taxes.

6B.4 Bid Solicitation Methods

4.1 General

Suppliers are subject to the applicable Tier processes set out below.

Bids will be solicited for specific requirements within the scope of the SA from Conforming Suppliers who have been issued an SA.

The Conforming Supplier's authorized dealers will not receive bid solicitation documents from the IUs.

Bidders when bidding must bid only SA products for products identified in the catalogues at Annex B-1.

NSA products can be incorporated in individual Bid Solicitations/Request for Bid (RFB) and Resulting Contracts. NSA products can be added to a requirement for each category. Specifications for NSA products will be incorporated into Annex D of the RFB. AB must approve all requirements incorporating NSA products in RFBs. NSA products must meet technical specifications found in Annex D of the RFB.

Added product details can be incorporated into individual solicitations (RFBs) and resulting contracts. The added product details are applicable to pre-qualified product, and must be within the scope of the Specification. Examples, such as design criteria and specific product attributes, can be added to meet legitimate justifiable operational needs as long as the added product detail is generic and does not name a specific product or manufacturer. It is the responsibility of the IU to justify any added product details to an RFB. All justification information should be on file in order to defend any complaints during the procurement.

4.2 Combined Requirements

For Tier 1

Canada may issue a solicitation and award a contract for multiple Categories including Product Related Services if the total value does not exceed \$24,999.99 including installation (if applicable), delivery (if applicable) and all Applicable Taxes.

For Tier 2 and 3

Canada may issue a single solicitation containing more than one Product Category. Canada will assess bids and award contracts on a per category basis. For administrative purposes, in the event a same bidder wins more than one category, Canada may issue a single contract containing the categories won by the same bidder.

In addition, Canada may further subdivide Category 6 requirements by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

4.3 Methods by Tier

Suppliers may expect to receive solicitations and/or notices of solicitation opportunities and/or notices of the IU's intent to solicit bid(s) as follows.

4.3.1 for Tier 1

Except in the case of Manufacturer Product Specific and Single Conforming Supplier requirements, IUs are encouraged, but are not required, to send the Bid Solicitation document to at least two Conforming Suppliers.

Conforming Suppliers may receive a bid solicitation document directly from the IUs. Alternatively, Conforming Suppliers may need to acquire the bid solicitation document from the Government Electronic Tendering Service (GETS). For competitive requirements, IUs are not to identify the Conforming Suppliers in the solicitation or NPP if using GETS.

The IU can request a verbal or written bid for a Tier 1 process. When a verbal bid is requested, any resulting contract will be prepared using the resulting contract templates of this SA.

4.3.2 for Tier 2 and Tier 3

Suppliers may view NPPs published by the IUs on GETS for the purpose of providing bidding opportunities to more than one Supplier (for Competitive requirements) and opportunity to challenge the intention to direct a solicitation to a Conforming Supplier (for Non-Competitive requirements).

For Competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.

For Non-Competitive requirements, IUs must post the NPP that includes as a minimum the Supplier name and list of items forming part of the requirement. The Conforming Supplier may receive the bid solicitation document directly from the IUs or may need to acquire from GETS.

For Procurement Strategy for Aboriginal Businesses (PSAB) procurements, Canadian Content only applies when at least two conforming suppliers offer "Canadian Content" as listed in their SA and when AB/AP is the contracting authority.

Tier 3 requirements are procured solely by AB/AP.

6B.5 Solicitation Bid Periods by Tier:

The minimum bid periods per Tier when performing a solicitation are as follows:

Tier 1 – 3 calendar days

Tier 2 – 10 calendar days

Tier 3 – RFB 15 calendar days

Identified Users can use longer bid periods based on the scope and complexity of the requirement.

6B.6 Bid Solicitation and Resulting Contract documents

6B.6.1 Work Spaces Terms and Conditions Manual (WTCM)

The WTCM is the Work Spaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA. The WTCM contains scenarios and these will be identified by Canada in the RFB.

The WTCM is attached at Annex D of the SA.

The Supply Arrangement Authority may modify the WTCM at any time to address its requirements and other provisions. The Supply Arrangement Authority will seek the Supplier's prior approval only for the modifications representing substantial changes. The issuance will be evidenced through a formal revision to the Supply Arrangement or other written advisement. For written advisements, a future formal revision to the Supply Arrangement will formally incorporate the new version(s).

6B.6.2 Bid Solicitation/Request for Bid (RFB) and Resulting Contract Templates

The template is subject to many changes including the creation of an automated fillable form version to simplify the process for IUs.

The Supply Arrangement Authority may modify the templates at any time. The Supply Arrangement Authority will seek the Supplier's prior approval only for the modifications representing substantial changes. The issuance will be evidenced through a formal revision to the Supply Arrangement or other written advisement. For written advisements, a future formal revision to the Supply Arrangement will formally incorporate the new version(s).

Bid Solicitation Documents

IUs will use any of the templates listed below. PWGSC Acquisitions Program Offices may use any of the templates and a Request for Proposal (RFP). RFPs may or may not follow the same approach and may contain terms and conditions other than those within these templates. These terms and conditions will be listed in each solicitation and contract document.

1. One-page RFB (for Tier 1 requirements)
2. Standard RFB (for Tier 1, 2 and 3 requirements)

The RFBs are attached at Annex E of the SA.

6C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the terms and conditions of the resulting contract clauses of the solicitation (RFB/RFP).

ANNEX A

REQUIREMENT

Annex A is comprised of the provisions associated with the work to be performed detailed in the RFBs of this SA. Annex A is also comprised of the following:

Annex A-1 – Specifications for Work Spaces

Annex A-2 – Supply Arrangement Deliverables

1. Supply the Products

- 1.1 The Supplier, when issued contracts pursuant to the SA, must supply the products listed in the resulting contract. All products must conform to the requirements of the associated bid solicitation which must be only those listed in the Supplier's SA.
- 1.2 All products supplied must conform to the Specifications contained in Annex A-1.

2. Deliver the Products

- 2.1 The Supplier, when issued contracts pursuant to the SA, must deliver the products in accordance with the delivery instructions of the RFB.

3. Install the Products

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

The Supplier, when issued contracts pursuant to the SA, as a minimum, must provide all of the services below for the products supplied.

1. If requested, move the products to the staging and/or installation site.
2. Unpack all pieces and inspect products for shipping damage.
3. Install all products in accordance with the manufacturers' specifications.
4. Ensure all products function properly and when necessary make minor adjustment/repairs.
5. Touch up all minor nicks and scratches on the products that may have occurred during installation.
6. Clean the products once installed.
7. 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 scrap material.

4. Site Inspection and Documentation

The Supplier, when issued contracts pursuant to the SA, as a minimum, must provide all of the services below for the products supplied when requirements contain floor plan(s).

The Supplier must conduct a site condition inspection for the floor(s) / area(s) that form part of the Contract. 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) prescribed in the Contract.

1. Using the information from the site condition inspection(s), and in conjunction with the Supplier's Supply Arrangement, by no later than five business days from the date of the inspection(s), the Supplier must prepare and deliver, to the PA at no additional cost to Canada, a complete draft installation drawing for the floor(s) / area(s) inspected.

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.

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.

If the PA is satisfied with the above requested documentation, the PA will provide the Supplier 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

5. Inspect the Products

Inspection and Post-Installation Deficiency Procedures

The Supplier, when issued contracts pursuant to the SA, must adhere to the following procedures:

The Supplier 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.

The Project Authority must arrange for the initial walk-through inspection with the Supplier.

The walk-through inspection must take place no later than three business days after installation is completed unless an alternate time frame has been confirmed by the Project Authority.

If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase unless an alternative time frame has been confirmed by the Project Authority.

The Project Authority, in consultation with the Supplier, must prepare the deficiency list documenting all problems in every area.

The Project Authority must forward the deficiency list to the Supplier.

Within three business days of receipt of this deficiency list, the Supplier 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. For all other listed deficiencies, within fourteen business days of receipt of the deficiencies list, the Supplier must submit, to the Project Authority, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan. The Project Authority may request a shorter remedy period and the Supplier may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period.

The Supplier must notify the Project Authority when all deficiencies have been remedied. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Supplier a final sign-off indicating that the deficiencies have been rectified.

6. Hours of Service

The Supplier must deliver the products and provide all services on the days and at the times set out in the resulting contract.

All solicitations and bids must correspond with the definition of during Normal Business Hours and Outside Normal Business Hours listed below.

- a) During Normal Business Hours is defined as from 08:00 to 17:00 hours, Monday through Friday except Federal Government Statutory holidays.
- b) During Outside Normal Business Hours is defined as:
 - i. between 17:00 through 08:00 hours, Monday through Friday except Federal Government Statutory holidays;
 - ii. all hours on Federal Government Statutory holidays;
 - iii. all hours on Saturdays and/or Sundays.

7. Perform product Related Services:

7.1 Reconfiguration Services

Reconfiguration is to rearrange existing products to suit the Identified User's requirements of an existing workspace(s). The IU will provide to the Supplier a layout or detailed requirements to rearrange the workspace(s). An example of detailed requirements may be as a result of an ergonomic assessment or other factors and may include a specific height of a work surface, the location of a keyboard or monitor arm.

7.2 Inventory and Assessment of Existing Furniture Services

These services are to perform the identification and/or assessment of the condition of existing furniture and provide a report that will include one or more of the following:

- a) Identification of manufacturer and series;

- b) Identification of type (e.g. work surfaces, desks, file cabinets etc.), finishes and colours, counts and sizes;
- c) Performing an assessment of the condition of existing furniture;
- d) Performing an assessment of the condition of the existing electrical systems;
- e) Providing a drawing of the existing furniture layout.

Drawings of the existing furniture layouts must include identification of existing location, user's name or workstation number when applicable.

The documentation associated with the services stated above must be in a readable and editable format as requested by the IU in the RFB and be in the official language of choice of the IU.

Annex A-1

Specifications for Work Spaces

Part 1 General

1.1 SCOPE

- .1 This specification details the technical requirements, which apply to the furniture for work spaces purchased by the federal government.
- .2 These specifications must be read in conjunction with the full supply arrangement solicitation. All products must meet the latest publications and testing requirements in effect at date of arrangement in response to the Request for Supply Arrangement (RFSA)
- .3 The supplier 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.
- .4 All categories must be read in conjunction with the latest version of the Government of Canada Workplace Fit-up Standards.

1.2 LIST OF PRODUCTS

- .1 Work Spaces are separated into five categories to support the furniture requirements related to the General-purpose Office Space office space as detailed in the latest Government of Canada Workplace Fit-up-Standards. General-purpose Office Space office space requirements are comprised of the following Categories and items:
 - .1 Category 1:
 - .1 A) Interconnecting Panels:
 - .1 Base height panels
 - .2 Seated privacy height add on panels
 - .3 Work surface privacy add on
 - .2 B) Freestanding systems:
 - .1 Fixed height *work surfaces*
 - .1 Rectangular *work surfaces*
 - .2 Transitional *work surfaces*
 - .3 Transaction surfaces
 - .4 120 degree *work surface*
 - .2 Modular benching
 - .3 Meeting tables
 - .4 Storage products:
 - .1 Credenzas
 - .2 Hutches and overhead storage
 - .3 Pedestals
 - .4 Two-drawer lateral file cabinets
 - .5 Personal storage towers
 - .6 Wardrobes and bookcases
 - .5 Component System Accessories
 - .1 Panel-mounted accessory rails, tackable surfaces, and white boards
 - .2 Panel-mounted and *work surface*-mounted *privacy screens*

- .3 Accessory rail accessories
- .2 Category 2 – Freestanding height adjustable *work surfaces*
 - .1 Individual Height Adjustable Work surfaces:
 - .1 *120 degree work surfaces* at sit stand height adjustability range and *seated* height adjustability range
 - .2 Rectangular *work surfaces* at sit stand height adjustability range and *seated* height adjustability range
 - .2 Modular Sit Stand benching
- .3 Category 3 – Metal filing and storage cabinets
 - .1 File cabinets, lateral and vertical
 - .2 Pedestals
 - .3 Personal storage towers
 - .4 Storage cabinets and wardrobes
 - .5 Open area personal storage Lockers
- .4 Category 4 – Wood veneer – freestanding products
 - .1 Fixed height *work surfaces*
 - .2 Meeting tables
 - .3 Storage products:
 - .1 Pedestals
 - .2 Personal storage towers
 - .3 Wardrobes, bookcases, and storage cabinets
 - .4 Credenzas
 - .5 Hutches
 - .6 Two drawer lateral file cabinet
- .5 Category 5 – *Ancillary* items
 - .1 Keyboard and mouse support
 - .2 Computer Processor Unit (CPU) Support
 - .3 Monitor arms
 - .4 Task lights
 - .5 Power modules:
 - .1 Elevated power module
 - .2 Work surface mounted power modules
- .6 Category 6 - Support space furniture
 - .1 Tables and *credenzas*:
 - .1 Meeting room tables:
 - .1 *Small meeting tables*
 - .2 *Medium meeting table*
 - .3 *Large meeting table*
 - .2 Video conferencing tables
 - .3 Training room tables
 - .4 Credenzas
 - .5 Coffee tables
 - .6 Side tables
 - .7 Bar height tables
 - .8 Counter height tables
 - .9 Lounge height meeting tables
 - .10 Kitchenette island tables
 - .11 Laptop tables
 - .12 Narrow side table
 - .13 Multimedia tables:

- .1 Fixed height multimedia table
- .2 Height adjustable multimedia tables
- .2 Seating:
 - .1 Banquette seating
 - .2 Lounge chairs
 - .1 Fixed base
 - .2 Swivel base
 - .3 Sofas
 - .4 Tablet chairs
 - .5 Upholstered ottomans
 - .6 Upholstered stools
 - .7 Modular benching and side table units – rectilinear:
 - .1 Bench unit
 - .2 Side table unit
 - .8 Modular benching and side table units – spline:
 - .1 Bench unit
 - .2 Side table unit
 - .9 Bar stools
 - .10 Kitchenette chairs
- .3 Lounge screens:
 - .1 Freestanding mobile screens
 - .2 Freestanding mobile whiteboards
 - .3 Freestanding mobile monitor mounts
- .4 Open area collaborative furniture
 - .1 Individual work pods
 - .2 Individual private lounge chairs
 - .3 Group work pods

1.3 REFERENCE STANDARDS

- .1 American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA):
 - .1 ANSI/BIFMA X5.3 - Vertical Files
 - .2 ANSI/BIFMA X5.4- Lounge and Public Seating
 - .3 ANSI/BIFMA X5.5 - Desk Products
 - .4 ANSI/BIFMA X5.6 - Panel Systems
 - .1 Will be acceptable for Keyboard Support and Input Device Support Adjustment.
 - .5 ANSI/BIFMA X5.9 - Storage Units
 - .6 ANSI/BIFMA e3-2014 - Furniture Sustainability Standards
- .2 American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA):
 - .1 ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood

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- .2 ANSI/NPA A208.1 - Particleboard
 - .3 ANSI/NPA A208.2 - Medium Density Fiberboard (MDF) for Interior Applications.
 - .4 ANSI Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test (includes errata)
 - .3 American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)
 - .1 ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)
 - .4 American Association of Textile Chemists and Colorists (AATCC)
 - .1 AATCC EP001-EP-1 - Grey Scale for Color Change
 - .5 Association for Contract Textiles (ACT)
 - .1 ACT Voluntary Performance Guidelines for Upholstery.
 - .6 ASTM International (formerly American Society for Testing and Materials)
 - .1 ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
 - .2 ASTM D523- Standard Test Method for Specular Gloss
 - .3 ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
 - .4 ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
 - .5 ASTM D3574 - Standard Test Method for Flexible Cellular Materials - Slab, Bonded, and Molded Urethane Foams
 - .6 ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser:
 - .7 Business and Institutional Furniture Manufactures Association (BIFMA)
 - .1 BIFMA G1 - Ergonomics Guideline for Furniture Used in Office Work Spaces Designed for Computer Use
 - .2 BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions
 - .8 California Department of Consumer Affairs
 - .1 California Technical Bulletin 117 - Flammability Standard Requirements for Upholstered Furniture
 - .9 Canadian Standards Association Group (CSA Group)
 - .1 CAN/CSA-ISO 9241-5-00 - Ergonomic Requirements for Office Work with Visual Display Terminals (VDTs)
 - .2 C22.2 No 203 - Modular Wiring System for Office Furniture.
 - .3 C22.2 No. 9.0 - General Requirements for Luminaires
 - .4 C22.2 No. 12 - Portable Luminaires
 - .5 CAN/CSA C22.2 No.203 - Modular Wiring Systems for Office Furniture

- .1 The complete electrical system and all components must comply with CSA C22.2 No 203-M91 (R2010) Modular Wiring System for Office Furniture.
- .10 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
 - .2 CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.
 - .1 Keyboard supports must meet CAN/CGSB-44.229
- .11 International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)
 - .1 ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories
 - .2 ISO 9001 - Quality Management Systems - Requirements
- .12 Underwriter Laboratory Inc.
 - .1 UL 1286-2011, Section 33 Standards for Office Furnishings.
- .13 Architectural Woodwork Institute - Architectural Woodwork Manufacture Association of Canada (AWMAC)

1.4 SUBMITTALS

- .1 Test reports must be provided for examination upon request and be not 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.
 - .1 Detailed requirements for components verification reports according to CAN/CGSB 44.227 and CAN/CGSB 44.229 must be provided for examination when requested.
- .2 All tests must be completed by an *acceptable test facility*.
- .3 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 Supply Arrangement 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).
- .4 Product Changes: When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an *acceptable test facility*.
- .5 For all test reports that are not specific to the products in the Supply Arrangement, the Supplier must provide an explanation to government of 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.

1.5 PRIORITY OF DOCUMENTS

- .1 In the event of a discrepancy, the following priority of documents applies:
 - .1 ANNEX A-1 Detailed Requirements;

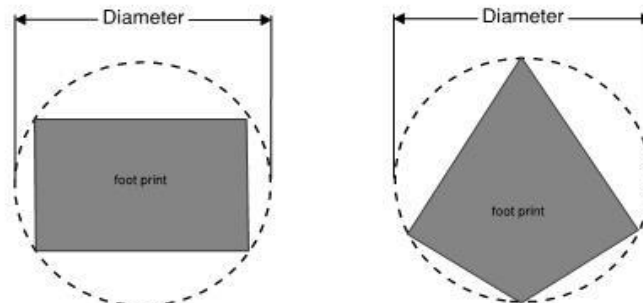
- .2 ANSI/BIFMA X5.3, ANSI/BIFMA X5.4, ANSI/BIFMA X5.5, ANSI/BIFMA X5.6, ANSI/BIFMA X5.9
- .3 CAN/CGSB-44.227;
- .4 CAN/CGSB-44.229;
- .2 In the event of a discrepancy between the metric and imperial dimensions, imperial dimensions take precedent.

1.6 DEFINITIONS

Definitions of words or phrases used in this document that are not included in the list of definitions shall have the meaning commonly assigned to them in the context in which they are used in this document. The words, terms, and phrases which appear in *italics* have the following meanings or purposes:

- .1 \pm : indicates the allowable plus or minus tolerance of the unit.
- .2 120 degree *work surface*: Is also known as 'dog bone' shape. Consists of five sides. The side where the user sits is concaved. Refer to image below:
- .3 Acceptable test facility: An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
- .4 Ancillary: Products providing an enhancement to the primary operation of a system. Examples: CPU support, keyboard and mouse support surface, monitor arm and lighting.
- .5 Articulating: Vertically and horizontally continuously user-adjustable.
- .6 (Furniture) Bases types:
 - .1 End Gables: Either open or closed supports located flush, within approximately 26mm (1 in.), with end of the table. End gables are not c-leg, post leg, or t-leg.
 - .2 Pedestal Base: A pedestal base is comprised of one central support column with a disc, three point, four point, or x-base footing at the floor surface.
 - .3 Panel Base: Similar to an *end gable*, however a *panel base* is not located flush with the far ends of a furniture unit. A panel base can be set-in from the edge, approximately 1/4 the overall length of the table.
 - .4 Column base: Closed four sided base located in the center of the table. A column base can be rectangular or square in shape and must allow for cables to pass through whereby connecting power and data cables from a floor monument to the table top, and must have a removable panel for access to power and data cables within.
 - .5 Half height bases are used to support a work surface on a low storage unit such as a pedestal or credenza. The half-height base must of a height to span from the top of the storage unit to the underside of the work surface.
- .7 Breathable material: Breathable material is defined as any knit, woven, or knotted material or open texture material (i.e. mesh).
- .8 Benching: Benching is comprised of a series of *work surfaces* inter-connected longitudinally and latitudinally.

- .1 When referring to 2-work-surface-long benching, the unit will be have two (2) workstations side to side with a workstation in front of each of those. A 2-work-surface-long benching must be comprised of a total of four (4) workstations.
- .2 When referring to 3-work-surface-long benching, the unit will be have three (3) workstations side to side with a workstation in front of each of those. A 3-work-surface-long benching must be comprised of a total of six (6) workstations.
- .3 When referring to 4-work-surface-long benching, the unit will be have four (4) workstations side to side with a workstation in front of each of those. A 4-work-surface-long benching must be comprised of a total of eight (8) workstations.
- .9 Casework: When referring to "casework" within this specification it is referring to furniture comprised of an *exposed* surface of wood, wood veneer, and decorative laminate, and their related parts and components.
- .10 Collaborative spaces - Collaborative spaces vary in size and quantity depending on the floor layout, function and space available. Collaborative Spaces - Can be used by all employees without priority. These informal open meeting areas provide a location for brief, small group meetings or one-on-one consultations, and allowing for more impromptu collaboration.
- .11 Continuous height adjustable (work) surface: A surface that is intended to be adjusted vertically by the user, to allow working in the *seated* or *sit/stand* position.
- .12 Diameter footprint: The maximum foot print of a unit, measured along the widest width/longest length. Refer to image below:



- .13 Dry erase: Also known as 'whiteboard'. Dry erase surfaces can be wiped clean after being used or written on with a dry erase marker.
- .14 Face mounted (power/data module): A face mounted power data module can be 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.
- .15 Hang-on component: A product intended to be fully supported by a panel system.
- .16 Height adjustability ranges:
 - .1 Seated: The height of the work surface is adjustable to suit an individual's ergonomic needs. Must be capable adjusting between of 559 mm (22 in.) to 813 (32 in.).
 - .2 Sit-stand: The height of the work surface is adjusted to accommodate a seated working position, and a standing working position. Must be capable of adjusting between 762 mm (30 in.) to 1245 mm (49 in.).
- .17 One-high, two-high, three-high, four-high, five-high: This refers to the number of drawers/storage compartments levels provided in one unit.

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- .18 A hutch: Is secured to the top of a *credenza* unit and provides storage and *seated privacy* to the end user.
 - .19 Inside seat depth: is measured from the front of the seat to the front face of the back cushion, and does not include the thickness of the back cushion.
 - .20 Kitchenettes: Kitchenettes are designed to accommodate multiple functions and may be used as informal meeting, work or resource areas as well as coffee/lunch facilities or recycling centers.
 - .21 Credenza Unit: A self-contained storage unit with the capability of supporting *work surfaces* and hutches. A credenza must be capable being retro-fit with a power kit.
 - .22 Meeting tables:
 - .1 Large Table - A large table is defined as a table having a seating capacity of 13 or more people.
 - .2 Medium Table - A medium table is defined as a table having a seating capacity of 7 to 12 people.
 - .3 Medium and Large tables must consist of more than one section to ensure they will fit into service elevators and doorways.
 - .4 Small Table - A small table is defined as a table having a seating capacity of up to 6 people.
 - .23 Modular: Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements.
 - .24 Mobile Pedestal: A pedestal which is on a minimum of four (4) casters and can be easily moved by the user. A minimum of two (2) casters must be lockable.
 - .25 Storage unit with seat: A storage unit such as a *mobile pedestal* or *credenza*, with seat must be capable of supporting a seated person on top and be provided with a cushion that is upholstered on the top surface. This unit is intended for additional guest seating.
 - .26 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.
 - .27 Panel add-on module: A panel add-on module is supported by the base panel.
 - .28 Panel frame with glazing: A frame designed to hold glazing material, complete with glazing.
 - .29 Panel heights are identified as Base Panel Height, Work Surface Privacy Height, and Seated Privacy Height and are defined as follows:
 - .1 Base panel height: Does not provide the end user with privacy.
 - .2 Work surface privacy height: The height of the panel must be higher than the *work surface* which provides *work surface* privacy to the user.
 - .3 Seated privacy height: The height of the panel must be higher than the user at a seated position which provides *seated privacy* to the user.
 - .30 Exposed parts - surface is visible when:
 - .1 Drawer fronts and doors are closed
 - .2 Cabinets and shelving are open.
 - .3 Cabinet tops and sides.
 - .4 Front edges of *casework* or body members
 - .31 Semi-exposed parts - surface is visible when:
 - .1 Drawers/doors are in the open position.

- .2 All front edges of shelving and interior *casework* behind doors.
- .32 Concealed surfaces - surfaces are *concealed* when:
 - .1 Surfaces are not visible after installation.
 - .2 Back of cabinet.
- .33 Pedestal: A self-contained unit that is deeper than wide, less than 787 mm (31 in.) in height (before the addition of casters and cushion), and having extendible elements. The extendible elements are typically used for multi-functional general storage or filing. It may be freestanding, *work surface supporting*, or mobile. Pedestal tops must be configured to accommodate seating, *work surface supporting* or as an extension to a *work surface*.
- .34 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*.
- .35 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*.
- .36 Privacy screens: Privacy screens are a non-load bearing accessory which can be attached to the top of panels or to the edge of freestanding or to the system connected *work surfaces*.
- .37 Stackable panel: A stackable panel consists of a base panel with additional panel *add-on module*. The stackable panel allows for an increase or decrease in height with minimal dismantling of the panel station. Each *panel add-on module* of the stackable panel must be load bearing.
- .38 Support spaces: Are to support the furniture requirements of Category 6 as detailed in the latest Government of Canada Workplace Fit-up-Standards.
- .39 Tablet arm: A tablet arm refers to a surface attached to a chair that has the primary function of supporting tasks such as writing and short-term handling of reference material. These surfaces typically do not have independent support legs and are not intended to support a person's weight.
- .40 Tabletops: When making references to "*tabletops*", this specification will be referring to the surface forming the top of a table. The term "*work surface*" may also be used.
- .41 Tailored appearance: Tailored appearance refers to lounge seating having simple, straight lines and a neat modern appearance.
- .42 Transitional *work surfaces*: A rectangular with two distinct depths at either end. For example: 610mm (24 in.) at one end and 762mm (30 in.) at the other end of the *work surface*. Refer to image below:
- .43 Waterfall edge:
 - .1 Refers to a countertop which extends down the side of an island, table, or cabinet, all the way to the floor. The vertical component must be the same width as the table top, or
 - .2 To a chair seat construction method where the seat front is sculpted downward in a rounded or eased fashion to reduce or eliminate pressing against nerves in the back of the thigh.
- .44 Work surface: When making references to "*work surface*", this specification will be referring to the surface forming the top of a table.
- .45 Work surface supporting: A storage item, such as a *pedestal*, which replaces the function of *work surface* support such as a c-leg, cantilever or gables.

- .46 VOC: Volatile Organic Compounds are emitted as gases from certain solids or liquids. They include a variety of chemicals, some of which may have short term or long term health effects.

1.7 ENVIRONMENTAL ATTRIBUTES

.1 Environmental

- .1 All products must be certified by an independent third-part certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level® 2.

- .1 Product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method ANSI/BIFMA x7.1-2011 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.

.2 Resource input

- .1 50% of all wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CSA), Forest Stewardship Council (FSC), or Sustainable Forestry Initiative (SFI).
- .2 All composite wood products must contain a minimum of 60% recycled material.
- .3 Furniture may not contain urea-formaldehyde unless fully encapsulated within engineered composite panels (i.e. particle board, medium density fiberboard, plywood) when the substrate for *work surfaces*, shelving, or any other component is a composite wood product
- .4 Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- .5 Steel used in the manufacturing must contain a minimum of 25% recycled content.
- .6 All plastic components must be recyclable at the end of their life.
- .7 All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999))

.3 Warranty:

- .1 Replacement components must be available to replace broken pieces during the Warranty period.

.4 General:

- .1 Manufacturing Facility must be an ISO 9001 – Quality Management registered facility.
- .2 Manufacturing Facility must be an ISO 14001 – Environmental Management System registered facility.
- .3 Solid Waste Diversion Program

- .1 Furniture must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
- .4 Products free from toxic flame retardants
 - .1 Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
- .5 Hazardous and Toxic Material Management System
 - .1 The manufacturer must have a hazardous and toxic material management system in place at production and associated facilities.
- .6 Packaging and distribution
 - .1 Corrugated Packaging: If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre and/or come from a sustainable managed forest.
 - .2 Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
 - .3 As a minimum, the Supplier must implement one of the following requirements:
 - .1 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
 - .2 Packaging is recyclable and/or bio-degradable;
 - .3 Packaging is returnable to the supplier/shipper; or
 - .4 Packaging is reusable
- .7 Upon request the Supplier or Manufacture must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.
- .8 On a project-by-project basis, Canada may request supporting documentation to support environmental certification efforts. Upon request, the furniture manufacturer and SA holder must provide appropriate documentation as determined by Canada's representative.

Part 2 Products

2.1 WORKMANSHIP

- .1 The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothing, or documents.
- .2 Wood and Wood Veneer: Furniture surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue,

raised grain, de-lamination, or water marks. Wood face veneers must be tightly joined, properly matched, and similar in grain pattern or colour throughout the *tabletop* surface. The natural characteristics of wood and veneer are acceptable although all visible wood must be free of open knots and worm holes.

- .3 The finished products must be stable: uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- .4 All components must be level and square.
- .5 Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- .6 The factory finish must be smooth and free of snags, runs, orange peel, and overspray.
- .7 Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.

2.2 GENERAL FEATURES

- .1 All furniture must be supplied with hardware to complete the installation.
- .2 All free standing furniture must be equipped with corrosion-resistance levelling glides on the legs, base, and supports, unless castors are specified. The levelling glides must not exceed the width of the base and must have a vertical adjustment of at least 25 mm (1 in.), with a tolerance of ± 6.35 mm (± 0.25 in.), unless noted otherwise in the Detailed Requirements. Glides must be secured and must not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.
- .3 All finishes and surface finishes must meet CAN/CGSB 44.227 and CAN/CGSB 44.229.
- .4 All laminates and furniture specified with laminate components must meet the following criteria:
 - .1 Must be high pressure laminate and must meet the performance requirements for high pressure laminate.
 - .2 Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
 - .3 Laminate finishes must be properly adhered onto a substrate and the under surface must have equally balanced backer.
 - .4 For furniture with a high pressure laminate/laminate top, the colour of the *exposed* edge finish must match the colour of the *tabletop* finish.
- .5 All wood veneers and furniture specified with wood veneer components must meet the following criteria:
 - .1 Must be provided in Cherry, Maple, Oak and Walnut in the manufacturer's standard line of wood veneer.
 - .2 Veneers must be selected with careful attention to pattern grain matching and symmetry.
 - .3 Face veneers must be tightly joined, properly matched and similar in grain pattern or colour throughout any given area. The natural characteristics of wood and veneer are acceptable.

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- .4 Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
 - .5 For furniture with veneer top, the colour of the *exposed* edge must match the colour of the *tabletop* finish.
 - .6 All veneered particleboard parts must be veneered on the *exposed* surface and constructed of balanced construction on both sides to prevent warping.
 - .7 Veneer surfaces must have a multi-layer backer sheet applied to the underside, if not laminated on both sides.
 - .6 All metal surfaces and furniture specified with metal components must meet the following criteria:
 - .1 All *exposed* aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
 - .2 All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.
 - .7 Hardwood plywood: must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction, to minimize warping.
 - .8 Particleboard must meet ANSI A208-2008.1, grade M2 or greater when used as substrate.
 - .9 All tables, table tops, and *work surfaces* must:
 - .1 Must be made of particleboard, MDF or hardwood plywood with a wood veneer or high pressure laminate surface, unless required to be glass or metal.
 - .2 All table top edges to be a 3mm (0.12 in.) radius edge designed for a user to rest the forearm or wrist.
 - .3 Table top and *work surface* edging:
 - .1 All laminate *tabletops* and *work surfaces* must be edged with PVC edging or solid hardwood edging.
 - .2 All wood veneer table tops and *work surfaces* must be edged with at least 25 mm (1 in.) solid hardwood edging.
 - .4 Table surfaces must be predrilled/provided with pilot holes to accept the installation of mounting hardware and attachments
 - .5 Deflection of tables must meet the acceptable levels as described in CAN/CGSB 44.227 and CAN/CGSB 44.229 in the following manners:
 - .1 Deflection: Table surfaces must deflect no more than its overall length (L) divided by 180 (L/180) when tested in accordance with the detailed requirements for tables.
 - .2 Horizontal surface deflection: When tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5 and ANSI/BIFMA X5.9 average the height of the end points and subtract the height of the center. The resultant dimension is the deflection.

- .3 Surface deflection for *credenzas*: The surface deflection of the top of a credenza and the shelves in a *credenza* must be no more than the shelf length (L) divided by 180 (L/180) when tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5 and ANSI/BIFMA X5.9.
- .10 Storage products requiring a cushion must be capable of supporting a seated user. These units are intended to substitute a guest chair.
- .11 Cushion seats must be upholstered on all sides, top and bottom and must not slide off the top surface. The cushion must be capable of being removed, without damaging the cabinet surface, except for *mobile pedestal* with seated surface.
- .12 Cushion seats must be no less than 38 mm (1 ½" in.) thick and constructed of high density foam.
- .13 Fabrics:
 - .1 Fabric for panels, tack boards and seated cushions must be manufactured from recycled material or from other environmentally appropriate materials.
 - .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 (NBC) in accordance with CAN/ULC-S102-2010. The test must be conducted on each different fabric composition and interior construction. Fabrics that are identical in content and weight will be accepted as comparable to the fabric tested on the panel.
 - .3 Fabric abrasion must meet the performance requirements outlined in the ACT Voluntary Performance Guidelines for Upholstery.
- .14 Products must comply with the current version of CAN/CGSB 44.227..
- .15 Glazed components must be available acrylic/acrylic glass and must be available in clear, translucent, frosted, or tinted.
- .16 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.
 - .1 All table tops and *work surfaces* must be of a similar construction and appearance and must allow interchangeability of legs/supports.
- .17 There must be a clearance envelope under all tables of 610 mm (24 in.) in depth or greater, which must meet the requirements of BIFMA G1 for the 95th percentile male, except that the depth at toe level must be 584 mm (23 in.).
- .18 All edges and corners with which the user is intended to come in contact must be 3mm radius.
- .19 Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- .20 Controls: Desk products offering *continuous height adjustment* capability shall be operable from the usual working position and shall not require the use of any unsupplied tools. Controls used to effect continuous adjustments shall have adequate clearance to permit the user to make the adjustment. Hand-crank-adjustable surfaces shall not require more than 50 N (12 lbf.) to operate.

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- .21 The leg spread of the base must not be narrow to cause the table to tip. The base must be properly weighted to avoid tipping.
- .22 All *casework* must:
- .1 Doors and drawers must fit squarely and evenly on all sides, when closed. 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.
 - .2 All *exposed* and *semi-exposed casework*, including doors and tops, must be finished in the same material unless otherwise noted.
 - .3 Exposed and *semi-exposed* edges must be treated by applying edge bandings.
 - .1 Body Members – material must be the same as components or of a compatible PVC.
 - .2 Exposed Shelves – material must be of the same as *exposed* body members or of a compatible PVC.
 - .3 Semi-Exposed Shelves – material must be the same as cabinet interior, shelf, or of a compatible PVC.
 - .4 Doors Fronts - material must be the same as *exposed* components or of a compatible PVC.
 - .4 *Semi-exposed* finish on the *casework* doors must be finished in like materials and thicknesses on both sides as the *exposed* finishes to prevent warping.
- .23 Wire management:
- .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.
 - .2 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 If a grommet is used, all *work surfaces* measuring 1219mm (48") wide and less must have one (1) grommet as part of the *work surface*. All *work surfaces* greater than 1219mm (48") wide must have two (2) grommets incorporated into the *work surfaces*.
 - .4 The wire management system must be a grommet or a finished gap where the *work surface* meets a perpendicular panel or upper storage when specified.
 - .5 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*.
 - .6 When grommets are located over a *work surface* supported *pedestal* the resultant wires must not interfere with the operation of the drawers.
- .24 Locking and keying:

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- .1 When locking or lockable is specified all drawers and doors within the unit must be capable of being locked.
 - .2 All locks within a single workstation must be keyed alike. Locks from workstation to workstation must be keyed differently.
 - .3 A minimum two (2) sets of keyed alike keys per workstation and/or room must be supplied.
 - .25 Locking and keying for metal filing must:
 - .1 Meet the requirement of locking and keying, and;
 - .2 Locks must be pin, tumbler and wafer type, and must have a corrosion resistant finish.
 - .3 Locks and cylinders must be designed to allow for easy installation or replacement on site.
 - .26 All lighting products must:
 - .1 All lighting products must be CSA certified.
 - .2 Lighting products must be energy efficient and be energy star certified, complete with on/off switch.
 - .3 Have a height adjustable arm with pivot capabilities to redirect light and provide at minimum a 1829mm (6ft) long power cord.
 - .4 All light fixtures must be equipped with Low Emitting Diode (LED) lamps with a minimum lamp life of 35,000 hours.
 - .5 All light fixtures must have a Colour Rendering Index (CRI) of 80 or higher
 - .27 Soft Seating:
 - .1 Polyurethane Foams: Must have the Indentation Force Deflection (IFD) (at 25%) between 155.7 – 177.9 N (35–40 lbf) and a density greater than 32 kg/m³ (2 lbs/ft³) when tested in accordance with ASTM D3574.
 - .1 When tested in accordance with ASTM D3574 - Dynamic Fatigue Test I-3 by Constant Force Pounding, procedure B, the cushioning material's loss of force support at 40% IFD (Indentation Force Deflection) must not exceed 23% for seat applications and 33% for backrest applications.
 - .2 Springs and Webbing: Sinuous springs or drop-in coil springs webbing must be used.
 - .3 Upholstering: All upholstered chairs must be upholstered in fabric, breathable material, leather or low VOC vinyl material, or crypton.
 - .1 Fabric upholstery must be made of stain-resistant fabric;
 - .2 Patterns must align at the seams and corners, both vertically and horizontally;
 - .3 Upholstery seams must be double-stitched or top-seamed and be perfectly straight.

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- .4 All directional or patterned fabrics (e.g. stripes, geometrics, textured) must be installed respecting the consistency/repetition and direction of the given pattern.
 - .5 Fabric must be manufactured from 100% recycled material or from other environmentally appropriate materials.
 - .4 The covering must be properly positioned, clean and well-tailored in appearance. All excess covering must be neatly trimmed and any surplus removed.
 - .5 Fastening devices, such as staples, must be so positioned as not to be obviously visible. The bottom of the seat must be finished without *exposed* edges.
 - .6 All edges and corners of the back and seat frame must be eased or rounded to prevent damage, abrasion, and wear and tear of the fill and cover materials.
 - .7 Seam allowances must be maintained and seams properly sewn so that no raw edges, runoffs, broken or skipped stitches, twists, pleats, or puckers result. Top and bottom threads must be adjusted to the upholstery materials with proper tension so that there will be no looped stitches, puckering of materials, or cracking when the cover is stretched to fit the finished product.
 - .8 The seam must line up with the edges of the surfaces.
 - .9 The covering must be securely attached with tacks and/or staples, and fastening devices must be positioned so as not to be visible.
 - .10 All upholstered seat bottoms must be covered with cambric and the covering must be finished without *exposed* edges.
 - .11 Armrest profiles must be straight on the exterior and have a *tailored appearance*.
 - .28 Bar Stools and Kitchenette Chairs:
 - .1 Kitchenette seating must be uniform in quality, clean, and free of any defects that may affect appearance and serviceability.
 - .2 External surfaces must be smooth and all edges must be rounded and beveled. All accessible surfaces must be free of sharp edges, burrs, and any other safety hazards.
 - .3 Waterfall edge – When measured without compression, the vertical height of the seat front edge curve must not be less than 40 mm (1.6 in.) and the radius of the front edge curve must not be less than 40 mm (1.6 in.) or greater than 120 mm (4.7 in.).
 - .29 Lounge Screens and Privacy Screens:
 - .1 Must be self-supporting, without the need for external seismic restraints or structural supports.
 - .2 Must be built of a rigid framework, such as wood, metal, or plywood, and finished per the detailed requirements.
 - .3 Upholstery seams must be straight and aligned with the frame. There must be no puckering or pulling in the upholstery fabric or mesh.

2.3 TOLERANCES

- .1 The following tolerances may be applied, unless noted otherwise in Part 3-Detailed Product Requirements.
 - .1 Work surfaces: ± 25 mm (± 1 in.) fixed height.
 - .2 Height adjustability ranges (Category 2, and Category 6 height adjustable multimedia tables) may deviate from the specified range: ± 25 mm (± 1 in.).
 - .3 Meeting tables (Category 1B, Category 4, and Category 6), video conferencing tables, multimedia tables, training room tables: ± 25 mm (± 1 in.) fixed height.
 - .4 Category 6 tables and *work surfaces*, not including meeting room tables: ± 51 mm (± 2 in.) width/length/diameter, ± 13 mm ($\pm 1/2$ in.) in height.
 - .5 (Storage) Pedestals: ± 25 mm (± 1 in.) width, and -51 mm (-2 in.) in depth.
 - .6 Personal Storage Towers-102 mm (-4 in.) in height.
 - .7 Storage towers, wardrobes and bookcases: ± 25 mm (± 1 in.) in height.
 - .8 Credenzas and *hutches*: ± 13 mm ($1/2$ in.) in length, and ± 25 mm (1 in.) in depth.
 - .9 Privacy panels: A tolerance of $-1/4$ the width of the *work surface*, and $-1/3$ the depth of the *work surface* is acceptable.
 - .10 Vertical adjustment of supports: ± 6 mm ($\pm 1/2$ in.)
- .2 If a tolerance is not listed above or indicated next to an item's dimensions in Part 3-Detailed Product Requirements an additional tolerance is not acceptable. When a range of dimensions is indicated [for example: Part 3, height of table surface must be between 482 mm and 660 mm (19 in. and 26 in.)] an additional tolerance is not acceptable.

Part 3 DETAILED PRODUCT REQUIREMENTS

3.1 CATEGORY 1A: Interconnecting Panels and Freestanding Systems

- .1 Description
 - .1 Includes *Base panel height*, *work surface privacy height*, and *seated privacy height*.
 - .2 Panels must be *stackable*.
 - .3 *Work surface privacy height* and *seated privacy height* must be *stackable* panels and must consist of a *base panel* plus one or more *panel add-on modules*. As part of the *stackable* panel each *panel add-on module* must be load bearing and provide *hang-on* capability.
 - .4 The total height of a *seated privacy height* panel can be achieved with a *base panel height* and one *panel add-on module*. Must not exceed 1372mm (54 in.) high.
 - .5 Panel-to-panel connectors must allow a panel to be installed perpendicular at any location along the width of the panel.
- .2 Dimensions

- .1 Overall panel height, including any panel mounted component, must not exceed 1372 mm (54 in.).
- .2 All panel heights must conform to the following:
 - .1 *Base panel height* must be within the range of 711mm (28 in.) to 965mm (38 in.) inclusive.
 - .2 *Work surface privacy height* must be within the range of 1065mm (42 in.) to 1219mm (49 in.) inclusive.
 - .3 *Seated privacy height* must be within the range of 1270mm (50 in.) to 1372mm (54 in.) inclusive.
- .3 Panel width must be 457 mm (18 in.), 610 mm (24 in.), 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.),
- .4 All *panel frames with glazing* must be no taller than 610 mm (24 in) and must be located at *seated privacy height*.
- .5 Maximum panel thickness must not exceed 101 mm (4 in.).
- .3 Finishes
 - .1 Base panels must be offered in upholstered fabric, plastic laminate, or metal air-flow/perforated metal.
 - .2 *Panel add-on modules* must be offered in upholstered fabric, tackable surfaces, accessory rails, whiteboard, glazing, or any combination of.
- .4 Power and Data
 - .1 Panel heights must provide *face mounted power data modules*. The duplex power outlets and voice and data outlets must be offered at predetermined locations when specified.
 - .2 Power and voice/data outlets must be offered *below the work surface* and *above the work surface*.
 - .3 Cable Pathway:
 - .1 All powered and non-powered panels must have *concealed* cable pathways to accommodate the electrical, voice and data cables.
 - .2 The cable pathway must provide sufficient space to allow for a minimum bend radius of 76mm (3 in.) for the installation of communication cables both horizontally and vertically.
 - .3 The cable pathway must accommodate a minimum of three (3) eight-wire circuits as well as nine (9) 5mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.
 - .4 Cable pathways located at the base must have knockouts to receive back-to-back electrical outlets.
 - .5 Cable pathway covers must open and close firmly without the use of proprietary tools.
 - .6 Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.

- .7 Non-powered cable pathways must provide field conversion to powered cable pathways without requiring the workstation to be dismantled.
- .8 Unused knockouts/access points, which are visible, must be covered to prevent unsightly holes.
- .9 Vertical wire management system must conceal wires running from the floor, wall, or ceiling feed to the cable pathway.
- .4 Electrical Wiring System:
 - .1 The electrical wiring system must be made of components which are *modular* and provide power at predetermined locations. When electrical wiring alterations or disassembly are required, the workstation must not be dismantled.
 - .2 The system must provide for ceiling access, floor access, and power from the wall. Ceiling access top feeds must accommodate a ceiling height of a minimum of 3048 mm (10 ft.).
 - .3 The electrical system must provide electrical distributing service to nine (9) workstations from one central feed point.
 - .4 The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.
 - .5 An electrical system rated with a minimum of a 115 volt, 15 or 20 amps consisting of a minimum of 2 circuits must be available for older buildings when specified.
 - .6 Each workstation must be provided with a maximum of six (6) *face mounted* power receptacles in combination of either three (3) duplex power outlets or two (2) triplex power outlets. Each workstation must have one (1) *face mounted* voice / data outlet.
 - .7 Receptacles: Must be interchangeable within the manufacturer predetermined locations and accessible below and above *work surface* height.
 - .8 All powered panels and *panels add-on modules* with a width of 457mm (18 in.) to 610mm (24 in.) requires up to three (3) receptacles power outlets and for a width of 762mm (30 in.) to 1524mm (60 in.) requires up to four (4) receptacles power outlets.
- .5 Support/Bases
 - .1 Levelling glides must allow for 51 mm (2 in.) of levelling minimum.

3.2 CATEGORY 1B: Freestanding Systems

- .1 Fixed Height Work surfaces
 - .1 Description:
 - .1 Fixed height *work surfaces* must be rectangular, *transitional*, D-top, or *120 degree*.
 - .1 Panel mounted transaction surface must be rectangular.

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- .2 Fixed height *work surfaces* must be panel mounted, floor supported, or a combination of panel mounted and floor supported. Floor supported is non-panel dependent.
 - .3 Fixed height *work surfaces* must be available with modesty panel. The modesty panel must:
 - .1 The modesty panel must not prevent access to wall outlets, or interfere with *work surface* supports and power/data access.
 - .2 The modesty panel must be installed parallel with the width of the *work surface*.
 - .4 Fixed height *work surfaces* must be capable of integrating with the storage products without interfering with wire management.
- .2 Dimensions:
- .1 Rectangular *work surfaces* must be 610 mm (24 in.), or 762 mm (30 in.) deep by 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), or 2134 mm (84 in.) in width/length.
 - .2 Transitional *work surfaces* must be 610 mm (24 in.) deep at one end and 762 mm (30 in.) deep at the opposite end, by 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), or 2134 mm (84 in.) in width/length.
 - .3 D-top *work surface* must be 610 mm (24 in.), 762 mm (30 in.), or 914 mm (36 in.) deep at the narrowest depth by 1524 mm (60 in.), 1676 mm (66 in.), or 1829 mm (72 in.) in width/length.
 - .4 120 degree *work surface* must be 610 mm (24 in.) and 762 mm (30 in.) deep by 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) in width/length.
 - .5 The panel mounted transaction surface must be provided in depths of 305 mm (12 in.), 381 mm (15 in.), or 457 mm (18 in.), by 457mm (18 in.), 610 mm (24 in.), 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) in width/length.
 - .6 Work surfaces must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.
 - .7 Modesty panels must be no shorter than 406 mm (16 in.), and no higher than 508mm (20 in.) in height. The modesty panel width must correspond with the width of the *work surface*.
- .3 Finishes:
- .1 Work surfaces must be high pressure laminate.
 - .2 Modesty panels must be high pressure laminate, metal, or painted metal.
 - .3 Legs must be metal or painted metal.
- .4 Power and data:
- .1 Work surfaces measuring more than, and including, 1219 mm (48 in.) in length, must be provided with a minimum of two grommets with wire management.

- .2 Work surfaces measuring less than 1219 mm (48 in.) in length must be provided with one grommet with wire management.
- .5 Support/Bases
 - .1 Work surfaces must be panel mounted or supported by C-legs, post legs, half height gable, or full height gable.
 - .1 Partial-height *end gables* or legs must be capable of attaching to a *credenza*.
 - .2 Off module capability must allow a panel mounted *work surface* to be installed at any location along the panel width.
- .2 Modular *Benching*
 - .1 Description
 - .1 Work surfaces must be inter-connected by a shared support structure which extends the full length of the unit. A central spine and/or trough must be provided for power and data pathways.
 - .2 Must be available in three (3) lengths: *2-work-surface-long*, *3-work-surface-long*, and *4-work-surface-long*.
 - .3 Must include *privacy screens* along the full longitude of the *work surfaces*, between users.
 - .2 Dimensions
 - .1 Each individual *work surface* must have a depth of 610mm (24 in.), or 760 mm (30 in.).
 - .2 The width/length of each *work surface* must be 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.).
 - .3 Privacy screens must be between 305 mm and 406 mm (12 in. to 16 in.) in height.
 - .4 The central spine and/or trough must extend the full length of the total length of the *benching*, a tolerance of -51 mm (-2 in.) on both ends is acceptable.
 - .3 Finishes
 - .1 Work surfaces must be high pressure laminate.
 - .2 Privacy screen must be provided in fabric or acrylic/acrylic glass. Acrylic/acrylic glass must be provided in a clear, frosted, or tinted finish.
 - .3 Work surface supports must be high pressure laminate, metal, or painted metal.
 - .4 Power/Data
 - .1 Cable Pathway
 - .1 A shared central spine and/or trough must have a cable pathway to accommodate the electrical and voice/data cables.
 - .2 The cable pathway must accommodate a minimum of three (3) eight-wire circuits as well as nine (9) 5mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.

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- .3 Cable pathway covers must open and close firmly without the use of proprietary tools. Cables must be capable of extending into the trough without requiring that the cover remain open.
 - .4 Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.
 - .5 Vertical wire management system must conceal wires running from the floor, wall, or ceiling feed to the cable pathway.
 - .2 Electrical Wiring System
 - .1 The electrical wiring system must be made of components which are *modular* and provide power at predetermined locations. When electrical wiring alterations or disassembly are required, the workstation must not be dismantled.
 - .2 The system must provide for ceiling access, floor access, and power from the wall. Ceiling access top feeds must accommodate a ceiling height of a minimum of 3048mm (10 ft.).
 - .3 The electrical system must provide electrical distributing service to eight (8) workstations from one central feed point.
 - .4 The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.
 - .5 An electrical system rated with a minimum of a 115 volt, 15 or 20 amps consisting of a minimum of 2 circuits must be available for older buildings when specified.
 - .6 Each station must be provided with two (2) *face mounted* duplex power receptacles and one (1) *face mounted* voice / data outlet.
 - .7 Receptacles: Must be interchangeable within the manufacturer predetermined locations and located within the central trough.
 - .5 Base/Supports
 - .1 Work surfaces must be supported by a central spine and gables or legs, or only gables, or only legs.
 - .2 Hardware to secure *privacy screen* to *tabletops* does not need to be *concealed* but must be compatible with the table's supports and wire management.
 - .3 *Benching* frame must allow for 51 mm (2 in.) of levelling minimum.
 - .3 Meeting Tables
 - .1 Description
 - .1 Table shapes must be round, square, or rectangular.
 - .2 Lockable casters must be available for tables with a dimension of 914mm (36 in.) or less;
 - .3 Table edge must be a 3mm (0.1 in.) radius edge.
 - .2 Dimensions
 - .1 Round tables must be 762 mm (30 in.), 914 mm (36 in.), or 1067 mm (42 in.) in diameter.

- .2 Square tables must be 762 mm x 762 mm (30 in. x 30 in.), 914 mm x 914 mm (36 in. x 36 in.), or 1067 mm x 1067 mm (42 in. to 42 in.).
- .3 Rectangular tables must be 762 mm (30 in.) in depth, by 1524 mm (60 in.), 1676 mm (66 in.), or 1828 mm (72 in.) in length.
- .4 Tables must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.
- .3 Finishes
 - .1 Table top finishes must be high pressure laminate;
 - .2 Table base/supports must be provided in chrome, metal, painted metal, wood, or and high pressure laminate.
- .4 Power and data
 - .1 Not required.
- .5 Support/table bases
 - .1 Round tables must be provided with a central *pedestal base*;
 - .2 Square tables must be provided with a four-post legs, or central *pedestal base*.
 - .3 Rectangular tables must be provided with four-post legs, end gables, or *panel bases*, with or without central column for support,
- .4 Credenzas
 - .1 Description:
 - .1 Credenzas must have open shelves, shelving with doors, drawers, or a combination of open shelves/doors/drawers for storage.
 - .1 Drawers must have one file drawer, or box and file drawer.
 - .2 Credenza units must be capable of being located beneath a fixed height *work surface*, to partially support a *work surface*, or stand alone with a top surface.
 - .3 Must be lockable by use of a key or keyless.
 - .2 Dimensions:
 - .1 Credenzas must be provided in two heights: full height and partial height:
 - .2 Full height to be:
 - .1 The height of the *credenza* units must be 737 mm to 762 mm (29 in. to 30 in) in height
 - .2 The depth of a *credenza* unit must be 508 mm (20 in.), and 610 mm (24 in.)
 - .3 Credenzas must be 1067 mm (42 in.), 1219 mm (48 in.), 1524 mm (60 in.), and 1829 mm (72 in.) in width/length.
 - .3 Partial height to be:
 - .1 The height of the *credenza* units must between 533 mm and 610 mm (21 in. and 24 in.) in height.

- .1 When the back of the panel mounted overhead storage unit or shelf is not completely closed, provision to prevent articles from falling out of the unit must be provided.

.6 Pedestals

.1 Description:

- .1 Pedestals must be freestanding, or *work surface* supporting, *mobile*, or *mobile* with cushion.
- .2 All pedestals must have a removable pencil tray that span the full interior width. Pencil trays must not easily tip or fall off the supporting rail.
- .3 All pedestals must have the following drawer configurations:
 - .1 Box/box/file
 - .2 File/file
 - .3 Box/file
- .4 The file drawer must have a minimum of two (2) removable file dividers or a hanging file rail.
- .5 Must be lockable by use of a key or keyless.
- .6 Mobile pedestals must have lockable casters and must be for carpet and hard surface floor covering.

.2 Dimensions:

- .1 Freestanding, or *work surface* supporting pedestals must be 610mm (24 in.) or 762mm (30 in.) in depth. Mobile pedestals must be 457 mm (18 in.) or 610mm (24 in.) in depth.
- .2 Must be 381mm (15 in.) in width.
- .3 Height must fit under the *work surface*, with the exception of a box/box/file and file/file with casters and cushion.

.3 Finishes:

- .1 Must be available in painted metal or high pressure laminate.
- .2 Cushion seats – When a cushion seat is required it must be upholstered on all *exposed* sides.

.4 Power and data:

- .1 N/A

.5 Support/Bases:

- .1 Must be available with and without locking casters.
- .2 When specified with locking casters, there must be a minimum of four (4) carpet casters, with the two (2) front casters capable of locking.

.7 Two-High Lateral File Cabinets

.1 Description:

- .1 Each drawer must have a minimum of two removable dividers, hanging-file bars and legal-to-letter conversion bars. The drawers must be slotted to receive dividers.

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- .2 All drawers must be fixed front.
 - .3 Must be provided with a cushion.
 - .4 Must be lockable by use of a key or keyless.
 - .5 Suspension - the suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.
 - .6 Safety System - Lateral filing cabinets with two or more extendible members must be equipped with a positive interlock system. The system must prevent any drawer from being opened by more than 51 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers shall be capable of being opened simultaneously.
- .2 Dimensions:
 - .1 Lateral file cabinets must be 760 mm (30 in.) and 914 mm (36 in.) wide by 711 mm (29 in.) deep, $\pm 25\text{mm}$ ($\pm 1\text{ in.}$).
 - .2 A *two-high* lateral file cabinet must fit under a work surface.
 - .3 Finishes:
 - .1 Must be high pressure laminate on all *exposed* sides.
 - .2 Cushion seats – When a cushion seat is required it must be upholstered on all *exposed* sides.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Must be equipped with four (4) levelling glides with a minimum vertical adjustment of 19 mm (0.75 in.). The glides must be adjustable from the interior of the cabinet.
- .8 Personal storage towers
 - .1 Description:
 - .1 The personal storage towers must have two (2) file drawers, a wardrobe section with a door, and a storage compartment with or without a door.
 - .1 The file drawers must be side to side and back to back filing.
 - .2 The storage compartment must have adjustable shelves.
 - .3 The wardrobe section must have a hanging coat rod and one shelf.
 - .2 The wardrobe door and storage compartment door must be capable of being hinged on the right or left sides.
 - .3 Must be lockable by use of a key or keyless.
 - .2 Dimensions:
 - .1 The height of the personal storage towers must be 1372mm (54in.) high, or 1676mm (66 in.) high.

- .2 Must be available in 610 mm (24 in.) or 762 mm (30 in.) wide.
- .3 The depth must be 610 mm (24 in.) or 762 mm (30 in.)
- .3 Finishes:
 - .1 Must be available in painted metal or high pressure laminate.
- .4 Power and data:
 - .1 N/A
- .5 Support/Bases:
 - .1 Must have levelling glides.
- .9 Wardrobes and Bookcases
 - .1 Description:
 - .1 Wardrobes must have two doors. Doors must be hinged or sliding and must be lockable by use of a key or keyless.
 - .2 Wardrobes must have full-length coat rod for hanging more than one garment and a hat and/or boot shelf.
 - .3 Bookcases must have adjustable shelves. One shelf must be provided for each 305 mm (12 in.) height increment of the bookcase.
 - .2 Dimensions:
 - .1 Wardrobes must:
 - .1 Be 762 mm (30 in.), or 914 mm (36 in.) wide.
 - .2 Be available in three (3) depths: 457 mm (18 in.), 508 mm (20 in.), and 610 mm (24 in.) deep.
 - .3 Be available in two (2) heights: 1676 mm (66 in.) and 1829 mm (72 in.)
 - .2 Bookcases must:
 - .1 Be available in two depths: 305 mm (12 in.), and 457 mm (18 in.)
 - .2 Be available in three (3) widths: 610 mm (24 in.), 762 (30 in.) and 914 mm (36 in.).
 - .3 Be available in three (3) height options, a low, a medium, and a high:
 - .1 The height of the low bookcase must be within 762 mm (30 in.) to 1016 mm (40 in.).
 - .2 The height of the medium height bookcase must be within 1092 mm (43 in.) and 1372 m (54 in.).
 - .3 The height of the high bookcase must be within 1524 mm (60 in.) and 1676 m (66 in.).
 - .3 Finishes:
 - .1 Must be available in painted metal or high pressure laminate.
 - .4 Power and data:

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- .1 N/A
 - .5 Support/Bases:
 - .1 Must have levelling glides.
 - .2 Pin holes to support adjustable shelves must run from top to bottom of the unit on each side, ± 305 mm (± 12 in.) from top and bottom. Pins must be provided at a minimum of 38 mm (1 1/2 in.) intervals.
 - .10 Component System Accessories
 - .1 Description:
 - .1 Component system accessories include accessory rails and accessories, tackable surfaces, white boards installed above the *work surface* height; panel mounted *privacy screens*, and *work surface* mounted *privacy screens*.
 - .2 Accessory rails, tackable surfaces and white boards must be installed above the *work surface* height
 - .3 Panel-mounted accessories must be integrated into the panel frame or attached to the panels separately. At a minimum, the component system must provide; a paper sorter, a tray, a bin, and a telephone holder.
 - .4 Panel mounted *privacy screens* must attach to the top of panels.
 - .5 Work surface mounted *privacy screens* must be mounted to the edge of the *work surface*, and must provide privacy at the *work surface* height and at modesty level. Work surface mounted *privacy screens* must be straight.
 - .2 Dimensions:
 - .1 Panel mounted *privacy screens*, accessory rails, tackable surfaces, and white boards must correspond with panel widths.
 - .2 Panel mounted *privacy screens*, accessory rails, tackable surfaces, and white boards must be of heights that correspond to the panels at *work surface privacy height* and *seated privacy panel height*.
 - .3 The length of work surface mounted privacy screens must be 610 mm (24 in.), 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), and 1372 mm (54 in). Work surface mounted privacy screens must be between 305 mm and 406 mm (12 in. to 16 in.) in height above the work surface and extend a minimum of 152 mm (6 in.) below the *work surface*.
 - .3 Finishes:
 - .1 Accessories mounted on the accessory rails must be made of metal or rigid plastic.
 - .2 Tackable surfaces must be finished in upholstered fabric.
 - .3 Panel mounted *privacy screen* must be provided in fabric or acrylic/acrylic glass. Acrylic/acrylic glass must be provided in a clear, frosted, or tinted finish.
 - .4 Work surface mounted *privacy screens* must be upholstered, metal, or painted metal.

- .4 Power and data:
 - .1 N/A
- .5 Support/Bases:
 - .1 Hardware to secure the *privacy screens* to the panel does not need to be *concealed*.
 - .2 The attachment hardware for the *privacy screens* must not damage the panels and/or *work surfaces* when removed.

3.3 CATEGORY 2: Freestanding Height Adjustable Work surfaces

- .1 Individual Height Adjustable Work surfaces
 - .1 Description:
 - .1 Height adjustable *work surfaces* must be available in rectangular and *120 degree* shapes.
 - .2 Height adjustable *work surfaces* must be available in two adjustability ranges; *sit-stand* and *seated*.
 - .3 The controls for *continuous height adjustable work surfaces* must be mechanical crank, counter balance, torsional spring, gas assisted, or electrical.
 - .2 Dimensions
 - .1 Rectangular freestanding height adjustable *work surfaces* must be 610 mm (24 in.), 762 mm (30 in.), and 914 mm (36 in.) in depth, and must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), or 1829 mm (72 in.) in width/length.
 - .2 *120 degree* freestanding height adjustable *work surfaces* must be 610 mm (24 in.) and 762 mm (30 in.) deep by 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) long.
 - .3 The height adjustability range of the *seated* height adjustable *work surfaces* must be capable adjusting between of 559 mm (22 in.) to 813 (32 in.).
 - .4 The height adjustability of the *sit-stand* range height adjustable *work surfaces* must be capable of adjusting between 762 mm to 1245 mm (30 in. to 49 in.).
 - .3 Finishes
 - .1 Table top must be high pressure laminate.
 - .2 Rectangular surfaces must be available in wood veneer.
 - .3 Supports must be painted metal.
 - .4 Power and data
 - .1 The electrical controls must be certified to be compliant with CSA C22.2 No 203.
 - .5 Support/Bases

- .1 Two (2) legs per manufacturer's standard line.
- .2 Modular Height Adjustable *Benching*
 - .1 Description
 - .1 All *work surfaces* must be height adjustable in a *sit-stand* range.
 - .2 Work surfaces must be inter-connected by a shared support structure which extends the full length of the unit. A central spine and/or trough must be provided for power and data pathways.
 - .3 Must be available in three (3) lengths: *2-work-surface-long*, *3-work-surface-long*, and *4-work-surface-long*.
 - .4 The controls for *continuous height adjustable work surfaces* must be electric.
 - .5 Must include *privacy screens* along the longitude of the *work surfaces*, between users. Privacy screens can be attached to each height adjustable desk surface and move with the desk, or fixed to centre spine so that screens provide privacy maintained throughout all *work surface* height ranges.
 - .2 Dimensions
 - .1 Each individual *work surface* must have a depth of 610mm (24 in.), or 762 mm (30 in.).
 - .2 The length of each *work surface* must be 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), or 1829 mm (72 in.).
 - .3 The height adjustability of the *sit-stand* range height adjustable *work surfaces* must be capable of adjusting between 762 mm to 1245 mm (30 in. to 49 in.).
 - .4 Privacy screens must be between 305 mm and 406 mm (12 in. to 16 in.) in height.
 - .5 The central spine and/or trough must extend the full length of the total length of the *benching*, a tolerance of -51 mm (-2 in.) on both ends is acceptable.
 - .3 Finishes
 - .1 Work surfaces must be high pressure laminate.
 - .2 Privacy screen must be provided in fabric or acrylic/acrylic glass. Acrylic/acrylic glass must be provided in a clear, frosted, or tinted finish.
 - .3 Work surface supports must be high pressure laminate, metal, or painted metal.
 - .4 Power/Data
 - .1 Cable Pathway
 - .1 A shared central spine and/or trough must have a cable pathway to accommodate the electrical, voice and data cables.
 - .2 The cable pathway must accommodate a minimum of three (3) eight-wire circuits as well as nine (9) 5mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.

- .3 Cable pathway covers must open and close firmly without the use of proprietary tools. Cables must be capable of extending into the trough without requiring that the cover remain open.
- .4 Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.
- .5 Vertical wire management system must conceal wires running from the floor, wall, or ceiling feed to the cable pathway.
- .2 Electrical Wiring System
 - .1 The electrical wiring system must be made of components which are *modular* and provide power at predetermined locations. When electrical wiring alterations or disassembly are required, the workstation must not be dismantled.
 - .2 The system must provide for ceiling access, floor access, and power from the wall. Ceiling access top feeds must accommodate a ceiling height of a minimum of 3048mm (10 ft.).
 - .3 The electrical system must provide electrical distributing service to nine (8) workstations from one central feed point.
 - .4 The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.
 - .5 An electrical system rated with a minimum of a 115 volt, 15 or 20 amps consisting of a minimum of 2 circuits must be available for older buildings when specified.
 - .6 Each station must be provided with two (2) duplex power receptacles. Each workstation must have one (1) voice / data outlet.
 - .7 Receptacles: Must be interchangeable within the manufacturer predetermined locations and located within the central trough.
- .5 Base/Supports
 - .1 Hardware to secure *privacy screen* to *tabletops* does not need to be *concealed* but must be compatible with the table's supports and wire management.
 - .2 *Benching* frame must allow for a minimum of ± 51 mm (± 2 in.) of levelling.

3.4 CATEGORY 3: Filing and Storage Cabinets

- .1 File Cabinets
 - .1 Description:
 - .1 Must be available in both lateral or vertical sizes.
 - .2 Lateral file cabinets must be *two, three, four, or five (2, 3, 4 or 5) high* file drawers.
 - .3 Vertical filing cabinets must be *two, three, or four (2, 3 or 4) high* file drawer.
 - .4 Each drawer must have a minimum of two removable dividers, hanging-file bars and legal-to-letter conversion bars.

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- .5 All drawers must be fixed front except for the 5 high lateral top drawers which must be a pull out shelves with receding doors. The front edge of the pullout shelf bottom must be flanged upwards.
 - .6 The drawer and/or pullout shelf bottom and back must be slotted to receive dividers.
 - .7 A *two-high* lateral file cabinet must available with a cushion.
 - .8 Must be lockable by use of a key or keyless.
 - .9 Suspension - the suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.
 - .10 Safety System - Lateral filing cabinets with two or more extendible members must be equipped with a positive interlock system. The system must prevent any drawer from being opened by more than 51 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers shall be capable of being opened simultaneously.
 - .2 Dimensions:
 - .1 Vertical file cabinets must be 381mm (15 in.) wide and lateral file cabinets 760 mm (30 in.) and 914 mm (36 in.) wide, $\pm 25\text{mm}$ (± 1 in.).
 - .2 Lateral file cabinets must be 457 mm (18 in.) deep and vertical file cabinets 711 mm (28 in.) deep, $\pm 25\text{mm}$ (± 1 in.).
 - .3 Finishes:
 - .1 All lateral and vertical file cabinets must be painted metal.
 - .2 Cushion seats – When a cushion seat is required it must be upholstered on all *exposed* sides and must be capable of being removed without damaging the cabinet surface.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Must be equipped with four (4) levelling glides with a minimum vertical adjustment of 19 mm (0.75 in.). The glides must be adjustable from the interior of the cabinet.
 - .2 Pedestals
 - .1 Description:
 - .1 Pedestals must be freestanding, *work surface* supporting, *mobile*, or *mobile* with cushion.
 - .2 All pedestals must have a removable pencil tray that span the full interior width. Pencil trays must not easily tip or fall off the rail.
 - .3 All pedestals must have the following drawer configurations:
 - .1 Box/box/file
 - .2 File/file

.3 Box/file

- .4 Must be lockable by use of a key or keyless.
- .5 The file drawer must have a minimum of two (2) removable file dividers or a hanging file rail.
- .6 Mobile pedestals must have lockable casters and must be for carpet and hard surface floor covering.

.2 Dimensions:

- .1 Freestanding, or *work surface* supporting pedestals must be 610mm (24 in.) or 762mm (30 in.) in depth. Mobile pedestals must be 457 mm (18 in.) or 610mm (24 in.) in depth.
- .2 Must be 381mm (15 in.) wide.
- .3 Height must fit under the *work surface*, with the exception of a box/box/file and file/file with casters and cushion.

.3 Finishes:

- .1 Must be available in painted metal or high pressure laminate.

.4 Power and data:

- .1 N/A

.5 Support/Bases:

- .1 Must be available with, or without locking casters.
- .2 Mobile pedestals must have four (4) casters and must be for carpet and hard surface floor covering. Two (2) casters must be lockable.

.3 Personal Storage Towers

.1 Description:

- .1 Must be lockable using a key or keyless.
- .2 The personal storage towers must have two (2) file drawers, a wardrobe section with a door, and a storage compartment with or without a door.
- .3 The file drawers must be side to side and back to back filing.
- .4 The storage compartment must have adjustable shelves.
- .5 The wardrobe section must have a hanging coat rod and one shelf.
- .6 The wardrobe door and storage compartment door must be capable of being hinged on the right or left sides.

.2 Dimensions:

- .1 The height of the personal storage towers must be 1372mm (54in.) high, and 1676mm (66 in.) high.
- .2 Must be available in 610 mm (24 in.) or 762 mm (30 in.) wide.
- .3 The depth must be 610 mm (24 in.) or 762 mm (30 in.) wide.

.3 Finishes:

- .1 Must be available in painted metal or high pressure laminate.
- .4 Power and data:
 - .1 N/A
- .5 Support/Bases:
 - .1 Must have levelling glides.
- .4 Storage Cabinets and Wardrobes
 - .1 Description:
 - .1 The storage cabinet must have two full height doors, or be open. Open storage cabinet must be capable of being used as a bookcase.
 - .2 Storage cabinets must be provided with a minimum of three adjustable shelves for every 305 mm (12 in.) in height. Pin holes to support adjustable shelves must run from top to bottom of the unit on each side, \pm 350 mm (12 in.) from top and bottom.
 - .3 Wardrobes must have two doors. Doors must be hinged or sliding and must be lockable by use of a key or keyless.
 - .4 Wardrobes must have full-length coat rod for hanging more than one garment and a hat and/or boot shelf.
 - .2 Dimensions:
 - .1 Storage cabinets must:
 - .1 Must be 457 mm (18 in.) or 508 mm (20 in.) deep.
 - .2 The widths must be 762 mm (30 in.), 914 mm (36 in.), or 1218 mm (48 in.).
 - .3 Storage cabinets must be available in three height options:
 - .1 Low height storage must range from 610mm (24 in.) to 838mm (33 in.).
 - .2 Medium height storage must range from 864 mm (34 in.) to 1092 mm (43 in.).
 - .3 High height storage must range from 1118 mm (44 in.) to 1372 mm (54 in.).
 - .2 Wardrobes must:
 - .1 Must be 457 mm (18 in.) or 610 mm (24 in.) deep.
 - .2 The widths must be 762 mm (30 in.), 914 mm (36 in.), or 1218 mm (48 in.).
 - .3 Wardrobes must be available in two (2) height options:
 - .1 Medium height storage must range from 864 mm (34 in.) to 1092 mm (43 in.).
 - .2 High height storage must range from 1118 mm (44 in.) to 1372 mm (54 in.).
 - .3 Finishes:
 - .1 Must be available in painted metal or high pressure laminate.

- .2 All shelves, doors, and the interior of the storage cabinet must be finished in painted metal or high pressure laminate.
- .4 Power and data:
 - .1 N/A
- .5 Support/Bases:
 - .1 Must have levelling glides.
- .5 Open Area Personal Storage Lockers
 - .1 Description:
 - .1 Must be lockable by use of a key or keyless.
 - .2 Must be available in three height options: *One-high*, *two-high*, and three-high
 - .1 The height options may be achieved by stacking multiple single, or one (1) single and one (1) double, lockers.
 - .3 Personal storage units must be capable of ganging side-to-side and back-to-back.
 - .4 *One-high* and *two-high* personal storage lockers must be provided with a coat rod and shelf.
 - .2 Dimensions:
 - .1 Must be 457 mm (18 in.) or 508 mm (20 in.) deep.
 - .2 Each individual locker must be 305 mm (12 in.) or 457 mm (18 in.) wide.
 - .3 The total height of all height options must be within 1219 mm (48 in.) to 1372 mm (54 in.) high.
 - .3 Finishes:
 - .1 Must be available in painted metal or high pressure laminate.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Levelling glides, or 4 post legs no higher than 76mm (3 in.).

3.5 CATEGORY 4: Wood Veneer – Freestanding Products

- .1 Fixed Height Work Surfaces
 - .1 Description:
 - .1 Fixed height *work surfaces* must be rectangular, D-top, transitional in shape.
 - .2 Fixed height *work surfaces* must be available with modesty panel. The modesty panel must:
 - .1 The modesty panel must not prevent access to wall outlets, or interfere with *work surface* supports and power/data access.

- .2 The modesty panel must be installed flush with the *work surface* back edge or recessed within the *work surface* back edge.
- .3 Fixed height *work surfaces* must be capable of integrating with the storage products without interfering with wire management.
- .2 Dimensions:
 - .1 Rectangular *work surfaces* must be 610 mm (24 in.) or 762 mm (30 in.) deep by 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), or 2134 mm (84 in.) in width/length.
 - .2 Transitional *work surfaces* must be 610 mm (24 in.) deep at one end and 762 mm (30 in.) deep at the opposite end, and be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), or 2134 mm (84 in.) in width/length.
 - .3 D-top *work surface* must be 610 mm (24 in.), 762 mm (30 in.), or 914 mm (36 in.) deep at the narrowest depth by 1524 mm (60 in.), 1676 mm (66 in.), or 1829 mm (72 in.) in width/length.
 - .4 Work surfaces must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.
 - .5 Modesty panels must be no shorter than 457mm (16 in.), and not higher than 508mm (20 in.) in height. The modesty panel width must correspond with the width of the *work surface* ± 51 mm (± 2 in.) from each end.
- .3 Finishes:
 - .1 All *exposed* surfaces must be wood veneer.
 - .2 Modesty panels must be wood veneer, metal, or painted metal.
- .4 Power and data:
 - .1 Work surfaces measuring more than, and including, 2134 mm (48 in.) in length must be provided with a minimum of two grommets with wire management.
 - .2 Work surfaces measuring less than 2134 mm (48 in.) in length must be provided with one grommet with wire management.
- .5 Support/Bases
 - .1 Must be available with two full height or two half height *end gables*, or a combination one each both.
 - .2 Partial height *end gables* or legs must be capable of attaching to a low storage unit/*credenza*.
- .2 Meeting Tables
 - .1 Description
 - .1 Table top shapes must be round, square, or rectangular.
 - .2 Lockable casters must be available for tables with a dimension of 914mm (36 in.) by 914mm (36 in.) or less;

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- .2 Dimensions
- .1 The diameter of the round meeting tables must be 762 mm (30 in.), 914 mm (36 in.), or 1067 mm (42 in.).
- .2 Square meeting tables must be 762 mm x 762 mm (30 in. x 30 in.), 914 mm x 914 mm (36 in. x 36 in.), or 1067 mm x 1067 mm (42 in. to 42 in.).
- .3 Rectangular meeting tables must be 762 mm (30 in.) or 914 mm (36 in.) deep, by 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) long.
- .4 Tables must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.
- .3 Finishes
- .1 Table top finishes must be wood veneer.
- .2 Table base/supports must be provided in chrome, metal, painted metal or wood/wood veneer.
- .4 Power and data
- .1 Not required.
- .5 Support/table bases
- .1 Round tables must be provided with a central *pedestal base*.
- .2 Square tables must be provided with a four-post legs, or central *pedestal base*.
- .3 Rectangular tables must be provided with four-post legs, end gables, or *panel bases*, with or without central column for support,
- .3 Pedestals
- .1 Description:
- .1 Pedestals must be freestanding, or *work surface supporting* or *mobile* or *mobile* with cushion.
- .2 All pedestals must have a removable pencil tray that span the full interior width. Pencil must not easily tip or fall off the rail.
- .3 All pedestals must have the following drawer configurations:
- .1 Box/box/file
- .2 File/file
- .3 Box/file
- .4 The file drawer must have a minimum of two (2) removable file dividers or a hanging file rail.
- .5 Must be lockable by use of a key or keyless.
- .6 Mobile pedestals must have lockable casters and must be for carpet and hard surface floor covering.
- .2 Dimensions:

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- .1 Freestanding, or *work surface* supporting pedestals must be 610mm (24 in.) or 762mm (30 in.) in depth. Mobile pedestals must be 457 mm (18 in.) or 610mm (24 in.) in depth.
 - .2 Must be 381mm (15 in.) wide.
 - .3 Height must fit under the *work surface*, with the exception of a box/box/file and file/file with casters and cushion.
 - .3 Finishes:
 - .1 All *exposed* surfaces must be wood veneer.
 - .2 When a cushion seat is required it must be upholstered on all *exposed* sides.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Mobile pedestals must have four (4) casters, two (2) of which must be locking. Casters must be appropriate for carpet and hard surface floor covering.
 - .4 Personal Storage Tower
 - .1 Description:
 - .1 The personal storage towers must have two (2) file drawers, a wardrobe section with a door, and a storage compartment with or without a door.
 - .1 The file drawers must be side to side and back to back filing.
 - .2 The storage compartment must have adjustable shelves.
 - .3 The wardrobe section must have a hanging coat rod and one shelf.
 - .2 The wardrobe door and storage compartment door must be capable of being hinged on the right or left sides.
 - .3 Must be lockable by use of a key or keyless.
 - .2 Dimensions:
 - .1 The height of the personal storage towers must be 1372mm (54in.) or 1676mm (66 in.) high.
 - .2 Must be 610 mm (24 in.) or 762 mm (30 in.) wide.
 - .3 The depth must be 610 mm (24 in.) or 762 mm (30 in.).
 - .3 Finishes:
 - .1 All *exposed* surfaces must be wood veneer.
 - .2 All interior shelves must be wood veneer.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:

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- .1 Must have levelling glides.
 - .5 Wardrobes
 - .1 Description:
 - .1 Wardrobes must have two doors. Doors must be hinged or sliding and must be lockable.
 - .2 Wardrobes must have full-length coat rod for hanging more than one garment and a hat and/or boot shelf.
 - .3 Must be lockable by use of a key or keyless.
 - .2 Dimensions:
 - .1 The width must be 762 mm (30 in.), or 914 mm (36 in.).
 - .2 Must be 457 mm (18 in.), 508 mm (20 in.), or 610 mm (24 in.) deep.
 - .3 Must be available in two (2) heights: 1676 mm (66 in.) and 1829 mm (72 in.)
 - .3 Finishes:
 - .1 All *exposed* surfaces must be wood veneer.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Must have levelling glides.
 - .2 Pin holes to support adjustable shelves must run from top to bottom of the unit on each side, ± 305 mm (± 12 in.) from top and bottom. Pins must be provided at a minimum of 38 mm (1 1/2 in.) intervals, with a tolerance of ± 19 mm ($\pm 3/4$ in.).
 - .6 Credenzas
 - .1 Description:
 - .1 Credenzas must have open shelves, shelving with doors, drawers, or a combination of open shelves/doors/drawers for storage.
 - .1 Drawers must have one file drawer, or box and file drawer.
 - .2 Credenza units must be capable of being located beneath a fixed height *work surface*, to partially support a *work surface*, or stand alone with a top surface.
 - .3 Must be lockable by use of a key or keyless.
 - .2 Dimensions:
 - .1 Credenzas must be provided in two heights: full height and partial height:
 - .2 Full height to be:
 - .1 The height of the *credenza* units must be 737 mm to 762 mm (29 in. to 30 in) in height

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- .2 The depth of a *credenza* unit must be 508 mm (20 in.), and 610 mm (24 in.)
 - .3 Credenzas must be 1524 mm (60 in.), 1676 mm (66 in.), or 1829 mm (72 in.) in width/length.
 - .3 Partial height to be:
 - .1 The height of the *credenza* units must be between 533 mm and 610 mm (21 in. and 24 in.) in height.
 - .2 The depth of a *credenza* unit must be 508 mm (20 in.), and 610 mm (24 in.).
 - .3 Credenzas must be 1524 mm (60 in.), 1676 mm (66 in.), or 1829 mm (72 in.) in width/length.
 - .3 Finishes:
 - .1 All *exposed* surfaces must be wood veneer.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Must have four (4) legs or levelling glides.

.7 Hutches

 - .1 Description:
 - .1 Hutches and overhead storage units must be available either open or closed.
 - .2 A closed *hutch* and overhead storage unit must be provided with doors that hinge vertically, by pass sliding doors, or flip top doors which recede into the top of the storage unit.
 - .3 Must be lockable by use of a key or keyless.
 - .4 Must be available with an under cabinet light fixture which extends the full length of the storage unit, -305mm (-12 in.)
 - .2 Dimensions:
 - .1 A *hutch* installed onto a *credenza* unit must not exceed a combined height of 1676mm (66 in.).
 - .2 The depth of a *hutch*/overhead storage unit must be available in 305 mm (12 in.) or 381mm (15 in.).
 - .3 Hutches/overhead storage units must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), or 2134 mm (84 in.) in width/length.
 - .3 Finishes:
 - .1 All *exposed* surfaces must be wood veneer.
 - .4 Power and data:

- .1 N/A
- .5 Support/Bases:
 - .1 Hutches must be securely but not permanently affixed to a desk or low *credenza* unit. When a *hutch* is removed it will not cause any damage to the top of the supporting surface.
- .8 *Two-High* Lateral File Cabinets
 - .1 Description:
 - .1 Each drawer must have a minimum of two removable dividers, hanging-file bars and legal-to-letter conversion bars. The drawers must be slotted to receive dividers.
 - .2 All drawers must be fixed front.
 - .3 Must be provided with a cushion.
 - .4 Must be lockable by use of a key or keyless.
 - .5 Suspension - the suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.
 - .6 Safety System - Lateral filing cabinets with two or more extendible members must be equipped with a positive interlock system. The system must prevent any drawer from being opened by more than 51 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers shall be capable of being opened simultaneously.
 - .2 Dimensions:
 - .1 Lateral file cabinets must be 760 mm (30 in.) wide by 711 mm (29 in.) deep, $\pm 25\text{mm}$ (± 1 in.).
 - .2 A *two-high* lateral file cabinet must fit under a work surface.
 - .3 Finishes:
 - .1 All *exposed* surfaces must be wood veneer.
 - .2 Cushion seats – When a cushion seat is required it must be upholstered on all *exposed* sides and must be capable of being removed without damaging the cabinet surface.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Must be equipped with four (4) levelling glides with a minimum vertical adjustment of 19 mm (0.75 in.). The glides must be adjustable from the interior of the cabinet

3.6 CATEGORY 5: *Ancillary* and Lighting Products

- .1 Keyboard and Mouse Support Surfaces:
 - .1 Description:

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- .1 Keyboard and mouse support surfaces must be *articulating*.
 - .2 Keyboard and mouse support must be lever free
 - .3 The location of the top of the keyboard and mouse support surface (in particular, the home row of the keyboard) must allow the user to maintain neutral shoulder, elbow and wrist postures.
 - .4 For a separate mouse surface, it must have the ability to slide under or rotate 180° to the rear of the *work surface* when not in use.
 - .5 The keyboard and mouse support surface must be equipped with a removable palm support which is either gel- based or foam.
- .2 Dimensions:
- .1 Must attach to the *work surface* and be continuously height adjusted by the user through of lever-free controls, and be locked at any position within a minimum range of 203 mm (8 in.), to 127 mm (5 in.) below the support surface and 50 mm (2 in.) above the support surface. A tolerance of ± 19 mm (± 0.75 in.) is acceptable. Once the keyboard/mouse support surface has been locked in the desired position, the surface must remain stable during the normal keying and mousing use.
 - .2 The track must be provided in a minimum of two lengths: one to fit under a 610 mm (24 in.) deep surface and under a 762 mm (30 in.) deep surface.
 - .3 The depth of the keyboard surface must accommodate a standard rectangular keyboard device; the keyboard support surface and mouse area must be a minimum of 635 mm (25 in.) wide and must be designed to prevent the keyboard and mouse device from slipping off the surface.
 - .4 The keyboard and mouse support surfaces must be equipped with a surface large enough for mousing, be at the right or left or both sides of the keyboard, and must be mounted in order to provide independent horizontal swivel adjustability. The mouse must not slip off the mouse surface.
 - .5 The keyboard and mouse support surfaces must have a rearward tilt of a minimum of -15° and have a horizontal rotation of 360°.
- .3 Finishes:
- .1 Palm support must be gel or foam.
- .4 Power and data:
- .1 N/A
- .5 Support/Bases:
- .1 The keyboard and mouse support surfaces must be supported by a track hardware and slide under the *work surface* when not in use.
 - .2 The keyboard and mouse support surface must not interfere with leg clearance.
 - .3 The adjustable mouse support surface must not interfere with the keying action of the user.

- .4 When the mounting bracket for a keyboard tray and mouse support is required to be installed to the underside of a height adjustable work surface, the keyboard tray and mouse support unit must:
 - .1 Include offset mounts to lower the keyboard tray and mouse support bracket as required to clear any cross bar(s) on the height adjustable unit.
 - .2 Pre-cut the mounting bracket of the keyboard tray and mouse support to an appropriate length to mount in front of any cross bar(s) on the height adjustable unit.
 - .3 Prior to installation, the successful SA Holder must advise the project Technical Authority if options 5.4.1 or 5.4.2 above is required and must be coordinated in a timely manner.
- .2 Computer Processor Unit (CPU) Support
 - .1 Description:
 - .1 Must be under the *work surface* mounted or stand-alone.
 - .2 The under *work surface* mounted must retract, slide in-and-out, and swivel.
 - .3 The stand-alone unit must be mobile.
 - .2 Dimensions:
 - .1 The CPU holder must adjust from a minimum of 89mm to 236mm (3.5 in. to 9.3in.) wide and 317.5 mm to 571.5 mm (12.5 in. to 22.5 in.) high to accommodate various sizes of CPU units.
 - .3 Finishes:
 - .1 Must be painted metal, black or grey strap, or a combination of both.
 - .4 Power and data:
 - .1 N/A
 - .5 Support/Bases:
 - .1 Supports must allow CPU holder to slide in and out from under the *work surface*.
- .3 Monitor Arms
 - .1 Description:
 - .1 Monitor arms must be a single arm or dual arm.
 - .2 The flat screen monitor must be securely attached to the monitor arm, must not dislodge from the structure or *work surface*.
 - .3 Monitor mounting bracket must be VESA mountable for up to 32" monitor size, and provide the necessary components to ensure a secure mount to the monitor and to rotate the monitor from portrait to landscape positioning.
 - .4 The adjustment mechanism must be gas lift or spring tension or pneumatic.

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- .2 Dimensions:
 - .1 The monitor arm must adjust vertically from a minimum range of 241mm (9.5in.) and horizontally from a minimum range of 490mm (19.3in.) and a minimum range of 483mm (19 in.) from installation point to full extension toward the user and the monitor must rotate and swivel 360 degrees without using tools. A tolerance of $\pm 25.4\text{mm}$ ($\pm 1\text{ in.}$) on all adjustments.
 - .2 The horizontal tolerance for the monitor must be of -25.4mm (-1in.)
 - .3 Finishes:
 - .1 The monitor arm must be constructed from metal and be finished in paint.
 - .4 Power and data:
 - .1 Wires must be contained securely as to not interfere with the movement of the monitor.
 - .5 Support/Bases:
 - .1 The monitor arm must attach to the *work surface* edge with a clamp or into a *work surface* grommet or attached to a rail system.
 - .2 Each swivel arm must support the weight of one monitor of a minimum of 9.07kg (20lbs).
 - .4 Task Lights
 - .1 Description:
 - .1 All task lights must have an *articulating* arm.
 - .2 All task lights must be with an on/off switch.
 - .2 Dimensions:
 - .1 N/A
 - .3 Finishes:
 - .1 *Articulating* arm and weighted base must be painted metal.
 - .2 The fixture head must be painted metal or plastic.
 - .4 Power and data:
 - .1 All lighting products must be CSA certified.
 - .2 Optional power outlet, either duplex, USB plug, or a combination of both, at base must be provided.
 - .3 Must provide a minimum 1218 mm (48 in.) power cord.
 - .5 Support/Bases
 - .1 Must have a height adjustable arm with pivot capabilities to redirect light.
 - .2 Task lights must be weighted so to not tip over.
 - .3 Must be desk-base or clamped to the desk.
 - .5 Power Modules

- .1 Description:
 - .1 Power modules must be *work surface* mounted or free standing floor modules.
 - .2 Floor mounted power modules must stand vertically and must not be wider than it is tall.
- .2 Dimensions:
 - .1 The power receptacles of the free standing power modules must be elevated off the floor no lower than 457 mm (18 in.). The overall height must be no taller than 787 (31 in.).
 - .2 The *diameter footprint* of the free standing power module must be no larger than 152 mm (6 in.), excluding base supports.
- .3 Finishes:
 - .1 N/A
- .4 Power and data:
 - .1 Power modules must provide a minimum of three (3) simplex power outlets, or one (1) USB outlet and two (2) simplex outlets.
 - .2 Must provide a minimum 2438 mm (96 in.) power cord.
- .5 Support/Bases:
 - .1 The *work surface* mounted power module must clamp to the edge of the desk.

3.7 CATEGORY 6: Tables and Credenzas

- .1 Meeting Room Tables:
 - .1 *Small Meeting Tables*
 - .1 Description
 - .1 Table shapes must be round, square or rectangular.
 - .2 Lockable casters must be available for tables with a dimension of 914mm (36 in.) or less;
 - .3 Table edge must be a 3mm (0.1 in.) radius edge.
 - .2 Dimensions
 - .1 Small round tables must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) in diameter
 - .2 Small square tables must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) squared.
 - .3 Small rectangular tables must be 610 mm (24 in.) or 762 mm (30 in.) wide by 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) long.
 - .4 Tables must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.

- .3 Finishes
 - .1 Table top finishes must be high pressure laminate for tables with a dimension less than 1524 mm (60 in.);
 - .2 Table top finishes must be high pressure laminate or wood veneer for tables with a dimension 1524 mm (60 in);
 - .3 Table base/supports must be provided in chrome, or painted metal.
- .4 Power and data
 - .1 Not required.
- .5 Support/table bases
 - .1 Round tables must be provided with a central *pedestal base*;
 - .2 Square tables must be provided with a four-post legs, or central *pedestal base*;
 - .3 Rectangular tables must be provided with four-post legs, or central *pedestal base*.

.2 Medium Meeting Tables

- .1 Description
 - .1 Table shapes must be boat, rectangular, or racetrack.
 - .2 Table tops must be composed of maximum of three (3) pieces.
 - .3 Table edge must be a 3mm (0.1 in.) radius edge.
- .2 Dimensions
 - .1 Medium rectangular tables must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), or 1219 mm (48 in.) wide, by 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), 2134 mm (84 in.), 2286 mm (90 in.), 2438 mm (96 in.), 2591 mm (102 in.), 2743 mm (108 in.), 2896 mm (114 in.), or 3048 mm (120 in.) long
 - .2 Tables must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.
- .3 Finishes
 - .1 Table top finishes must be high pressure laminate or wood veneer.
 - .2 Table base/supports must be provided in chrome, painted metal, or high pressure laminate, or a combination of the above.
- .4 Power and data
 - .1 One (1) power/data module with wire management must be provided for every table less than, 2134 mm (84 in.) in length.
 - .2 Two (2) power/data modules with wire management must be provided for every table longer than, and including, 2134 mm (84 in.) in length.
- .5 Support/table bases

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- .1 Post legs with *column base*, or *panel bases* must be provided for medium meeting room tables.
 - .2 Tables specified with power module(s) must have one or more table supports provided with wire management which runs through the support and connects to the power module(s) on the table top.
 - .3 *Large Meeting Tables*
 - .1 Description
 - .1 Table shapes must be boat, rectangular, or racetrack.
 - .2 Table tops must be provided in a minimum of two pieces and not more than six pieces, to ensure they will fit into service elevators.
 - .3 Individual pieces may not function as a table separate from each other.
 - .4 Table edge must be a 3mm (0.1 in.) radius edge.
 - .2 Dimensions
 - .1 Large tables must range from 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.) wide by 3048 mm (120 in.), 3200 mm (126 in.), 3353 mm (132 in.), 3505 mm (138 in.), 3658 mm (144 in.), 3810mm (150 in.), 3962 mm (156 in.), 4115 mm (162 in.), 4267 mm (168 in.), 4420 mm (174 in.), 4572 mm (180 in.), 4724 mm (186 in.), or 4877 mm (192 in.) in length.
 - .2 Tables must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.
 - .3 Finishes
 - .1 Table top finishes must be high pressure laminate or wood veneer.
 - .2 Table base/supports must be provided in chrome, painted metal, or high pressure laminate, or a combination of the above.
 - .4 Power and Data
 - .1 Two (2) power/data module with wire management must be provided for every table less than, 3962 mm (156 in.) in length.
 - .2 Three (3) power/data modules with wire management must be provided for every table longer than, and including, 3962 mm (156 in.) in length.
 - .5 Supports/ Table Bases
 - .1 Post legs and *column base*, or *panel bases* must be provided for large meeting room tables.
 - .2 One or more table supports must be provided with wire management which runs through the support and connects to the power module(s) on the table top.
 - .2 Video Conferencing Tables
 - .1 Description

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- .1 Must have V-shape to accommodate video conferencing.
 - .2 The conference table may be composed of individual tables ganged together to meet the required shape and dimensions.
 - .1 Ganging or linking devices must allow tables to be joined together in horizontal positions and/or 90 and/or 180 degrees to each other while still allowing for the provision of power and data connectivity across the entire multi-table configuration
 - .3 Table tops must be provided in a minimum of two pieces and not more than six pieces to ensure they will fit into service elevators when the table is not comprised of individual tables joined together.
 - .4 Modesty panels must be provided when there is open space in the center of the table configuration.
 - .5 Table edge must be 3mm (0.1 in.) radius edge.
 - .2 Dimensions
 - .1 Video conferencing tables overall width must be 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) narrowest end, by 3048 mm (120 in.), 3200 mm (126 in.), 3353 mm (132 in.), 3505 mm (138 in.), 3658 mm (144 in.), 3810mm (150 in.), 3962 mm (156 in.), 4115 mm (162 in.), 4267 mm (168 in.), 4420 mm (174 in.), 4572 mm (180 in.), 4724 mm (186 in.), or 4877 mm (192 in.) in length.
 - .2 Tables must have a minimum surface depth at any given point of 610 mm (24 in.).
 - .3 Modesty panels must be no shorter than 457mm (16 in.), and no higher than 508mm (20 in.) in height.
 - .4 Tables must have a fixed height measuring 737 mm (29 in.) from the floor to the under surface of the *tabletop*.
 - .3 Finishes
 - .1 Table top finishes must be high pressure laminate.
 - .2 Table base/supports must be provided in chrome, painted metal, or high pressure laminate, or a combination of the above.
 - .3 Modesty panels must be high pressure laminate or painted metal.
 - .4 Power and Data
 - .1 One power/data modules with a minimum of one duplex power outlet, and wire management below the table top, must be provided for every 1219mm (48 in.) of surface length.
 - .2 Cable management below the *work surface* must be provided.
 - .5 Supports/ Table Bases
 - .1 *End gables*, *column bases*, or post legs must be provided for video conference tables composed of units that do not function as individual meeting tables. *End gables* must allow for power cables to pass through.
 - .2 Post, C-legs, T-legs, or Y-legs must be provided for video conference tables composed of units that function as individual meeting tables when not ganged together. These table supports must be provided with wire

management attached to the legs, through the bases, and installed under the table surface by means of a trough or tray.

.3 Training Room Tables

.1 Description

- .1 Training tables must be *modular* and capable of accommodating frequent reconfigurations by the users without the use of the manufacturer's proprietary tools.
- .2 Training tables must be rectangular, trapezoid, or half-moon.
- .3 Training tables must be flip-top or fixed top.
- .4 Flip-top tables must be collapsible and lockable in an upright position and must be designed to nest within each other for ease of storing when not in use.
- .5 Table edge must be a 3mm (0.1 in.) radius edge.
- .6 All tables must be designed to accommodate being butted against one another end-to-end or side-to-side.
- .7 All tables must be supplied with ganging or linking devices to ensure they can be joined together in horizontal positions and/or 90 and/or 180 degrees to each other while still allowing for the provision of power and data connectivity across the entire multi-table configuration.

.2 Dimensions

- .1 The depth of the table must be provided in two sizes; 610 mm (24 in.) or 762 mm (30 in.).
- .2 The length of the table must be provided in six sizes; 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), or 1829 mm (72 in.).
 - .1 The length of a trapezoid and half-moon table must be measured along the longest width.

.3 Finishes

- .1 Table top must be high pressure laminate.
- .2 Supports must be chrome, or painted metal.
- .3 Modesty panels must be high pressure laminate or painted metal.

.4 Power and Data

- .1 Tables must be provided with *concealed* cable management and allow for power and data connectivity across the entire multi-table configuration when tables are ganged together.
- .2 All power and data connections must be inherent in the table design.
- .3 Tables must be pre-wired and provide removable connections to floor monuments.
- .4 Power modules must be modules recessed into the table top with wire management.

- .5 Surfaces shorter than 1218 mm (48 in.) wide must be provided with a minimum of two power inputs (one duplex); surfaces which are longer, and including, 1218 mm (48 in.) must be provided with two power inputs (two duplex).
- .6 The module must have a 15-ampere cord that is a minimum of 2743 mm (9 ft.) long.
- .5 Supports/Table Bases
 - .1 Tabletops must be supported by four post legs, C-Legs, T-Legs, or Y-shaped legs.
 - .2 Table must be available with lockable casters.
- .6 Modesty Panels
 - .1 Modesty panels must be flush with the edge of the *work surface* or be recessed not more than 127 mm (5 in.).
 - .2 Modesty panels must conceal wire management.
 - .3 Modesty panels must provide leg privacy without interfering with the supports.
 - .4 The height of the modesty panel must be partial height and allow for a floor clearance which provides wire access from wall power/data to equipment.
 - .5 The width of the modesty panels must be such that the full width is the table is covered and made private.
 - .6 Modesty panels must be no shorter than 457mm (16 in.) in height and not larger than 508mm (20 in.) in height.
 - .7 Modesty panels must be provided in high pressure laminate, metal, or fabric.
- .4 Credenzas
 - .1 Description
 - .1 Credenzas must have open shelves, shelving with doors, or a combination of the features for storage.
 - .2 Credenza doors must be lockable.
 - .3 Credenzas must provide access to power and data through grommets at the back.
 - .2 Dimension
 - .1 Credenzas must be 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), or 1829 mm (72 in.) in length.
 - .2 Credenzas must be 457 mm (18 in.), 508 mm (20 in.), or 610 mm (24 in.) in depth.
 - .3 Credenza height must be between 711 mm (28 in.) to 864 mm (34 in.).
 - .3 Finishes
 - .1 Must be finished in high pressure laminate, or wood veneer.

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- .1 Square table: 457 mm (18 in.), 508 mm (20 in.), or 610 mm (24 in.) deep, squared
 - .2 Round table: 457 mm (18 in.), 508 mm (20 in.), or 610 mm (24 in.) diameter.
 - .3 Height of table surface: Must be between 356 mm (14 in.) and 533 mm (21 in.) above finished floor.
 - .3 Finishes
 - .1 Table top must be solid surface, high pressure laminate, wood veneer, back painted glass, or painted MDF.
 - .2 Legs and/or base must be chrome, painted metal, or wood.
 - .3 *End gables* must be high pressure laminate or wood veneer.
 - .4 Power and Data
 - .1 Not required.
 - .5 Supports/Table Bases
 - .1 Must have 4-post legs, *end gables*, or pedestal supports.
 - .7 Collaborative Meeting Tables
 - .1 Description
 - .1 Collaborative meeting tables must be counter height or bar height.
 - .2 Collaborative meeting tables must be round or square.
 - .3 Can be used in either a *kitchenette* or an open *collaborative space*.
 - .4 Must have a 3mm (0.1 in.) radius edge.
 - .2 Dimensions
 - .1 Round: Must be 762 mm (30 in.), or 914 mm (36 in.) in diameter.
 - .2 Square: Must be 762 mm x 762 mm (30 in. x 30 in.) and 914 mm x 914 mm (36 in. x 36 in.).
 - .3 Counter height: the height of the table surface must be 864 mm to 940 mm (34 in. to 37 in.) above finished floor.
 - .4 Bar height: the height of the table surface must be 1041mm (41 in.) to 1092mm (43 in.) above finished floor.
 - .3 Finishes
 - .1 Table top must be high-pressure laminate.
 - .2 *Pedestal base* must be chrome, or painted metal.
 - .4 Power and Data
 - .1 Not required.
 - .5 Supports/Table Bases
 - .1 Round tables must be provided with a central *pedestal base*;

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- .2 Square tables must be provided with a four-post legs, or central *pedestal base*.
 - .8 Collaborative Lounge Height Meeting Tables
 - .1 Description
 - .1 Lounge height meeting table must be square or round.
 - .2 Can be used in either a *kitchenette* or an open *collaborative space*.
 - .3 Must have a 3mm (0.1 in.) radius edge.
 - .2 Dimensions
 - .1 Square table must be 762mm x 762mm (30 in. x 30 in.), 914mm x 914mm (36in. x 36 in.), or 1067 mm x 1067 mm (42 in. x 42in.).
 - .2 Round tables must be 762mm diameter (30 in. dia.), 914mm diameter (36 in. dia.), or 1067 mm diameter (42 in. dia.).
 - .3 Height of table surface: 660 mm (25 in.) above finished floor.
 - .3 Finishes
 - .1 Table top must be high-pressure laminate.
 - .2 Base must be chrome, or painted metal.
 - .4 Power and Data
 - .1 Tables must be provided with *concealed* cable management and allow for power and data connectivity.
 - .2 Tables must be pre-wired and provide removable connections to floor monuments.
 - .3 Power modules must be recessed into the *tabletop* or surface mounted power/data modules with wire management and provide a minimum of two power inputs and two data inserts.
 - .5 Supports/Table Bases
 - .1 Must be provided with a central *pedestal base*;
 - .9 Kitchenette Island Table
 - .1 Description
 - .1 Kitchenette island tables must be rectangular to mimic kitchen island millwork in *kitchenette*. Can be used in either a *kitchenette* or an open *collaborative space*.
 - .2 Tables must have a 3mm (0.1 in.) radius edge.
 - .3 Must be counter height, or bar height.
 - .2 Dimensions
 - .1 Table top must be 1524 mm (60 in.), 829 mm (72 in.), 2134 mm (84 in.), or 2438 mm (96 in.) long, by 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.) deep.

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- .2 Counter height table surface must be between 864 mm to 940 mm (34 in. to 37 in.), above finished floor.
 - .3 Bar height table surface must be between 1041mm to 1092mm (41 in. to 43 in.) above finished floor.
 - .3 Finishes
 - .1 Table top must be high-pressure laminate.
 - .2 *End gables* must be high pressure laminate, painted metal, or wood, or any combination of the above.
 - .4 Power and Data
 - .1 Kitchenette island tables with power and data capability must have a minimum of two (2) duplex outlets or pairs of power outlets, and two (2) data outlets accessible from either side of the table.
 - .2 Must have a continuous horizontal power, data, and cable management component that runs under the surface and are *concealed* from view. The power, data, and cable management must be pre-wired.
 - .3 Power and data connections must be supplied from the floor. All connections and cables must be contained and controlled in a casing/spine from the floor to any location from the underside of the table and integrated into the design of the table.
 - .4 Must be provided with either:
 - .1 One-touch flip-top power and data access units that are fully integrated with the power and data outlets, are flush with the surface, and located along the centerline of the table, or
 - .2 With a slot or trough with fixed or flip top faceplates that are fully integrated with the power and data outlets, are flush with the surface, and located along the centerline of the table.
 - .5 Supports/Table Bases
 - .1 Table base must be *end gables*, or *waterfall edge*.
 - .10 Laptop Tables
 - .1 Description
 - .1 Table to allow laptop work to be completed from a lounge/seated position.
 - .2 Table top shape must be rectangular or round/other.
 - .2 Dimensions
 - .1 Depth must be less than or equal to 457 mm (18in.), the width must be less than or equal to 914 mm (36in.).
 - .2 The overall surface area must be less than or equal to 3700 square cm (573 square in.).
 - .3 Size must be intended for the placement of a laptop.
 - .4 Height of table surface must be between 610 mm and 660 mm (24 in. and 26 in.) above the finished floor.

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- .3 Finishes
 - .1 Lap top tables must be available in the two (2) following finish options:
 - .1 Wood veneer finish, either finished in wood veneer in its entirety or with a metal frame supporting a wood veneer top;
 - .2 High pressure laminate finish, either finished in high pressure laminate in its entirety or with a metal frame supporting a laminate top;
 - .2 Metal frames must be painted metal or chrome.
 - .4 Power and Data
 - .1 Not required.
 - .5 Supports/Table Bases
 - .1 Support must be offset to allow unimpeded leg clearance under the table surface.
 - .2 Must be comprised of a one (1) *pedestal base*, one (1) open or closed *panel base*, or a *waterfall edge* which also form the floor base.
 - .11 Narrow Side Table
 - .1 Description
 - .1 Narrow side table is used to create a division between workspaces or to be used as side tables.
 - .2 Must be available in two heights: lounge height and counter height.
 - .3 Table top must be rectangular or racetrack shaped.
 - .4 Must have integrated power.
 - .2 Dimensions
 - .1 Lounge height must be: Height of table surface: 584mm to 838 mm (23 in. to 33 in.) above finished floor, ± 13 mm ($\pm 1/2$ in.).
 - .2 Counter height must be: Height of table surface: 864 mm to 1066 mm (34 in. to 42 in.) above finished floor, ± 13 mm ($\pm 1/2$ in.).
 - .3 Overall length must be 1524 mm to 1676 mm (60 in. to 66 in.)
 - .4 Overall depth must be 305 mm to 457 mm (12 in. to 18 in.)
 - .5 A tolerance of ± 25 mm (± 1 in.) is acceptable for all dimensions
 - .3 Finishes
 - .1 Table top must be high pressure laminate.
 - .2 Table legs/support must be high pressure laminate or painted metal.
 - .4 Power and Data
 - .1 A minimum of two powers outlets must be provided.
 - .2 Power/data cable management must be provided to conceal all power/data cables integral to the unit.

.5 Support/Table Bases

- .1 Panel base, Waterfall edge and *panel base*, gable ends, or 4 post legs.

.12 Multi-Media Tables

.1 Fixed Height Multi-Media Tables

.1 Description

- .1 The *work surface* of a multimedia table must be rectangular, trapezoid, or D-shaped.
- .2 Multi-media tables must have an integrated monitor support panel which must accommodate the placement of both a single monitor and double monitors.
- .3 Multi-media tables must be designed to accommodate equipment such as flat-screen monitors, wireless transmitters, and associated control equipment. However, the equipment does not form part of these specifications.

.2 Dimensions

- .1 Multi-media tables must be provided in three heights: seated height, bar height, and counter height.
- .1 Seated height table surface must be 737mm (30 in.) above finished floor.
- .2 Counter height tables must be between 864 mm to 940 mm (34 in. to 37 in.) above finished floor.,
- .3 Bar height tables must be between 1041 and 1092 mm (41 and 43 in.) above finished floor.
- .2 The length must range 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), 2134 mm (84 in.), 2286 mm (90 in), 2438 mm (96 in.), 2591 mm (102 in.), 2743 mm (108 in.), 2896 mm (114 in.), 3048 mm (120 in.).
- .3 The width at the widest end must be 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.), and be not narrower than 660mm (25 in) at the narrowest end.
- .4 A tolerance of ± 50.8 mm (± 2 in.) is acceptable for both the length and width.

.3 Finishes

- .1 Table top must be high pressure laminate.
- .2 Legs and/or base must be painted metal or high pressure laminate.
- .3 Table top must have a 3mm (0.1 in.) radius edge

.4 Power and Data

- .1 Tables must be provided with a minimum of one recessed power module on the table top.
- .2 Data module can be either integrated into the table in the recessed power module, or a unit consisting of one receiver and

- multiple individual dongles to connect one's laptop/ tablet display to the main screen.
- .3 Power and data cable management must be provided to conceal all power/data cables integral to the unit.
- .5 Support/Table Bases
- .1 Multi-media table bases must accommodate cable and wire management. Cable and wire management may not impede seating.
 - .2 When a single monitor supports are required, monitor supports must accommodate flat screen monitor ranging in diagonal sizes from 813 mm (32 in.) to 1524 mm (60 in.).
 - .3 When dual monitor supports are required, monitor supports must accommodate flat screen monitor ranging in diagonal sizes from 813 mm (32 in.) to 1168 mm (46 in.).
 - .4 Frame must allow for ± 51 mm (± 2 in.) of levelling minimum.
- .2 Height Adjustable Multi-Media Tables
- .1 Description
 - .1 The *work surface* of a multimedia table must be rectangular, trapezoid, or D-shaped.
 - .2 Multi-media tables must have an integrated monitor support panel which must accommodate the placement of both a single monitor or a double monitors.
 - .3 Multi-media tables must be designed to accommodate equipment such as flat-screen monitors, wireless transmitters, and associated control equipment. However, the equipment does not form part of these specifications.
 - .2 Dimensions
 - .1 The height adjustability of the *sit-stand* range height adjustable *work surfaces* must be capable of adjusting between 965 mm (38 in.) to 1245 mm (49 in.).
 - .2 The length must range 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), 2134 mm (84 in.), 2286 mm (90 in.), 2438 mm (96 in.), 2591 mm (102 in.), 2743 mm (108 in.), 2896 mm (114 in.), 3048 mm (120 in.).
 - .3 The width at the widest end must be 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.), and be not narrower than 660mm (25 in) at the narrowest end.
 - .4 A tolerance of ± 50.8 mm (± 2 in.) is acceptable for both the length and width.
 - .3 Finishes
 - .1 Table top must be high pressure laminate.
 - .2 Legs and/or base must be painted metal or high pressure laminate.
 - .3 Table top must have a 3mm (0.1 in.) radius edge

- .4 Power and Data
 - .1 Tables must be provided with a minimum of one recessed power module on the table top.
 - .2 Data module can be either integrated into the table in the recessed power module, or a unit consisting of one receiver and multiple individual dongles to connect one's laptop/tablet display to the main screen.
 - .3 Power and data cable management must be provided to conceal all power/data cables integral to the unit.
 - .4 The electrical controls must be certified to be compliant with CSA C22.2 No 203.
- .5 Support/Table Bases
 - .1 Multi-media table bases must accommodate cable and wire management. Cable and wire management may not impede seating.
 - .2 When a single monitor supports are required, monitor supports must accommodate flat screen monitor ranging in diagonal sizes from 813 mm (32 in.) to 1524 mm (60 in.).
 - .3 When dual monitor supports are required, monitor supports must accommodate flat screen monitor ranging in diagonal sizes from 813 mm (32 in.) to 1168 mm (46 in.).
 - .4 Frame must allow for ± 51 mm (± 2 in.) of levelling minimum.

3.8 CATEGORY 6: Seating

- .1 Banquette Seating
 - .1 Description
 - .1 Must be available in three (3) sizes: individual-seater, two-seater, and three-seater.
 - .2 Must come in two back options: Low-back with or without high *privacy screen*, or mid-back with or without high *privacy screen*.
 - .3 Privacy screen must have the following features:
 - .1 Individual-seater must have add-on screen(s) to create privacy.
 - .2 Two and three-seaters must have add-on screen(s) to create privacy. Add-on screens must be available to mount to one, two, or three sides of the seat.
 - .4 Must be with or without bolster.
 - .5 Must be with or without armrests.
 - .6 Must have ganging capability to be placed in sequences. Ganging must be easily locked and unlocked by the user without the need for proprietary tools.
 - .2 Dimensions
 - .1 Overall widths must be:

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- .1 Individual-seater must be between 610 mm and 787 mm wide (24 in. and 31 in. W), ± 25 mm (± 1 in.).
 - .2 Two-seater must be between 1219 mm to 1575 mm (48 in. to 62 in.), ± 25 mm (± 1 in.).
 - .3 Three-seater overall seat arrangement width must be 1600 mm to 1905 mm (63 in. to 75 in.), ± 25 mm (± 1 in.).
 - .2 *Inside seat depth* for all width options must be no less than 483 mm (19 in).
 - .3 Overall height for banquette back must be:
 - .1 Low-back must be no less than 203 mm (8 in.) above the seat height and no more than 305 mm (12 in.) above the seat height.
 - .2 Mid back must be no less than 305 mm (12 in.) above seat height and no more than 457 mm (18 in.) above the seat height.
 - .4 Overall height for high back screens must be between 1092 mm and 1473 mm (43 in. and 58 in.) above finished floor, ± 25 mm (± 1 in.).
 - .5 Seat height must be between 406 mm and 508 mm (16 in. and 20 in.), above finished floor, ± 25 mm (± 1 in.).
 - .3 Finishes
 - .1 Seat and Back must be fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Seat back must allow for different fabric option than the seat.
 - .3 Base/Legs must be metal or wood.
 - .4 High Privacy Screen must be upholstered in either fabric or *breathable material* (for example, mesh).
 - .4 Power/data
 - .1 N/A
 - .5 Base/Supports
 - .1 Must have legs with levelling glides. Legs to be no more than 152 mm (6 in.) in height.
 - .2 Lounge Chairs
 - .1 Description
 - .1 Must be available in both a fixed base and swivel base.
 - .2 Must be with and without armrests.
 - .3 Back and seat cushions must be fixed.
 - .4 Must be modern and tailored in appearance.
 - .2 Dimensions
 - .1 Overall width for chairs with arms 686 mm to 914 mm (27in. to 36 in.) wide.

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- .2 Overall width for chairs without arms 533 mm to 660 mm wide (21in. to 26 in. W)
 - .3 *Inside seat depth* must be no less than 432 mm (17 in).
 - .4 Seat height must be between 406 mm and 508 mm (16 in. and 20 in.) above floor, ± 13 mm ($\pm 1/2$ in.). Overall height must be no less than 686 mm (27 in. high).
 - .3 Finishes
 - .1 Seat and back must be fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Back must allow for different fabric option than the seat.
 - .3 Base/legs must be chrome, painted metal, or wood.
 - .4 Power and Data
 - .1 N/A
 - .5 Base/Supports
 - .1 Fixed base: Must have 4 legs, wire base, or a pedestal base.
 - .2 Swivel base: Must have a pedestal swivel base with auto-return mechanism that pivots on the pedestal's axis.
 - .3 Sofas
 - .1 Description
 - .1 Must come in two sizes: two-seater or three-seater.
 - .2 Must be available with or without arms.
 - .3 Back and seat cushions must be fixed.
 - .4 Must be modern and tailored in appearance.
 - .2 Dimensions
 - .1 Overall dimension for a two-seater sofa:
 - .1 Sofa must comfortably seat two adults.
 - .2 Overall two-seater sofa dimensions must be 1295 mm to 1829 mm (51 in. to 72 in.) wide by 686 mm to 762 mm (27 in. to 30 in.) high, ± 51 mm (± 2 in.).
 - .3 *Inside seat depth* must be no less than 508 mm (20 in).
 - .2 Overall dimension for a three-seater sofa:
 - .1 Sofa must comfortably seat three adults.
 - .2 Overall three-seater sofa dimensions must be 1854 mm to 2159 mm (73 in. to 85 in.) wide by 686 mm to 762 mm (27 in. to 30 in.) high, ± 51 mm (± 2 in.).
 - .3 *Inside seat depth* must be no less than 508 mm (20 in).
 - .3 Seat height must be between 406 mm and 508 mm (16 in. and 20 in.) above the finished floor, ± 13 mm ($\pm 1/2$ in.).

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- .3 Finishes
 - .1 Seat and Back must be fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Seat back must allow for different fabric option than the seat.
 - .3 Base/legs must be chrome, metal, painted metal, or wood.
 - .4 Power and Data
 - .1 N/A
 - .5 Base/Supports
 - .1 Must have legs with levelling glides. Legs to be no more than 152 mm (6 in.) in height.
 - .4 Tablet Chairs
 - .1 Description
 - .1 Must be available with and without arms.
 - .2 Back and seat cushions must be fixed.
 - .3 Must be modern and tailored in appearance.
 - .4 Must have one or more of the following features: a shelf below the seat or cup holder.
 - .5 Tablet arm must be fixed to the unit and must have a 360° turning radius or the ability to move in and out.
 - .2 Dimensions
 - .1 Tablet surface must have a *diameter footprint* of no less than 305 mm (12 in.)
 - .2 Seat height must be between 406 mm and 508 mm (16 in. and 21 in.) above the finished floor.
 - .3 Finishes
 - .1 Seat and Back must be fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Seat back must allow for different fabric option than the seat.
 - .3 Base/legs must be metal, painted metal, or wood.
 - .4 Tablet must be high pressure laminate.
 - .4 Power and Data
 - .1 N/A
 - .5 Base/Supports
 - .1 Must have a minimum of two casters and two legs or four casters. Two casters must be lockable.
 - .5 Upholstered Ottoman
 - .1 Description

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- .1 Must be round or square.
 - .2 Must be available in a minimum of three sizes: small, medium, or large. All sizes must be from the same manufacturer's line of product and intended to complement one another.
 - .2 Dimensions
 - .1 Overall dimensions must be:
 - .1 Small ottoman:
 - .1 Must have a *diameter footprint* no less than 610 mm (24 in.)
 - .2 Medium ottoman:
 - .1 Must have a *diameter footprint* no less than 914 mm (36 in.)
 - .3 Large ottoman:
 - .1 Must have a *diameter footprint* no less than 1218 mm (48 in.)
 - .2 Seat height must be between 406 mm and 508 mm (16 in. and 19 in.) above the floor.
 - .3 Finishes
 - .1 Seat must be fully upholstered.
 - .2 Legs/base must be wood, chrome, or painted metal.
 - .4 Power and Data
 - .1 N/A
 - .5 Base/Supports
 - .1 If manufacturer's standard offering requires legs for stability, the legs must not be higher than 76 mm (3 in.).
 - .6 Upholstered Stool
 - .1 Description
 - .1 Must be available in both round and square.
 - .2 Must be available with or without castors.
 - .2 Dimensions
 - .1 Seat must have a *diameter footprint* not less than 457 mm (18 in.)
 - .2 Seat height must be between 406 mm and 508 mm (16 in. and 19 in.) above the floor.
 - .3 Finishes
 - .1 Stools must be fully upholstered.
 - .4 Power and Data
 - .1 N/A

.5 Base/Supports

- .1 Must be available with or without casters. Casters must be lockable.

.7 *Modular Benching* and Side Table Unit - Rectilinear

.1 Bench unit

.1 Description

- .1 Must be individual units which gang together.
.2 Benches must be square or rectangular.
.3 Must be available with and without a back rest.

.2 Dimensions

- .1 The width of the bench must be within the following range: 635 mm and 991 mm (25 in. and 39 in.).
.2 The *inside seat depth* of the bench must be no less than 483 mm (19 in.).
.3 Seat height must be between 406 mm and 483 mm (16 in. and 19 in.) above floor.
.4 Back rest must be no less than 3/5 the total width of the bench.
.5 Back rest must be no less than 150mm (6 in.) in height from the seat top.

.3 Finishes

- .1 Seat top surface must be upholstered. Sides can be upholstered, wood, or high pressure laminate.
.2 Seat back must allow for different fabric option than the seat.
.3 Bench supports on floor must be chrome, painted metal, wood, or high pressure laminate.

.4 Base/supports

- .1 If manufacturer's standard offering requires legs for stability, the legs must not be higher than 76 mm (3 in.).

.2 Side table unit

.1 Description

- .1 Side table must be square or rectangular.
.2 Side table must be attached to, ganged to, or integrated with, the bench.
.3 The side table and the bench must be from the same manufacturer's line of product.

.2 Dimensions

- .1 Side table height must match the seat height of the bench unit, \pm 51 mm (\pm 2 in.),
.2 Side table depth must match the overall depth of the bench unit, \pm 19 mm (\pm 3/4 in.).

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- .3 The width of the side table must be 660 mm (26 in.), \pm 51 mm (\pm 2 in.).
 - .3 Finishes
 - .1 Side table top must be high pressure laminate. Sides can be upholstered, wood, or high pressure laminate.
 - .2 Side table supports on floor must be chrome, painted metal, wood, or high pressure laminate.
 - .3 Power module to be metal or painted metal.
 - .4 Power and data
 - .1 Must contain a recessed power module on table top or on one accessible side of the unit.
 - .2 Power module must contain a minimum of one (1) duplex power.
 - .5 Base/supports
 - .1 If manufacturer's standard offering requires legs for stability, the legs must not be higher than 76 mm (3 in.).
 - .8 *Modular Benching and Side Table Unit - Spline*
 - .1 Bench unit
 - .1 Description
 - .1 Must be individual units which gang together.
 - .2 Bench shapes must be capable of forming an overall round, trapezoid, or snake-like shape when multiple units are combined.
 - .3 Must be available with and without a back rest.
 - .4 Curved benches with backrest must be available in both an inside and outside bend.
 - .2 Dimensions
 - .1 Bench width must be within the following range: 940 mm and 1397 mm (37 in. and 55 in.) at the widest edge.
 - .2 The *inside seat depth* of the bench must be no less than 483 mm (19 in.).
 - .3 Seat height must be between 406 mm and 483 mm (16 in. and 19 in.) above finished floor.
 - .4 Back rest must be no less than 3/5 the total width of the bench, and be no less than 150mm (6 in.) in height from the seat top.
 - .3 Finishes
 - .1 Seat and backrest must be fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Seat back must allow for different fabric option than the seat.
 - .3 Bench supports on floor must be chrome, painted metal, wood, or high pressure laminate.
 - .4 Base/supports

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- .1 If manufacturer's standard offering requires legs for stability, the legs must not be higher than 76 mm (3 in.).
 - .2 Side table unit
 - .1 Description
 - .1 Benches must be curved to form an overall round or snake-like shape, in combination with the spline shaped bench unit.
 - .2 Side table that must be attached to, or integrated with, the bench.
 - .3 The side table and the bench must be from the same manufacturer's line of product.
 - .2 Dimensions
 - .1 Side table height must match the seat height of the bench unit, ± 51 mm (± 2 in.),
 - .2 Side table depth must match the overall depth of the bench unit, ± 19 mm ($\pm 3/4$ in.).
 - .3 The width of the side table must be no less than 660 mm (26 in.).
 - .3 Finishes
 - .1 Side table top must be high pressure laminate. Sides can be upholstered, wood, or high pressure laminate.
 - .2 Side table supports on floor must be chrome, painted metal, wood, or high pressure laminate.
 - .3 Power module to be metal or painted metal.
 - .4 Power and data
 - .1 Must contain a recessed power module on table top or on one accessible side of the unit.
 - .2 Power module must contain a minimum of one (1) duplex power.
 - .5 Base/supports
 - .1 If manufacturer's standard offering requires legs for stability, the legs must not be higher than 76 mm (3 in.).
 - .9 Bar Stools
 - .1 Description
 - .1 Must come in two heights: bar height and counter height.
 - .2 Must be available with or without armrests.
 - .3 Must have a footrest integrated into the base supports.
 - .4 Must allow for an upholstered seat cushion.
 - .2 Dimensions
 - .1 Bar height: Seat Height – Must be between 711 mm and 813 mm (28 in. and 32 in.) above floor.

- .2 Counter Height: Seat Height – Must be between 610 mm and 686 mm (24 in. and 27 in.) above floor.
- .3 Seat depth of both counter height and bar height must be no less than 381 mm (15 in.).
- .4 Seat width of both counter height and bar height must be no less than 457 mm (18 in.).
- .3 Finishes
 - .1 Bent plywood, high pressure laminate, or non-perforated polymer.
 - .2 Seat cushion to be upholstered.
 - .3 Legs to be chrome, or painted metal.
- .4 Power and Data
 - .1 N/A
- .5 Base/Supports
 - .1 Base/legs must be *pedestal base*, sled base, or 4 legs.
- .10 Kitchenette Chairs
 - .1 Description
 - .1 Must be available with or without armrests.
 - .2 Must allow for an upholstered seat cushion.
 - .2 Dimensions
 - .1 Seat depth must be no less than 406 mm (16 in.).
 - .2 Seat width must be no less than 457 mm (18 in.).
 - .3 Seat Height must be between 432 mm and 508 mm (17 in. and 20 in.) above the floor.
 - .4 Armrest height for chairs with arms must not interfere with tables with surface height at 737 mm (29 in.) above the floor.
 - .3 Finishes
 - .1 Bent plywood, high pressure laminate, or non-perforated polymer.
 - .2 Seat cushion to be upholstered.
 - .3 Legs to be chrome, or painted metal.
 - .4 Power and Data
 - .1 N/A
 - .5 Base/Supports
 - .1 Base/legs must be *pedestal base*, sled base, or 4 legs

3.9 CATEGORY 6: Lounge Screens

- .1 Freestanding screens

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- .1 Description
 - .1 Freestanding upholstered screens will be used to delineate spaces. Both sides are upholstered.
 - .2 Screens must be able to connect to one another. Connectors must be integrated into the design of the screens and be minimally visible.
 - .2 Dimensions
 - .1 Overall dimensions - must be a minimum of 1372 mm (54 in.) high by 1218 mm (48 in.) wide, and no taller than 1676 mm (66 in.).
 - .3 Finishes
 - .1 Must be tackable, painted metal, or high pressure laminate, on both sides.
 - .4 Power and Data
 - .1 N/A
 - .5 Base/Supports
 - .1 Must have feet which are not a tripping hazard.
 - .2 Freestanding Mobile White Boards
 - .1 Description
 - .1 Must have integrated marker and eraser storage or tray when specified with a *dry erase* finish.
 - .2 Dimensions
 - .1 Overall dimensions - must be a minimum of 737 mm (29 in.) wide by 1524 mm (60 in.) high, and no taller than 1943 mm (76.5 in.).
 - .3 Finishes
 - .1 One side of the screen must be *dry erase* covering a minimum of 75% of the surface area. Dry erase surface options must be a white board surface or back painted glass.
 - .2 The other side/surface must be:
 - .1 A writeable surface which must be *dry erase* or back painted glass; or
 - .2 A solid surface which must be tackable, painted metal, high pressure laminate, or wood veneer.
 - .4 Power and Data
 - .1 N/A
 - .5 Base/Supports
 - .1 Must have casters and a method to keep the board securely in its place (example: all locking casters, or two casters + two glides)
 - .3 Freestanding Mobile monitor mount

- .1 Description
 - .1 Must accommodate and support a monitor from 1219mm (48 in.) up to 1524mm (60 in) in diagonal width.
 - .2 Must have locking castors for easy movement and secure use.
- .2 Dimension
 - .1 The bottom of the monitor must be located no less than 635mm (25 in.) from floor, ± 25 mm (± 1 in.).
 - .2 Overall width must be no less than 1218mm (48 in.), ± 25 mm (± 1 in.)
- .3 Finishes
 - .1 Both surfaces must be:
 - .1 A writeable surface which must be *dry erase* or back painted glass; or
 - .2 A solid surface which must be tackable, painted metal, painted MDF, wood veneer, or high pressure laminate
 - .2 Legs must be painted metal, high pressure laminate, or wood veneer.
- .4 Power and Data
 - .1 Must provide one (1) duplex power outlets, and two (data) data inputs. Power and data cables from monitor to base must be *concealed*.
 - .2 Data connections can be recessed and integrated into the unit, or a unit consisting of one receiver and multiple individual dongles to connect one's laptop/tablet display to the main
- .5 Base/Supports
 - .1 Must have locking castors.

3.10 Category 6: Open Area Collaborative Furniture

- .1 Individual Work Pods
 - .1 Description
 - .1 Freestanding unit must include a *work surface* for a single user and *privacy screen(s)*.
 - .2 Seat, *work surface*, and *privacy screen(s)* must be from the same product line.
 - .3 Privacy screen(s) must surround the users on no less than three sides, including both the *work surface* and the user.
 - .4 Seat will be provided separately and does not form part of this specification.
 - .2 Dimension
 - .1 Work surface must be 762mm (30 in). When measured from the floor to the top of the *work surface*.
 - .2 Privacy screen(s) height to be a minimum of 1194mm (47 in.) and a maximum of 1549mm (61 in.).

-
- .3 Overall *diameter footprint* of unit to be 1829mm (72 in.) maximum, ± 150 mm (6 in.)
 - .3 Finishes
 - .1 Lounge chair, seat and back must be:
 - .1 Fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Back must allow for different fabric option than the seat.
 - .2 Work surface or *tablet arm* must be painted MDF, or high pressure laminate.
 - .3 Privacy screens must be fabric covered or high pressure laminate.
 - .4 Power and Data
 - .1 Must provide one duplex outlet, USB power outlet, or a combination power and USB outlet.
 - .5 Support/Table Bases
 - .1 Floor supports must be minimal, no higher than 50.4mm (2 in.). Corners of panels must be rounded; panels which connect at a square or 90 degree angle are not acceptable
 - .2 Supports/legs for the *work surface* must be formed to the privacy panels and must appear to be supported by the panels, however may be supported on itself.
 - .2 Individual Private Lounge Chair
 - .1 Description
 - .1 Freestanding unit including upholstered lounge chair with *privacy screen(s)*.
 - .2 Integrated or attached side *work surface* or *tablet arm*.
 - .3 Lounge chair to allow for a single user.
 - .4 High *privacy screen(s)* surrounding the user on three sides.
 - .2 Dimension
 - .1 Lounge chair seat height must be 381 mm (15 in.) to 483 mm (19 in.)
 - .2 Overall height including privacy screen(s) must be a minimum of 1168 mm (46 in.) minimum and a maximum of 1626mm (64 in.).
 - .3 Overall *diameter footprint* of unit must be 1067mm (42 in.) minimum and 1524mm (60 in.) maximum
 - .3 Finishes
 - .1 Lounge chair, seat and back, must be:
 - .1 Fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Seat and back must allow for different fabric option than the seat.
 - .2 Work surface and *tablet arm* must be painted MDF, high pressure laminate, or wood veneer.

-
- .3 Screens must be fabric covered or high pressure laminate.
 - .4 Power and Data
 - .1 Must provide one duplex outlet, USB power outlet, or a combination power and USB outlet.
 - .5 Support/Table Bases
 - .1 Seat must have either a *pedestal base* with auto return mechanism, 4 post legs, or sled base.
 - .3 Group work Pods
 - .1 Description
 - .1 Freestanding unit which includes two upholstered lounge sofas, *work surface*, and privacy enclosure/screens.
 - .2 Each lounge sofa must allow for two adults to sit comfortable side-by-side.
 - .3 Sofa, *work surface*, and *privacy screens* must be from the same product line. All parts must be snugly fitted into one another.
 - .4 Privacy screen or interconnected screens forming an enclosure surrounding 75% of all users and interior furniture combined.
 - .2 Dimension
 - .1 Sofa seat must be 381mm (15 in.) to 457mm (18 in.) when measured from the top of the seat to the finished floor, ± 25 mm (± 1 in.).
 - .2 Work surface must compatible with the lounge height seating.
 - .3 Privacy screen(s) height to be a minimum of 1194mm (47 in.) and a maximum of 1549mm (61 in.).
 - .4 Overall foot *diameter footprint* of the unit to be 79" diameter to 102" diameter, ± 50.8 mm (± 2 in.).
 - .3 Finishes
 - .1 The seat and back of the sofas must be:
 - .1 Fully upholstered with stitch detailing for a *tailored appearance*.
 - .2 Seat back must allow for different fabric option than the seat.
 - .2 Work surface must be painted MDF or high pressure laminate.
 - .3 Work surface support(s) to be chrome or painted metal.
 - .4 Privacy screens must be fabric covered or high pressure laminate.
 - .4 Power and Data
 - .1 Must provide one duplex outlet, USB power outlet, or a combination power and USB outlet.
 - .5 Support/Table Bases

-
- .1 Floor supports must be minimal, no higher than 50.4mm (2 in.). Corners of panels must be rounded; panels which connect at a square or 90 degree angle are not acceptable.
 - .2 Supports/legs for the *work surface* must be formed to the privacy panels and must appear to be supported by the panels, however may be supported on itself.
 - .3 Table must be from the same lines as the privacy panels and seating. Table must have only one visible pedestal leg.

Annex A-2

Supply Arrangement Deliverables

The Supplier is required to carry out the following within the timeframe(s) stated within each article. If the information is not carried out within the specified timeframes, the Supply Arrangement Authority will inform the Supplier of a time frame within which to rectify the matter. The SAA may suspend or cancel the Supplier's SA if the Supplier does not meet the provisions of this Annex.

For information to be hosted on Supplier's Website detailed at in Part 6A, the Supplier must maintain the information as required for the period of the SA. The Website is to provide the federal government with easy access to the information at no charge to Canada. It is expected that changes to the information could occur and it is the responsibility of the Supplier to immediately update its Website with the changes. The updates on the Website can only change the Supplier's offering although the requirements of the SA must continue to be met. No updates will modify, or have the force of modifying, all other terms of the SA.

Within 90 days of Supply Arrangement award, the Supplier must display the following information on the Supplier's Website:

1. As per part 6 of the Supply Arrangement:

- a. 6A.12 - Supplier Information
- b. 6A.13 - Payment by Credit Card
- c. 6A.14 - Supplier's Work Coverage (Area)
- d. 6A.15 - Supply through Authorized Dealers

2. Standard Finishes

Within 90 days of Supply Arrangement award, the Supplier is required to complete the Standard Finish(es) at Appendix B for the category(ies) and products being offered. This information is to be displayed on the Supplier's Website.

3. Product Images

Within 90 days of Supply Arrangement award, the Supplier is required to create and display on the Supplier's Website, images of at least the major products offered including the manufacturer and series names offered. Below is a list of the major products:

| Category 1 – Interconnecting Panels and Freestanding Systems | |
|---|--|
| <p>A) <u>Interconnecting Panels:</u></p> <ol style="list-style-type: none">1. Base panels2. Seated privacy height add on3. Work surface privacy add on <p>B) <u>Freestanding systems:</u></p> <ol style="list-style-type: none">1. Fixed height work surfaces<ul style="list-style-type: none">Rectangular work surfacesTransitional work surfacesD-top work surfaces120 degree work surface2. Modular benching3. Meeting tables | <ol style="list-style-type: none">4. Storage Products:<ol style="list-style-type: none">a. Credenzasb. Hutches and overhead storagec. Pedestalsd. Two-High lateral file cabinetse. Personal storage towersf. Wardrobes and bookcases5. Component System Accessories<ol style="list-style-type: none">a. Panel-mounted accessory rails, trackable surfaces, and white boardsb. Panel-mounted screensc. Accessory rail accessories |

Category 2 – Freestanding height adjustable work surfaces

1. Individual Height Adjustable Work surfaces:
 - a. 120 degree work surfaces at sit stand height adjustability range and seated height adjustability range
 - b. Rectangular work surfaces at sit stand height adjustability range and seated height adjustability range
2. Modular Sit Stand benching

Category 3 – Filing and storage cabinets

1. File cabinets, lateral and vertical
2. Pedestals
3. Personal storage towers
4. Storage cabinets and wardrobes
5. Open area personal storage Lockers

Category 4 – Wood veneer – freestanding products

1. Fixed height work surfaces
2. Meeting tables
3. Storage Products:
 - a. Pedestals
 - b. Personal storage towers
 - c. Wardrobes
 - d. Credenzas
 - e. Hutches
 - f. Two drawer lateral file cabinet

Category 5 – Ancillary and Lighting Products

1. Keyboard and mouse support surfaces
2. Computer Processor Unit (CPU) Support
3. Monitor arms
4. Task lights
5. Power modules:
 - a. Freestanding power module
 - b. Work surface mounted power modules

| Category 6 - Support space furniture | |
|--|--|
| <p>1. <u>Tables and credenzas:</u></p> <ul style="list-style-type: none"> a. Meeting room tables: <ul style="list-style-type: none"> 1. Small meeting tables 2. Medium meeting tables 3. Large meeting tables b. Video conferencing tables c. Training room tables d. Credenzas e. Coffee tables f. Side tables g. Collaborative Meeting Tables h. Collaborative Lounge Height Meeting Tables i. Kitchenette island tables j. Laptop tables k. Narrow side table l. Multimedia tables: <ul style="list-style-type: none"> 1. Fixed height multimedia table 2. Height adjustable multimedia tables | <p>2. <u>Seating:</u></p> <ul style="list-style-type: none"> a. Banquette seating b. Lounge chairs c. Sofas d. Swivel lounge chairs e. Tablet chairs f. Upholstered ottomans g. Upholstered stools h. Modular benching and side table units – rectilinear: <ul style="list-style-type: none"> 1. Bench unit 2. Side table unit i. Modular benching and side table units – spline: <ul style="list-style-type: none"> 1. Bench unit 2. Side table unit j. Bar stools k. Kitchenette chairs |
| <p>3. <u>Lounge screens:</u></p> <ul style="list-style-type: none"> a. Freestanding mobile upholstered screens b. Freestanding mobile whiteboards c. Freestanding mobile monitor mounts | <p>4. <u>Open area collaborative furniture</u></p> <ul style="list-style-type: none"> a. Individual work pods b. Individual private lounge chairs c. Group work pods |

ANNEX B

WORK SPACES PRODUCT AND SERVICES CATALOGUE

1. Supplier's SA Products and Services

- a. The Supplier's products available under this SA are listed in Annex B-1 attached. NSA products will only be identified in each individual RFB.
- b. For PSAB only, some products may be certified as meeting the Canadian Content Policy and are identified in the "Canadian Content" column in Annex B-1 attached.
- c. The Supplier's Product Related services available under this SA are listed in Annex B article 5.2 below.

2. Supplier's Prices in the SA (not applicable to NSA products)

- a. The Supplier's ceiling prices for each product are listed in Annex B-1 and
 - i. exclude delivery;
 - ii. exclude installation;
 - iii. exclude additional hardware(if applicable);
 - iv. exclude Applicable Tax(es).
- b. The Supplier's ceiling hourly rates are all-inclusive for each Product Related Service listed in article 5.2 below and
 - i. exclude Applicable Tax(es).

3. Pricing Terms for the Basis of Payment

- a. This Section applies to the bid solicitations, the resulting bids and contracts issued pursuant to the SA.
- b. Canada is not required to purchase delivery and installation services.
- c. Canada's purchase of products, delivery, installation and product related services must be priced in accordance with the terms in the RFB. Not applicable to NSA products.

4. Supplier's Bid Pricing

In addition to all provisions of this Annex, the following applies to the Supplier's bid prices in response to Canada's solicitations during the period of the SA. Not applicable to NSA products.

The Supplier's bids in response to Canada's bid solicitations under the SA must not:

For ceiling prices:

- a. Contain a firm lot price that exceeds the total ceiling amount for the corresponding products/services in the SA. This requirement applies when the bid solicitation requests a firm lot price; and/or

- b. Contain firm unit prices that exceed the ceiling unit prices of the corresponding products/services in the SA. This requirement applies when the bid solicitation requests firm unit prices.

5. Work Spaces Product and Services Catalogue

5.1 Product - Refer to Annex B-1 attached

Electronic Processing of Product Catalogue and Pricing

The Work Spaces Product Catalogue and Pricing Template per Category will be processed by PWGSC using electronic automation. As such, Suppliers must not change the format or rename the Product Catalogue and Pricing Template in any way. At the time of evaluation, if the Supplier's Product Catalogue and Pricing Template has been reformatted or renamed in a way that prevents automated processing, the arrangement may be found non-responsive.

5.2 Product Related Services – Refer to Annex B-2.

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E60PQ-140003/C
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E60PQ-140003

Amd. No. - N° de la modif.
File No. - N° du dossier
pq992.E60PQ-140003

Buyer ID - Id de l'acheteur
pq992
CCC No./N° CCC - FMS No./N° VME

Version C.1 (January, 2018)

Annex B-1 – Product Catalogue and Pricing Template

Provided as a separate attachment per category and titled “cat#_ (latest version if applicable)”.

Annex B-2 – Product Related Services

Refer to Annex A for full definition of services.

| | Types of Product Related Services | Ceiling Hourly Rate | |
|-----|---|--------------------------------------|--------------------------------------|
| | | During Normal Business Working hours | During Outside Normal Business hours |
| 1 | Reconfiguration Services | \$ _____ | \$ _____ |
| 2. | Inventory and Assessment of Existing Furniture Services | | |
| 2.1 | Identification of existing furniture and providing chart | \$ _____ | \$ _____ |
| 2.2 | Assessment of existing of finishes and colours and providing report | \$ _____ | \$ _____ |
| 2.3 | Assessment of condition of existing furniture and providing report | \$ _____ | \$ _____ |
| 2.4 | Assessment of existing electrical systems and providing report | \$ _____ | \$ _____ |

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ANNEX C

SUPPLY ARRANGEMENT REPORTING

Provided as a separate attachment and titled "Annex C – Reporting – Annexe C – Rapports_v(latest version)"

ANNEX D

WORK SPACES TERMS AND CONDITIONS MANUAL (WTCM)

The SAA may modify the WTCM content at any time. The SAA will seek the Supplier's prior approval only for the modifications representing substantial changes. Revisions will be evidenced through new Version numbers and will be in effect on the date of their issue by the SAA to the Supplier. The issuance will be evidenced through a formal revision to the SA or other written advisement. For written advisements, a future formal revision to the SA will formally incorporate the new Version(s).

1. Annex D WTCM – See Attached and titled “« Annex D – WTCM v(latest version) – FR”

ANNEX E

BID SOLICITATION/REQUEST FOR BID (RFB) AND RESULTING CONTRACT TEMPLATE

The SAA may modify the RPB content at any time. The SAA will seek the Supplier's prior approval only for the modifications representing substantial changes. Revisions will be evidenced through new Version numbers and will be in effect on the date of their issue by the SAA to the Supplier. The issuance will be evidenced through a formal revision to the SA or other written advisement. For written advisements, a future formal revision to the SA will formally incorporate the new Version(s).

1. Tier 1 RFB – see attached and titled “Annex E – RFB (tier 1) v(latest version) - ENG”
2. Standard RFB – see attached and titled “Annex E – RFB (std) v(latest version) - ENG”

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Buyer ID - Id de l'acheteur
pq992
CCC No./N° CCC - FMS No./N° VME

Version C.1 (January, 2018)

APPENDIX A – WORK COVERAGE

Provided as a separate attachment and titled “Appendix A – Work Coverage v(latest version) - ENG”.

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Version C.1 (January, 2018)

APPENDIX B – STANDARD FINISHES

Provided as a separate attachment and titled “Appendix B - Standard Finishes v(latest version) - ENG”.

APPENDIX C - GLOSSARY

Acquisitions Branch (AB) - Refers to the procurement offices of the Acquisitions Branch of Public Works and Government Services Canada (PWGSC) within PWGSC headquarters located in the National Capital Region. The Supply Arrangement Authority forms part of AB.

Acquisitions Program (AP) - Refers to the regional and headquarters procurement offices of PWGSC located throughout Canada.

AB/P - Refers to both AB and AP.

Client Search Tool (CST) – the Government of Canada's Product and Pricing catalogue which is the amalgamation of all Supply Arrangement holders' Product and Pricing catalogues. It consists of the following categories:

Category 1 - Interconnecting Panels and Freestanding Systems

Category 2 - Freestanding Height Adjustable Desk/Table Products

Category 3 - Metal Filing and Storage Cabinets

Category 4 - Wood Veneer –Freestanding Products

Category 5 - Ancillary and Lighting Products

Category 6 - Support Space Furniture (Collaborative Furniture)

Ceiling Price: is the maximum price a SA holder may quote for a product listed in their Product and Pricing catalogue in response to a solicitation.

Conforming Supplier(s): Supplier(s) with an SA that meet the Identified User's (IU's) requirements. The term denotes the result of a search conducted by the IUs, of the potential sources of supply using the CST. The term does not carry any other meaning than that given in this paragraph.

Design Upgrade Rule (Category 6 only): Allows Identified Users (IUs) the opportunity to exercise an option to upgrade products up to 15% of the Category 6 Product Total Value (excluding Applicable Taxes). The Design Upgrade cannot change the functionality of the product, only quality and/or design.

Government of Canada Unique ID (GoCUID) - is a unique product number for each item offered through the Supply Arrangement listed on the Client Search Tool.

Identified Users (IUs) - The Identified Users include any government department, agency or Crown Corporation listed in schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

NSA products – Refers to Non-Supply Arrangement products. These are products that do not form part of the Product and Pricing catalogues of the Supply Arrangement. NSA products must meet the technical specifications entered by the IU in each Individual Bid Solicitation and Resulting Contract (RFB or RFP).

Procurement Strategy for Aboriginal Business (PSAB) - A strategy that was launched by the Government of Canada to increase the number of Aboriginal suppliers bidding for, and winning, federal contracts.

Product Related Services – Consists of Reconfiguration Services (rearrange existing products to suit the IU's requirements of an existing workspace) and Inventory and Assessment of Existing Furniture Services.

Project Authority – The representative of the department or agency for whom the work is being carried out under the contract, who is responsible for all technical matters of the work and for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture.

RFB – Request for Bid, also known as Bid Solicitation and Resulting Contract Template in this SA.

Supply Arrangement Authority (SAA) - The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, as applicable.