

**ATTACHMENT 1 TO ANNEX A****PRODUCT SPECIFICATION****INTERCONNECTING PANEL SYSTEM, SUPPORTED AND FREESTANDING COMPONENTS****1. PROJECT DESCRIPTION**

- 1.1. The Offeror must be able to provide all interconnecting panel systems, supported and freestanding systems throughout the duration of the Standing Offer.
- 1.2. The interconnecting panel systems, supported and freestanding components must meet all the mandatory requirements of the latest edition of CAN/CGSB-44.229-2008 with the exception of paragraph 6.2.5 Adhesives. In addition, all interconnecting panel systems, supported and freestanding components must meet the options and additional requirements detailed herein.
- 1.3. The Offeror must provide the same series and from one manufacturer for the panels, glass blades and privacy screens, panel power and communications, base feeds, supported components and panel hung worksurfaces.
- 1.4. Freestanding height-adjustable worksurfaces, workspace storage and desktop accessories can be from a different series but from the same one manufacturer.
- 1.5. Benching/ activity based systems, different series and different manufacturers can be offered.
- 1.6. The successful Offeror is responsible for supplying all necessary components, at no additional cost, (e.g. trim, connectors, supports, wall mounts, electrical covers, etc.) to allow the configurations to be installed.

## 2. GENERAL REQUIREMENTS

- 2.1. All necessary hardware attachments, trims, top caps, end caps, wall mounts, etc. that are required to ensure a proper installation must be supplied, including but not limited to, all panel-to-panel hinge connectors, all end-of-panel trim, wall mount attachments, electrical harnesses, covers for electrical/communications outlets, mounting cantilevers, brackets, task lights, utility poles, etc.
- 2.2. In addition to the labeling requirement stated in CAN/CGSB-44.229-2008, all panels and components that consist of primary, secondary or dedicated surfaces must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- 2.3. All storage (credenzas, mobile and stationary pedestals) within a single workspace must be metal or a combination of laminate and metal, identical in finishes and must provide a uniform appearance.
- 2.4. Safety:
  - 2.4.1. Fixed, moveable or adjustable parts must be constructed such that they cannot unintentionally become loose, dislodged or cause personal injury.

## 3. PANELS

- 3.1. All panel types must be available in the following:
- 3.2. Interconnecting panel heights: Heights must include at a minimum heights ranging from 1296mm (51") H to 762mm (30") H;
- 3.3. Interconnecting panel thickness must be 76mm (3"). All critical aisle inside clear dimensions indicated on plans must be met.
- 3.4. Interconnected panel system must be completed with integrated wire management and electrical capacity.
  - 3.4.1. Provide capability for interconnected panel system to accommodate industry standard communications modules

- (supplied by other) with two knockouts on each side of modular sections.
- 3.4.2. Panels to accommodate for desk height and base knockout covers for power and communication knockouts and access points, which are visible under normal use or installation.
  - 3.5. All interconnecting panels must connect directly to other panels or supporting structure (i.e. panel to panel or panel to leg/gable) except where a single panel support may require it to be connected to an architectural element. Wall-mount brackets must be provided to address this exception.
  - 3.6. Interconnecting panel frames must be constructed of cold rolled steel or aluminum which has a recycled content greater than 10% and which meets loadbearing requirements of ANSI/BIFMAX5.6-2003.
  - 3.7. All interconnecting panels must have leveling glides with a vertical adjustment of at least 63.5mm (2 ½”).
  - 3.8. When base raceways exist on interconnecting panels, base to be covered and concealed in a finish to match panel frame finish.
  - 3.9. Interconnecting panel must be finished as per one (1) of following methods:
    - 3.9.1. Monolithic frame with segmented face: Frames ranging from 914mm (36”) to 1296mm (51”) in height must have each panel face comprised of two (2) or three (3) elements;
    - 3.9.2. Elements must be field-interchangeable comprised of fabric upholstered, whiteboard or integrated accessory rail.
    - 3.9.3. All panels and their elements must align horizontally to create a uniform appearance.
  - 3.10. For segmented panel types, all fabric upholstered panel elements must be installed with concealed edges to prevent fraying, be free of snags and wrinkles when within the finished screen. Fabric must include the complete selection of standard fabric; refer to Attachment 2- Finishes.

- 3.10.1. Panels must have the ability to provide different colour (same grade of fabric) on each side of panel and/or varying coloured segments on each side of panel.
- 3.11. Filler panel must be available for gaps larger than 76mm (3") and less than the smallest standard panel width available.
- 3.12. Interconnecting panel trim: The interconnecting panel system must provide low profile and smooth metal top caps no greater than 10mm (13/32") in projection, panel end trims no greater than 10mm (13/32") projection and corner posts that can be attached to the panel without visible connecting devices to provide a uniform appearance.
- 3.13. All exposed interconnecting panel ends at the "+", "L" and "T" connections must be finished with a compatible filler piece. The supplier must provide filler panels for any gaps larger than 76 mm (3") between a panel and any column or wall.
- 3.14. Panels at base building perimeter convectors/glazing:
  - 3.14.1. Offeror to include metal, perforated panel suitable for base fed convector or heating/AC units. Product must demonstrate configurations as shown can be adequately achieved.
- 3.15. Interconnected panels must be available in heights which will accommodate height of 1067mm (42") work surface privacy and a height of 1296mm (51") for seated privacy.
- 3.16. Panels must be available at a minimum in the following widths: 610 mm (24"), 762mm (30"), 914mm (36"), 1067mm (42"), 1219mm (48"), 1372mm (54"), and 1524mm (60").

#### **4. GLASS BLADES AND PRIVACY SCREENS**

- 4.1. All blades must be frameless and flush mounted into top of panel with a continuous top trim creating a seamless finish. Brackets will not be accepted.
  - 4.1.1. Blades must be available in a single sided etched (frosted) tempered glass and clear tempered glass, and no more than 6mm thick.

- 4.2. Fabric options for desk top mounted privacy screen to match and/or complement workstation panels. Fabric must be the complete selection of standard fabric, refer to section Attachment 2- Finishes.
- 4.3. Desk top mounted privacy screen must match the depth of the worksurfaces – at minimum 610mm (24”) and 762mm (30”) D, and securely clamp or other to prevent movement. Desk top mounted privacy screen must not damage, perforate or deface top of worksurface, substrate or finish and remain removable. Securing clamp or other must not unduly encroach on worksurface top.
- 4.4. Desk top mounted privacy screen must have the following height: 305-356mm (12-14”) H.
- 4.5. Privacy screen must not encroach on aisle widths or reduce aisle widths as indicated on test fit plans.

## **5. PANEL POWER/COMMUNICATIONS**

- 5.1. Electrical wiring - The complete electrical system in the panels and all components must comply with CSA C22.2 No. 203 or CSA C22.2 No. 203.1
- 5.2. Receptacles must be interchangeable anywhere along the wiring harness and must be at the base of the panel or in the panel at standard work surface height of 736mm (29”).
- 5.3. Each workstation must be provided with vertical and horizontal cable management systems to conceal any external cables.
- 5.4. Modular panel electrical system: Must be made of components which are modular and can provide power only at needed locations, and of being rearranged without altering or disassembling the panel system. The system must provide for ceiling access feeds/utility poles as well as base feeds.

### **5.5. Modular Panel Raceways:**

- 5.5.1. All powered panels and non-powered panels must be capable of accommodating an eight wire, four circuit electrical systems and a twenty four (24) cable telecommunication system (category 5e and/or 6) with no more than a 60% fill capacity.

- 5.5.2. Modular panel lay-in channels/raceways must have full metal separation between the power and communication cabling channels, or alternatively, the electrical cabling shall be totally encased in steel, flexible or solid casing along its full length.

#### **5.6. Utility Poles:**

- 5.6.1. Accommodate both electrical and communication system and must have full metal separation between the power and communication cabling channels, or alternatively, the electrical cabling shall be totally encased in steel, flexible or solid casing along its full length.
- 5.6.2. Suit a variance of finished ceiling heights; ceiling heights to be confirmed at resulting Call-Up pursuant to the SO.
- 5.6.3. Have whips that terminate at junction boxes located in the ceiling. Junction boxes must be included with the whips.
- 5.6.4. Be installed at approximately the mid-point of panel spines for workstation clusters and furthest distance possible away from exterior glazing/convectors when in single workstation runs adjacent to exterior glazing. Also allow for additional/alternate utility pole locations in systems furniture to suit unforeseen site conditions and workstation equipment.
- 5.6.5. The utility pole must have the possibility of being installed off-module and at the end of a panel run, in addition to modular applications.
- 5.6.6. The utility pole section for the telecommunication system must accept twenty four (24) telecommunication cables, category 5e and/or 6; with no more than 60% fill capacity.
- 5.6.7. The utility pole section for the electrical system shall be configured in an eight wire, four circuit (3+1) configurations.
- 5.7. Each workstation must be able to accommodate at a minimum three (3) duplex power receptacles. One electrical circuit shall provide power to two workstations.
- 5.8. Each workstation must be able to accommodate at a minimum one (1) voice/data outlet.

- 5.9. Whips must be a minimum length of 3,048 mm (120”).
- 5.10. The electrical connections of all pre-wired systems furniture to the base building will be by others (electrician).

## **6. BASE FEEDS**

- 6.1. Provide a base feed module with the purpose of connecting power feed from the panels to the base building power distribution system.
- 6.2. Electrical system shall be configured in an eight wire, four circuit (3+1) configurations.

## **7. SUPPORTED COMPONENTS AND PANEL-HUNG WORKSURFACES**

- 7.1. Offeror must be able to provide worksurfaces in all available widths and depths but must include at minimum the sizes noted in Attachment 4 to Annex A - Minimum Product Requirements List.
- 7.2. Tolerance for all dimensions is 25.4mm (1”) unless otherwise specified herein, except for user height adjustable work surfaces which must meet the requirements of paragraph 4.6 of CAN/CGSB-44.227 - Clearance Between Adjustable Surfaces.
- 7.3. Custom size work surfaces must be available to accommodate on site limitations.
- 7.4. Work surfaces must have scallops or a 13 – 25mm (½”-1”) full width gap between back edge of work surface and panels to allow cords to pass to the underside of the work surface, and be able to accept installation of mounting hardware and attachments.
- 7.5. Work surfaces 1524mm (60”) and greater to have two (2) scallops or a 13 – 25mm (½”-1”) full width gap between back edge of worksurface and panels to allow cords to pass to the underside of the work surface.
- 7.6. All work surfaces to have horizontal wire management across the entire width at underside of surface. Either wire management trays or clips are acceptable.
- 7.7. Where panel-hung work surfaces are adjacent to each other a separate bracket must be installed with each adjacent component.

- 7.8. Where panel hung work surfaces end at a panel, offeror to include for leg type supports, pedestal supports and end gable support.
- 7.9. Work surfaces must be installed level and at a determined height interval with adjacent work surfaces in a secure and stable manner.
- 7.10. Work surfaces must be capable of being panel mounted by use of cantilevers and support legs and pedestals. All work surfaces are to be predrilled to accept installation of support hardware and attachments.
- 7.11. Surfaces spanning greater than 1524mm (60") require additional cantilevered support in addition to both ends.
- 7.12. Panel-hung surfaces must match finishes of free-standing worksurfaces.
- 7.13. All panel hung and freestanding worksurfaces to have a 3mm pvc or pvc-free flat edge trim unless otherwise specified.
- 7.14. Surface Support Legs: These supports must be provided for panel hung surfaces whenever required. Support legs must include the following: C-leg and off-module C-leg and/or H-leg and/or T-leg and height-adjustable post-leg and post leg with lockable casters, must have carpet glides where applicable. Adjustment range for the height-adjustable post leg must range from 660-889mm (26-35")H, adjustable in 25mm (1") increments.
- 7.15. Surface support legs must have carpet glides and levelers with a vertical adjustment of 12.7-63.5mm (1/2"-2 1/2") for fixed legs and 12.7mm (1/2") for height-adjustable legs. Finish to be metal and match panel frame finish.
- 7.16. All support component finishes must match the frame finish selected for the panels.
- 7.17. Unless otherwise instructed, all work surfaces must be installed at 737mm (29") above the finished floor and have the capability of being height-adjusted in 25mm (1") increments.
- 7.18. Work surface thickness to be a minimum of 25mm (1") to a maximum of 32mm (1 1/4") unless otherwise specified.



- 7.19. Rectangular connecting work surfaces must be available in all widths and depths but must be available at minimum in the following widths: 610mm (24"), 762mm (30"), 914 mm (36"), 1067 mm (42"), 1219 mm (48"), 1372 mm (54"), 1524 mm (60"), 1676 mm (66") and 1829 mm (72").
- 7.20. Rectangular connecting work surfaces must be available at minimum in depths of: 610 mm (24") and 762mm (30"). Custom cuts may be required on site where applicable.
- 7.21. Rectangular transaction work surfaces must not be less than 305 mm (12") deep and no greater than 381 mm (15") deep and available at minimum in the following widths of: 610mm (24"), 762mm (30"), 914 mm (36"), 1067 mm (42"), 1219 mm (48"), 1372 mm (54"), 1524 mm (60"), 1676 mm (66") and 1829 mm (72"). Minimum work surface thickness to be 25 mm (1") to a maximum of 32 mm (1 ¼"), thickness to match work surfaces.
- 7.22. Transaction work surfaces must be securely mounted as add-ons to the panels.
- 7.23. Transaction work surfaces must match finishes of free-standing and panel mounted work surfaces.

## **8. FREESTANDING, HEIGHT-ADJUSTABLE WORKSURFACES**

- 8.1. Free-standing, height-adjustable surfaces must have electric, height adjustment mechanism. Mechanism must allow for continuous adjustability throughout the range of height. Height-adjustment control, to be in an accessible yet unobtrusive location.
- 8.2. Unit must have an electronic control display capable of having at a minimum two memory set points.
- 8.3. Free-standing work surfaces must match finishes of panel-hung surfaces.
- 8.4. Tolerance for all dimensions is 25.4mm (1") unless otherwise specified herein, with the exception of user height adjustable work surfaces which must meet the requirements of paragraph 4.6 of CAN/CGSB-44.227 - Clearance Between Adjustable Surfaces.

- 8.5. Minimum work surface thickness to be 25mm (1") to a maximum of 32mm (1½").
- 8.6. Work surfaces must have wire way cut out(s), grommets or a 13 – 25mm (½" - 1") full width gap between back edge of work surface and panels to allow cords to pass to the underside of the work surface, and be able to accept installation of mounting hardware and attachments. Front edge of desk must always align with adjacent surface.
- 8.7. Work surfaces should include for grommets (right, left and center locations) and also allow a 13 – 25mm (½" - 1") full width gap between back edge of work surface and panels to allow cords to pass to the underside of the work surface. Front edge of desk must always align with adjacent surface.
- 8.8. All work surfaces to have horizontal wire management across the entire width at underside of surface.
- 8.9. Work surfaces must be installed level and at a determined height interval with adjacent work surfaces in a secure and stable manner. Unless otherwise instructed, all work surfaces must be installed at 737mm (29") above the finished floor.
- 8.10. Freestanding work surfaces to have a 3mm thick pvc or pvc-free flat edge trim.
- 8.11. Surface support legs must be height-adjustable non-tubular C-leg or T-leg. To be constructed of metal and finish to match panel frame finish or otherwise specified as part of the manufacturer's standard offering.
- 8.12. Support legs and frame to be free of cross bars between legs.
- 8.13. Must have sit-stand height adjustability range at minimum of 610mm (24") to 1219 mm (48") H.
- 8.14. Free-standing height adjustable work surfaces must be available in all sizes and must include the following widths of: 1067 mm (42"), 1219 mm (48"), 1372 mm (54"), 1524 mm (60"), 1676 mm (66") and 1829 mm (72"). Sizing is nominal.
- 8.15. Must include carpet glides and levelers with a vertical adjustment of at least 25 mm (1")H.

- 8.16. Custom size work surfaces must be available to accommodate on site limitations.
- 8.17. Free-standing height adjustable work surfaces must be available in all depths which must include at minimum the following two depths: 610 mm (24") and 762mm (30") – sizing is nominal. Must allow for custom cuts as required on site.
- 8.18. All free-standing height adjustable work surfaces when installed must fit within the inside finished clear dimensions of the interconnected panel system when they are enclosed by panels within a typical workstation footprint.
- 8.19. Clear dimensions must include for pinching space between adjacent free-standing height adjustable work surfaces. Accommodate for a maximum gap tolerance of 25.4mm.

## 9. WORKSPACE STORAGE

### GENERAL

- 9.1. Workspace storage requirements are to support the interconnected panels systems, benching or activity based system and independent uses not associated with a system.
- 9.2. Workspace storage requirements do not necessarily have to be of the same product line but they must be compatible and work within the workspaces identified for the interconnected panel system and the benching/activity based system.
- 9.3. There must be two (2) keys provided for each locked unit. The minimum number of key combinations must be 100. A total of three (3) master keys must be provided to the client. All lockable storage within a workstation must be keyed-alike.
- 9.4. Pulls for drawers must meet barrier-free requirements.
- 9.5. Offerors must include at a minimum for the following components:

#### Mobile Pedestals:

- 9.5.1. Box/File complete with removable pencil tray

- 9.5.2. Box/Box/File complete with removable pencil tray
  - 9.5.3. File/File
  - 9.5.4. File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer. Must include both side to side and front to back filing bars.
- 9.6. Must provide for the option for carpet casters or hard flooring caster.
- 9.7. Must be finished on all sides.
- 9.8. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 9.9. Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.
- 9.10. Must have option for a seat cushion. Fabric used as upholstery must be the complete selection of standard fabric and must meet the requirements of Attachment 2 to Annex A- Finishes.
- 9.11. Must fit underneath the work surface parked at standard height of 737mm (29") above finished floor. Must be available in different sizes but no less than 355mm (14") wide and no greater than 406mm (16") wide, and must be no deeper than the depth of the worksurface and must not project past the front edge of the worksurface.

**Fixed Pedestals:**

- 9.11.1. Box/File complete with removable pencil tray
  - 9.11.2. Box/Box/File complete with removable pencil tray
  - 9.11.3. File/File
  - 9.11.4. File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer. Must include both side to side and front to back filing bars
- 9.12. Must include for hard surface or carpet glides and levelers with a vertical adjustment of at least 12.7mm (1/2") .
- 9.13. Must have a finished top and back.

- 9.14. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 9.15. Must have smooth surfaces and be covered entirely in a consistent, dust-free laminate or veneer finish.
- 9.16. Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.
- 9.17. Must fit underneath the work surface mounted at standard height of 737mm (29") above finished floor. Must be available in different sizes but no less than (14") wide and no greater than 406mm (16") wide, and must be no deeper than the depth of the work surface and must not project past the front edge of the work surface.

#### **Extended Pedestal/File Storage**

- 9.18. Provide for and include for configurations for a 1.5 high filing storage unit.
- 9.19. Must be finished on all sides.
- 9.20. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 9.21. Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.
- 9.22. Must have option for a seat cushion. Fabric used as upholstery must be the complete selection of standard fabric and must meet the requirements of Attachment 2 to Annex A- Finishes.
- 9.23. Must fit underneath the work surface mounted at standard height of 737mm (29") above finished floor. Must be available in different sizes but no less than 457mm (18") deep and no greater than 1067mm (42") wide, and must be no deeper than the depth of the worksurface and must not project past the front edge of the worksurface.

#### **Credenza:**

- 9.24. Must be available in a variety of open and closed shelving and drawer configurations.

- 9.25. Must be available in one and a half and two high formats.
- 9.26. File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.
- 9.27. Must include side-to-side hanging bars to create a letter and legal sized storing in one drawer. Include for two (2) bars per unit.
- 9.28. Must include front-to-back hanging bars to create a letter of legal sized storing in one drawer. Include for two (2) bars per unit.
- 9.29. Must have a removable pencil tray for the box drawer.
- 9.30. When open or closed shelving is offered, must accommodate for vertical binder storage with an interior clearance minimum of 12" H and have adjustable shelf to suit.
- 9.31. Be fixed and include for hard surface or carpet glides and levelers with a vertical adjustment of at least 25 mm (1").
- 9.32. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 9.33. Must have smooth surfaces and be covered entirely in a consistent, dust-free laminate or veneer finish.
- 9.34. Must be finished on all sides.
- 9.35. Must have option for a seat cushion. Fabric used as upholstery must be the complete selection of standard fabric and must meet the requirements of Attachment 2 to Annex A – FINISHES.
- 9.36. Must fit underneath the work surface at standard height of 737mm (29") above finished floor. Must be available in different sizes but no less than 355mm (14") deep and no greater than 508mm (20") deep.

**Storage & Wardrobe Towers:**

- 9.37. Proposed wardrobe must be compatible in finish and components to the interconnected panel system and the benching/activity based system.

They make part of the workspace and must be considered as in integrated unit.

- 9.38. Must be available in a variety of open and closed shelving with height adjustable shelves, with/without coat wardrobe and drawer configurations.
- 9.39. File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer. Must include filing bars for both side to side and front to back filing.
- 9.40. Must have a removable pencil tray for the box drawer.
- 9.41. In open or closed shelving configuration, must accommodate for binder storage, have adjustable shelf to suit and have a clearance of 12" for binder to fit.
- 9.42. Must include for hard surface or carpet glides and levelers with a vertical adjustment of at least 38 mm.
- 9.43. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 9.44. Must be finished on all sides.
- 9.45. Must include in the wardrobe configuration, a coat wardrobe with fixed coat rod in the interior space.
- 9.46. Must be available in all available sizes and must include at minimum the following sizes:  
Heights: 1016-1067mm (40"-42"), 1270-1321mm (50-52") and 1,625-1676mm (64-66").  
Depth: 584-610mm (23-24")  
Width: not less than 381mm (15") and no greater than 762mm (30")

**Lockers:**

- 9.47. Locker requirements are for situations where a personal tower is not possible within a workspace and space efficiencies are achieved by ganging multiple lockers together in various locations.

- 9.48. Primary use for the lockers are to store coats and personal belongings.
- 9.49. Proposed lockers must be able to source uniquely as a single component or ganged as multiple components.
- 9.50. Must be available in a variety of closed door configurations and must comprise of one (1) coat closet and one (1) small enclosed storage with adjustable shelf per person. The two units must be in separate compartments and not shared within one compartment (i.e. unacceptable: one wardrobe closet with an interior upper shelf for personal belongings).
- 9.51. Small enclosed storage must equal half the total length of adjacent coat wardrobe.
- 9.52. Must include for hard surface or carpet glides and levelers with a vertical adjustment of at least 25 mm (1").
- 9.53. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 9.54. Must be finished on all sides.
- 9.55. Must include in the combination, a coat wardrobe with fixed coat rod in the interior space.
- 9.56. Must be available in available sizes but must include at a minimum the following sizes:  
Heights: 1016-1067mm (40"-42"), 1270-1321mm (50-52") and 1,625-1676mm (64-66").  
Depth: at minimum 406mm (16") and maximum 610mm (24")  
Width: will vary based on requirements if ganged. A single person unit must include a width range of 305mm (12") to 508mm (20") (including wardrobe and personal storage).

**Lateral File Cabinets:**

- 9.57. Lateral filing is for workspaces and general departmental filing. Product offering must be available in a variety of configurations.
- 9.58. Accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.



- 9.59. Accommodate for a plan file drawer combination when applicable.
- 9.60. Must be of steel construction with a range gauge of 18 – 23.
- 9.61. When drawers are fully extended, appropriate ball bearings and anti tipping mechanism must be included.
- 9.62. Must not be able to have more than one drawer open at the same time.
- 9.63. Must include side-to-side hanging bars to create a letter and legal sized storing in one drawer. Include for two (2) bars per unit.
- 9.64. Must include front-to-back hanging bars to create a letter of legal sized storing in one drawer. Include for two (2) bars per unit.
- 9.65. Must ship fully assembled.
- 9.66. Must be finished on all exterior sides.
- 9.67. Must have radius edges on all corners including the drawers. There must not be any pointed edges, which may cause a safety hazard.
- 9.68. Must accommodate for binder storage and retractable ledger shelf when suitable.
- 9.69. Must include for hard surface or carpet glides and levelers with a vertical adjustment of at least 25 mm (1”).
- 9.70. Must have smooth surfaces and be covered entirely in a consistent, dust-free paint finish.
- 9.71. Offerors product must also include for a separate laminate top with a matching laminate edge.
  - 9.71.1. Top must be 25.4mm (1”) thick minimum.
- 9.72. Must be available in all available sixes but must include in the following configurations and nominal sizes:

**Two High Drawers:**

Widths: 762mm (30"), 914mm (36"), 1066mm (42")  
Heights: not more than 691mm (27.2")  
Depths: 457mm (18")

Two high lateral drawers must have option for a seat cushion. Fabric used as upholstery must be the complete selection of standard fabric and must meet the requirements of section Attachment 2- Finishes.

Must fit underneath the work surface at standard height of 737mm (29") above finished floor when specified without a laminate top.

**Three High Drawers:**

Widths: 762mm (30"), 914mm (36"), 1066mm (42")  
Heights: not more than 1016mm (40")  
Depths: 457mm (18")

**Four High Drawers:**

Widths: 762mm (30"), 914mm (36"), 1066mm (42")  
Heights: not more than 1300mm (51.2")  
Depths: 457mm (18")

**Five High Drawers:**

Widths: 762mm (30"), 914mm (36"), 1066mm (42")  
Heights: not more than 1666mm (65.6")  
Depths: 457mm (18")

## 10. DESKTOP ACCESSORIES

- 10.1. Offeror must include for a variety of desktop accessories as part of their submission.

**Accessory Element:**

- 10.1.1. Monolithic + Segmented Panels:  
Accessory element must be provided in place of upholstered fabric skin segments where indicated in typical workstation layouts. Refer to panel requirements.

- 10.1.2. Accessory element must be installed with concealed edges when within the finished screen.
- 10.1.3. Accessory element must be able to accommodate a minimum of three (3) accessories. Allow for a selection of three (3) different paper management accessories from a minimum of five (5) options.
- 10.2. Accessories to be painted metal with plastic parts/components where required.
- 10.3. Accessory elements must also be available in panel widths as listed in section 4.

**White boards Elements:**

- 10.4. White board/dry-erase board provided in place of upholstered fabric skin segments where indicated in typical workstation layouts.
- 10.5. White board/dry-erase board must be installed with concealed edges when within the finished screen.
- 10.6. White board/dry-erase board height must correspond with panel segment height for uniformed appearance.
- 10.7. Width of whiteboard/dry-erase board must correspond with panel width – refer to workstation typical layouts. Whiteboard/dry-erase must also be available in panel widths as listed in section 4.

**Coat Hooks:**

- 10.8. Provide a hang-on coat hook in metal finish to match panel trim.
- 10.9. Must not exceed a horizontal projection of 50mm (2”).

**Panel Mounted Metal Shelf:**

- 10.10. Provide for metal shelf to be affixed to the panel at varying widths to suit panel sizes.

**Integrated and freestanding accessories:**

10.11. Offeror to include in their submittal, a variety of integrated and freestanding desk accessories. They must, at the minimum, include the following:

- Single Letter Tray
- Double Letter Tray
- Pencil Cup
- File Holder

## 11. BENCHING AND ACTIVITY BASED SYSTEMS

11.1. The offered systems must be made up of various pieces that can be recomposed to create the following workspaces:

- Open plan workspaces that emphasize non-territorial neighbourhoods;
- Collaboration type work spaces to support casual interactions or head down work;
- Shared workspaces between two or more persons;
- Flexible enough to support changing working environments and functions;
- Furniture with integrated power and telecommunications.

11.2. The Offered products and components can be compatible with or can be integrated in a variety of ways with their interconnecting panel system. Offered products are not required to be of the same series as the panel system.

11.3. The offered system must meet all the environmental and certifications requirements included herein this statement of requirement.

11.4. Offerors are encouraged to incorporate the components listed in previous sections in an interchangeable manner.

11.5. Offered Products for the following type of activity based workspaces must be flexible and not typical of existing federal government offerings. Offered products must plan for each identified workstations below:

11.5.1. **Individual Workstation:** a workspace meant for one (1) person for focused work.

- 11.5.2. **Cluster Workstations:** groupings of workspaces for two (2) to four (4) people for focused and collaborative work. May include brainstorming and/or team discussions.
- 11.5.3. **Fixed Benching Workstations:** grouping of workspaces that incorporates rows of fixed single sided or double sided desks along a shared spine that houses a lay in style of electrical and data. Typically meant for medium focused work individual work with the occasional collaboration.
- 11.5.4. **Height-Adjustable Benching Workstations:** grouping of workspaces that incorporates rows of electric height-adjustable desks, single sided or double sided along a shared spine that houses a lay in style of electrical and data. Typically meant for medium focused work individual work with the occasional collaboration
- 11.6. All workspace types in this section must include for the following (refer to sections for product descriptions):
- 1) **Freestanding fixed and height -adjustable:**
    - Modular desks in rows of different quantities which can be either single sided or double sided;
    - Full depth metal legs at the end of the run and half depth metal legs in mid-run;
    - The legs must include for the option of a shroud either at the end of the run or mid run
  - 2) **Personal Storage Wardrobe**
  - 3) **Storage Stack On Units**
    - Must have dual purpose to be shared or single sided in various configurations;
    - Must include for a one high: open/closed book storage and a two high open/closed book storage.
    - Depth of unit proposed must coordinate with proposed credenza depth.
    - Widths: min 762mm to a max 1067mm.
  - 4) **Low credenza**
  - 5) **Dual Monitor Arm (NIC)**
    - The desk surface must allow for space for an edge clamp monitor arm (NIC) and allow for wires to drop down behind the surface into the wire tray below
    -

**6) CPU Holder (NIC):**

- Duplexes must be accessible from underneath the desk to connect PC from suspended CPU holder unit (NIC) mounted underneath the surface.

**7) Power :**

- rows must be powered by a modular electrical system (ex. harnesses) connected with basefeed or ceiling feed to base building power;
- Each desk must have easy access to power under the surface or through a flip open tray above the surface
- Each station must have the possibility of having at minimum 4 duplex and a wire management tray system the length of the surface;
- There must be a tray or attachment clips for data and communication cabling.

**8) Architectural and/or Suspended Cabinets:**

- The purpose of this requirement is one that would provide dual purpose: to provide for open or semi closed storage and to divide the open space between designated areas (i.e. floor to ceiling separators).
- Offeror to ensure that proposed product meet standard engineering and architectural requirements.
- Offeror to propose and include for a variety of configurations.

- 11.7. All stations must be non-handed and must accommodate to up to six (6) workspaces.
- 11.8. Overall footprint for workstations are 1981mm (78") W x 1676mm (66") D and no more than 1321mm (52")H.
- 11.9. Rectangular surfaces to be at minimum offered in two different depths 610mm (24") D and 762mm (30") D. Offered products must include all available sizes and must include at a minimum the following widths: 1372mm (54"), 1829mm (72") and 1981mm (78").
- 11.10. The system must provide for the integration of the following:
- 11.10.1. Audio Visual components such as speakers, mics, tablets, smart technology and various other AV equipment.

- 11.10.2. Component set ups that include for tablets, portables, and smart technology such as cellphones.
- 11.10.3. Interactive Whiteboards such as Surface Pros and Smart Boards.
- 11.10.4. Integration that includes for multiple monitors (fixed or portable).
- 11.11. Offered Benching Products must include for the following, :
  - i. Desktop power module, grommet mounted (2USB/2 POWER);
  - ii. Desktop lateral privacy divider – glass or laminate;
  - iii. Desk edge screens (back and end positions) – glass or laminate – various heights, must have at minimum an option matching datum height of 1067mm;
  - iv. Desk screens along the spine – glass or laminate – various heights, must have at minimum an option matching datum height of 1067mm (42”);
  - v. Modesty panel options;
  - vi. End gable options;
  - vii. Options for types of legs – rectangular open frame leg, straight leg, angled leg, etc.;

## 12. MANUFACTURER'S IDENTIFICATION

The successful Offeror must mark each component permanently and legibly with his recognized trademark or name.