



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

Title - Sujet Achat et instal. mobilier de bureau	
Solicitation No. - N° de l'invitation EF970-192988/A	Date 2019-03-26
Client Reference No. - N° de référence du client EF970-192988	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-160-15291	
File No. - N° de dossier MTA-8-41405 (160)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-06	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Asquino, Carolina	Buyer Id - Id de l'acheteur mta160
Telephone No. - N° de téléphone (514) 348-4129 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800, RUE DE LA GAUCHETIERE OUEST MONTREAL Québec H5A 1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée .	Delivery Offered - Livraison proposée
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

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EF970-19-2988

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-8-41405

Buyer ID - Id de l'acheteur
MTA160
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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this request.

1.2 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

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 Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.5 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:

subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

N/A.
 - PWGSC regional offices:** The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

- To submit a bid using epost Connect service, the Bidder must either:
 - send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation 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.
- If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- i. receipt of a garbled, corrupted or incomplete bid;
- 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 bid;
- v. failure of the Bidder to properly identify the bid;
- vi. illegibility of the bid;
- vii. security of bid data; or,
- viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 **SACC Manual Clauses**

[B1000T](#) (2014-06-26), Condition of Material - Bid

2.2 **Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the regional office the email address is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

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File No. - N° du dossier
MTA-8-41405

Buyer ID - Id de l'acheteur
MTA160
CCC No./N° CCC - FMS No./N° VME

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation Risk Mitigation

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#), for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

N/A

4.1.2 Financial Evaluation

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP) 999 boul Robert-Bourassa, Montreal, Qc Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DDP basis.

The Bidder must complete all the prices requested in Annex B, including the optional items in order to be able to perform the complete financial evaluation. If a field is empty, the price will be considered to be 0\$ and this will be the price applied if a contract is awarded.

The price of the bid will be determined as follows:

Total price of products + delivery + installation = sub-total evaluation price (A)

Total price of option products + option delivery + option installation = option sub-total evaluation price (B)

Sub-total evaluation price (A) + option evaluation price (B) = Evaluation price (C)

4.2 Basis of Selection

SACC Manual Clause [A0069T](#) (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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 Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

5.2.1 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A", the plans and any of the proposed additional criteria.

Bidder's Signature

Date

If this is not submitted with the bid, upon Canada's request, it must be provided within 2 business days to the Contracting Authority.

5.2.3.2 Environmental Certification

All the furniture described at Annex A & plans must achieve a minimum of level® 2 or have an equivalent certification. All equivalent certifications must meet at minimum the ANSI/BIFMA e3 Furniture Sustainability Standard and will require test results verified by a third party that is recognized by BIFMA e3 Organization. GreenGuard is an accepted equivalent.

Proof of certifications are required for all furniture; no internet links will be verified. If proof of certification and Annex E is not submitted with the bid, upon Canada's request, they must be provided within 2 business days to the Contracting Authority.

If providing equivalent certification, the delay to provide the proof of equivalence will be the same as the delay to provide the proof of certification. All equivalent certifications must meet the minimum standards indicated at Annex A-2.

Failure to provide all the certifications and/or the equivalence within the time frame provided, will render the bid non-responsive.

Any documentation included in the bid and/or sent to the Contracting Authority cannot be modified once submitted.

5.2.3.3 Authorized Dealer

If the bidder is not the manufacturer of the products offered but is submitting an offer offering the products of a manufacturer(s), the Bidder must:

- i. Be an authorized dealer of the manufacturer(s) for the products delivered;
- ii. Submit a letter of authorization from each manufacturer whose products are being offered

The letter must:

- i. Be signed by the manufacturer and be under the letterhead of the manufacturer;
- ii. List the products' name/series offered; and
- iii. Confirm that the Bidder is in fact an authorized dealer for the products specified in the letter.

If the letter is not submitted with the bid, upon Canada's request, it must be provided within 2 business days to the Contracting Authority.

Any documentation included in the bid and/or sent to the Contracting Authority cannot be modified once submitted.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

- 6.1.1 There is no security requirement applicable to the Contract. For the Health and Safety Requirements (Section 01 35 29.06) see Annex C.

6.2 Requirement

The Contractor must provide furniture and related items in accordance with the Requirement at Annex "A" and in the plans.

6.2.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at A & plans of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 entitled Warranty of general conditions 2010A is amended as follows:

- a. At Sub-section 1.
 - a. Deleted: "The warranty period will be twelve months."
 - b. Inserted: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years."
- b. At Sub-section 2.
 - a. Deleted: In its entirety
 - b. Inserted: as follows:
"2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its

location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

6.3.2 Supplemental General Conditions

4009 (2013-06-27) Professional Services - Medium Complexity, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

6.4.2 Delivery Date

All the deliverables must be received in accordance with section 1.2.2 of Annex A-1.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at point 1.1.1 of Annex A-1 of the Contract.

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) 999 boul Robert-Bourassa, Montreal, Qc, Incoterms 2010 for shipments from a commercial contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Carolina Asquino
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Address: Place Bonaventure, 800 De La Gauchetière Street West, Room 7300
Montréal (Québec) H5A 1L6
Telephone: (514) 348-4129
E-mail address: carolina.asquino@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority (will be completed upon the award of the contract)

The Project Authority for the Contract is:

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File No. - N° du dossier
MTA-8-41405

Buyer ID - Id de l'acheteur
MTA160
CCC No./N° CCC - FMS No./N° VME

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices & firm lot prices, as specified in Annex B for a cost of \$ _____ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

The contract will be awarded in Canadian currency. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17), Limitation of Price

6.6.3 Single Payment

SACC Manual clause H1001C (2008-05-12), Multiple Payments

6.6.4 SACC Manual Clauses

SACC Manual clause C2000C (2007-11-30) Taxes - Foreign-based Contractor
SACC Manual clause C2605C (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor
SACC Manual clause C3015C (2017-08-17) Exchange rate fluctuation adjustment

6.6.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only).

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded by email (*electronic format*) to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A – Requirement & the plans. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A & the plans. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, 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.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada 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 plans. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

6.10 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 Agreement;
- (b) the Supplemental General Conditions [4009](#) (2013-06-27) Professional Services - Medium Complexity;
- (c) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement including Annexes A-1, A-2 & A-3;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Health and Safety Requirements;
- (g) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

[A9068C](#) (2010-01-11) Government Site Regulations
[B1501C](#) (2018-06-21) Electrical equipment
[B7500C](#) (2006-06-16) Excess Good
[B9028C](#) (2007-05-25) Access to Facilities and Equipment
[G1005C](#) (2016-01-28) Insurance

6.12 Installation Services

Installation services must be provided for the products contracted. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site.
Note: In order to respect the LEED criteria required by the building, all furniture must be completely unpacked / unwrapped at the loading dock. The furniture must be completely unpacked / unwrapped before it is transported into the building. Absolutely no packaging will be tolerated inside the building. The delivery / moving team must leave with their scraps.
2. Unpack all pieces and inspect products for shipping damage ;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;

8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

6.13 Post installation Procedures

The Contractor must adhere to the following Post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. 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;

6.14 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures

1. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
2. The deficiency list must be forwarded by the Project Authority to the Contractor;
3. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
4. For all deficiencies other than those identified in point 3, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
5. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A"

REQUIREMENT

PREAMBLE

The project consists in a new office layout for the human resources department of International Civil Aviation Organization (ICAO) because their office spaces have become outdated. 27 stations will be provided to receive 27 employees in 3 different types of spaces: large executive offices, small standard offices and open spaces. In general, staff members use the same station, all day and every day.

Regarding LEED requirements, a certification will not be requested at this stage of the project. On the long term however, when all office spaces have been updated, the owner will make a request for certification. Furniture material and installation must thus comply with sections 01 35 21-LEED Requirements – Annex A-2.

All plans, specifications and LEED requirements must be respected.

ARCHITECTURE

N° plan	Title	Rév.
A000	Title page	00
F160	Furniture plan	00
F161	Furniture details	00
F162	Furniture details	00

ARCHITECTURE – COMPLEMENTARY DRAWINGS ISSUED FOR REFERENCE

N° plan	Title	Rév.
A120	Construction plan	00

ELECTRICITY – COMPLEMENTARY DRAWINGS ISSUED FOR REFERENCE

N° plan	Title	Rév.
E06	Electrical Services – 4th Floor - New layout	00

N° plan	Title	Rév.
TI03/TI05	Telecommunication services – 4th Floor - New layout	00

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 01 35 21 –LEED Requirements – Annex A-2
- .2 Refer to sheet E06 – revision 00, prepared by Stantec electrical engineers, issued for a separate call for tenders dated 2019-01-14.
- .3 Refer to sheet TI03/TI05 – revision 00, prepared by Stantec telecommunication engineers, issued for a separate call for tenders dated 2019-01-14.

1.2 REFERENCES

- .1 American National Standards Institute (ANSI)
 - .1 ANSI A208.1-09, Particleboard.
- .2 American National Standards Institute (ANSI)/Business and International Furniture Manufacturers Association (BIFMA) International
 - .1 ANSI/BIFMA X5.1-11, American National Standard for Office Furnishings, Lounge and Public seating.
 - .2 ANSI/BIFMA X5.6-10, American National Standard for Office Furnishings - Panel Systems.
 - .3 BIFMACMD-1-09, BIFMA Chair Measuring Device.
- .3 ASTM International
 - .1 ASTM C297/C297M-04(2010), Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions.
- .4 Canada Green Building Council (CaGBC)
 - .1 LEED v4 for Interior Design and Construction, Reference Guide, 2017.
- .5 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-44.227-2008, Free-standing Office Desk Products and Components.
 - .2 CAN/CSGB-44.232-2008, Task Chairs for Office Environments.
- .6 CSA International
 - .1 CSA C22.2 No.9.0-96(R2011), General Requirements for Luminaires.
 - .2 CAN/CSA-C22.2 No.203-M91(R2010), Modular Wiring Systems for Office Furniture.
 - .3 CAN/CSA-Z809-08, Sustainable Forest Management.
- .7 Forest Stewardship Council (FSC)
 - .1 FSC-STD-01-001-2004, FSC Principle and Criteria for Forest Stewardship.
- .8 Health Canada - Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheets (MSDSs).
- .9 Public Works and Government Services Canada (PWGSC) – Industrial and commercial products and standardization services sector – Government purchase description.
- .10 The Master Painters Institute (MPI)
 - .1 Architectural Painting Specification Manual.

- .11 Underwriters' Laboratories Canada (ULC)
 - .1 CAN/ULC-S102-2010, Standard Method of Test for Surfaces Burning Characteristics of Building Materials and Assemblies.
- .12 Underwriters' Laboratories (UL)
 - .1 UL 1286-2008(R2011), Standard for Office Furnishings.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Product Data:
 - .1 No later than 10 days after the contract is awarded, provide manufacturer's printed product literature and data sheets for furniture. Include product characteristics, performance criteria, physical size, finish and limitations.
- .2 Samples:
 - .1 No later than 10 days after the contract is awarded, submit two sets of two samples of each furniture finish for Departmental Representative's approval. The samples shall have minimum dimensions of 500 mm x 760 mm, show all variations in grain or pattern (if applicable) and represent the final finish.
 - .2 Submit a sampling plan grouping samples of all materials, colours and finishes to be used for furniture (dividing panels, glass and frames, horizontal surfaces, fabric for cushions, armchairs and tackable surfaces, filing cabinets and all other required item)
- .3 Shop drawings:
 - .1 No later than 10 days after the contract is awarded, drawings shall indicate construction details, profiles, details of assemblies and fastenings, and other related details.
 - .1 Scale : full-size for profiles and half-size for details.
 - .2 Drawings shall indicate materials, finishes, thicknesses and hardware items.
 - .3 Drawings shall indicate the location of required openings in the storage furniture for connecting utilities, conditions of typical and particular installation, junctions, accessories and anchors as well as location of visible fasteners.
 - .4 Submit all shop drawings to Departmental Representative no later than 10 days after the contract is awarded.
- .4 Sustainable Design Submittals:
 - .1 Submittals for LEED Canada-CI version 4 certification: in accordance with section 01 35 21 – LEED Requirements – Annex A-2.
 - .2 Recycled content: refer to section 01 35 21 – LEED Requirements– Annex A-2.
 - .3 Regional materials: refer to section 01 35 21 – LEED Requirements– Annex A-2..
 - .4 Low emitting materials: refer to section 01 35 21 – LEED Requirements– Annex A-2.
 - .5 Wood certification: refer to section 01 35 21 – LEED Requirements– Annex A-2.

1.4 CLOSEOUT SUBMITTALS

- .1 Submit reviewed shop drawings, data sheets and approved samples.

- .2 Operation and Maintenance Data: submit operation and maintenance data for furniture for incorporation into the Operation and Maintenance manual.
- .3 Supply part numbers of furniture to allow for replacement of worn or damaged furniture parts.
- .4 Submit instructions regarding repair or replacement of worn parts.

1.5 COMMISSIONING

- .1 The work chair supplier shall hold a presentation to explain operation of the chairs to users.

1.6 ACCEPTABLE MATERIALS OR PRODUCTS

- .1 When materials or products are prescribed by brand name, consult Bidder Instructions to learn procedure for requesting approval of substitute materials or products.

Part 2 Products

2.1 MATERIALS

- .1 High-pressure plastic laminate:
 - .1 Laminated plastic for flatwork: to NEMA LD3 (for movable partitions).
 - .1 Type: general purpose.
 - .2 Grade: VGL.
 - .3 Size: 1.27 mm thick.
 - .4 Colour: layers of uniform colour: white / very pale warm grey.
 - .5 Pattern: solid.
 - .6 Finish: satin.
 - .2 Particleboard core: to ANSI 208.1, high density, sanded faces, of thickness indicated.
 - .1 CAN/CSA-Z809 or FSC or SFI certified.
 - .2 Ensure particleboard core is urea-formaldehyde free.
 - .3 Laminated plastic adhesive: recognized brands, suitable for intended use, water-repellent and in accordance with ASTM-D5116, D2832 and the following low emission levels:
 - .1 Total VOC content: less than 0.5mg/m³/hour.
 - .2 Formaldehyde: less than one (1) part per billion (1 PPB).
 - .3 Phenylcyclohexane (4-PCH): less than one part per billion (1 PPB).
 - .4 Impregnation coatings: water-repellent adhesives or coatings approved by the laminate manufacturer.

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- .1 VOC emission tests to be conducted in accordance with ASTM D2369 and ASTM D2832.
 - .2 VOC content: no more than 200g/L as in SCAQMD Rule 1113.
 - .3 Limits and restrictions on chemical composition: as in SCAQMD Rule 1113.
- .2 Sealants:
- .1 VOC emission tests to be conducted in accordance with ASTM D2369 and ASTM D2832.
 - .2 VOC content: no more than 5% by weight.
 - .1 Limits and restrictions on chemical composition: as in SCAQMD Rule 1113.
 - .3 Lag bolts and splines: of the type recommended by the fabricant.
- .3 Low-pressure plastic laminate (melamine) :
- .1 Softwood lumber: S4S, moisture content 19% or less in accordance with following standards:
 - .1 CSA O141.
 - .2 CAN/CSA-Z809 or FSC or SFI certified.
 - .3 NLGA Standard Grading Rules for Canadian Lumber.
 - .4 AWMAC premium grade, moisture content as specified.
 - .5 Machine stress-rated lumber is acceptable.
 - .6 Hardwood lumber: in accordance with the following standards:
 - .1 National Hardwood Lumber Association (NHLA).
 - .2 AWMAC premium grade, moisture content as specified.
 - .3 CAN/CSA-Z809 or FSC or SFI certified.
2. Panel Material: urea-formaldehyde free
- .1 Recycled content: in accordance with Section 01 35 21 - LEED Requirements – Annex A.
 - .2 CAN/CSA-Z809 or FSC or SFI certified.
 - .3 Douglas fir plywood (DFP): to CSA O121, standard construction.
 - .4 Canadian softwood plywood (CSP): to CSA O151, standard construction.
 - .5 Hardwood plywood: to ANSI/HPVA HP-1.
 - .6 Poplar plywood (PP): to CSA O153, standard construction.
 - .7 Particleboard: to ANSI A208.1.
 - .8 Hardboard: to CAN/CGSB-11.3.
 - .9 Medium density fibreboard (MDF): to ANSI A208.2, density 640-800 kg/m³.
 - .10 Low density fibreboard: to CSA-A247M.
 - .11 Backing sheets, Grade QR, Type TP, at least 0.5 mm thick or same thickness as surface sheet.
 - .12 Thermofused Melamine: to NEMA LD3 Grade VGL (for vertical surfaces)
 - .13 High wear resistant thermofused melamine: equal or exceed 400 cycles (Minimum standard for HPL abrasion test).

2.2 ACCESSORIES

- .1 Nails and staples: to CSA B111; galvanized to ASTM A123/A123M for exterior work, interior humid areas and for treated lumber; stainless steel finish elsewhere.
- .2 Wood screws: stainless steel, type and size to suit application.
- .3 Splines: metal.
- .4 Adhesive and Sealants:
 - .1 Adhesives used to apply plastic laminates or wood veneers capable of achieving tensile strength of 552 kPa minimum when tested to ASTM C297.
 - .2 VOC limit : in accordance with Section 01 35 21 - LEED Requirements – Annex A-2.

2.3 EXAMINATION

- .1 Verification of Conditions: verify conditions of substrates previously installed under other Sections or Contracts are acceptable for laminate, adhesive, and core materials installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate in presence of Departmental Representative.
 - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
 - .3 Proceed with installation only after unacceptable conditions have been remedied.

2.4 INSTALLATION

- .1 Do finish carpentry to Quality Standards of (AWMAC).
- .2 Scribe and cut as required, fit to abutting walls, and surfaces, fit properly into recesses and to accommodate piping, columns, fixtures, outlets, or other projecting, intersecting or penetrating objects.
- .3 Form joints to conceal shrinkage.
- .4 Interior frames:
 - .1 Frames to be solid wood maple species, to match existing adjacent wooden frames.
 - .2 Construction:
 - .1 Profile: as detailed on plans and to match existing adjacent wooden frames.
 - .2 Corner: as detailed on plans and to match existing adjacent wooden frames.
- .5 Install work plumb, true and square, neatly scribed to adjoining surfaces.
- .6 Make allowances around perimeter where fixed objects pass through or project into laminated plastic work to permit normal movement without restriction.
- .7 Use draw bolts and splines in countertop joints. Maximum spacing 450 mm on centre, 75 mm from edge. Make flush hairline joints.
- .8 Provide cutouts for inserts, grilles, appliances, outlet boxes and other penetrations. Round internal corners, chamfer edges and seal exposed core.

- .9 Site apply laminated plastic to units as indicated. Adhere laminated plastic over entire surface. Make corners with hairline joints. Use full sized laminate sheets. Make joints only where approved. Slightly bevel arises.
- .10 For site application, offset joints in plastic laminate facing from joints in core.

2.5 FABRICATION

- .1 Laminate to be fabricated in shop as per NEMA LD3, Annex A.
- .2 Structures in which appliances, equipment or other items are to be built-in or contiguous to these items must be built to appropriate dimensions, obtained beforehand.
- .3 Ensure adjacent parts of continuous laminate work match in colour and pattern.
- .4 Veneer laminated plastic to core material in accordance with adhesive manufacturer's instructions. Ensure core and laminate profiles coincide to provide continuous support and bond over entire surface. Use continuous lengths up to 3000 mm. Keep joints 600 mm from sink cutouts.
- .5 Use straight self-edging laminate strip for flatwork to cover exposed edge of core material. Chamfer exposed edges uniformly at approximately 20 degrees. Do not mitre laminate edges.
- .6 Apply laminate backing sheet to reverse side of core of plastic laminate work.

2.6 CONSTRUCTION

- .1 Fastening:
 - .1 Position items of finished carpentry work accurately, level, plumb, true and fasten or anchor securely.
 - .2 Design and select fasteners to suit size and nature of components being joined. Use proprietary devices as recommended by manufacturer.
 - .3 Set finishing nails to receive filler. Where screws are used to secure members, countersink screw in round smooth cut hole and plug with wood plug to match material being secured.
 - .4 Replace items of finish carpentry with damage to wood surfaces including hammer and other bruises.

2.7 DESKS

- .1 Office desks and components: in compliance with CAN/CGSB-44.227.
- .2 Components to be interchangeable: right-to-left and left-to right.
- .3 Provide and install a cable and cord duct system in dividing panels or concealed under work surfaces.
- .4 Data and electrical outlets will be located below the work surfaces. An opening in the worksurface (either a continuous recess at the back or a scallop) will allow cables to migrate to the top of the worksurface. From outlet to opening, provide a system of ties. "Tie wraps" are not an acceptable system.
- .5 Provide pivoting power data modules mounted on desk surfaces, identified as "7" in the plans.
- .6 Horizontal work surfaces: in compliance with CAN/CGSB-44.227.

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- .1 Material: high-pressure plastic laminate, colour as indicated in plans. Edges to be finished in ABS (acrylonitrile butadiene styrene).
 - .2 Finish: specular gloss, no more than 45 units.
 - .3 Dimensions:
 - .1 Width and length: refer to architectural plans (furniture plan) for specific dimensions.
 - .2 Fixed height: 735 +/- 25 mm from the finished floor.
 - .4 Types of legs : feet complete with levelling mechanism with vertical adjustment of at least 25 mm. Feet to be made of pre-painted metal.
 - .1 Open-area workstation:
 - .1 Main surface, identified as "1" in plans : no leg support since supports are connected to dividing panels. Incremental adjustment (rack or other): no more than 25 mm. Supports to be made of painted metal.
 - .2 Return surface, identified as "2" in plans: at the same level as the main surface. Anchored to the dividing panel system or attached to the low storage modules with an intermediate support, identified as "9" in plans.
 - .2 Closed office:
 - .1 Main surface, identified as "13" in plans:
 - .1 Standard office: supported by hoop legs attached to the surface and/or attached to the low credenza. Refer to the plans.
 - .2 Executive office: supported by hoop legs attached to the surface at each end.
 - .3 Hoop leg : U-shaped metal leg with the horizontal part resting on the floor.
 - .2 Return surface, identified "14" in plans:
 - .1 At the same level as main surface. Full leg or attached to the low storage modules. Refer to plans.
 - .3 Modesty panel, identified as "17" in plans:
 - .1 Provide and install panels under each main work surface in the closed offices.
 - .2 Finish: low-pressure plastic laminate (melamine).
 - .3 Panel hardware : hardware must enable the panel to pivot without having to remove it.
 - .7 Drawers: in compliance with CAN/CGSB-44.227.
 - .1 Filing drawers:
 - .1 Filing drawers complete with full bottoms, with provision to accommodate both legal and letter sized filing systems with minimal adjustments.
 - .2 Typically, filing drawers shall include the following : a hanging-file rail system, a stopping block and two removable dividers.
 - .3 Fully extend, allowing complete vertical access to usable clear space.
 - .2 Pencil drawer :
 - .1 Single drawer with movable tray equipped with subdivisions for storage.
 - .3 Box drawer : single one compartment drawer.

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- .4 Drawer slides: sturdy and corrosion resistant.
 - .5 Drawer slides to have ability to extend three quarters of length of drawer.
 - .8 Free-standing storage units: in compliance with CAN/CGSB-44.227. Refer to plans for dimensions and finish of each item.
 - .1 Combination cabinet
 - .1 Workstation, identified as "4" in plans: one section with shelves (fixed and adjustable) and one section with a rod for use of coat hangers.
 - .2 Executive office, identified as "21" in plans: one section with shelves (fixed and adjustable) and one section with a rod for use of coat hangers.
 - .3 Locks: see paragraph 2.2.20.
 - .2 Standard office wardrobe cabinet, identified as "16" in plans
 - .1 Composition: one rod for coat hangers along the full length and one shelf above.
 - .1 Locks: see paragraph 2.2.20.
 - .3 Credenza
 - .1 Exterior and face of drawers in high-pressure plastic laminate. The different storage modules are to be finished with a plastic laminate surface covering the full width to avoid joints.
 - .2 Dimensions: varies, see plans.
 - .3 Composition
 - .1 Workstation, identified as "3" on plans : provide 3 equal sections of storage : two sections of filing drawers and one section of open shelving.
 - .2 Standard office, identified as "15" on plans : provide 2 equal sections of storage : one section including sitting cushion, one pencil drawer and one filing drawer as well as one section with two open shelving compartments (under the main work surface).
 - .3 Executive office, identified as "20" on plans : provide 2 equal sections each having : 1 pencil drawer and one filing drawer.
 - .4 Meeting room 4.35.11, identified as "F1" on plans : provide one cabinet with double doors, counter and one adjustable shelf. Handles to be painted metal, silver colour.
 - .5 Refer to paragraph 2.2.8 for drawer description.
 - .4 Locks: see paragraph 2.2.20.
 - .9 Upper storage units: in compliance with CAN/CGSB-44.226. Refer to plans for the dimensions and finish of each unit.
 - .1 Hutch for closed offices, identified as "18" and "23" on plans :
 - .1 High storage to have sliding doors, no fixed panel.

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- .2 Hanging rail to be of aluminum.
 - .3 Locks: see paragraph 2.2.20.
 - .10 Self-supporting mobile pedestals, identified as "5" on plans. Refer to plans for dimensions and finishes.
 - .1 Provide three drawers: one pencil drawer, one box drawer and one filing drawer.
 - .2 Locks: see paragraph 2.2.20.
 - .11 Cushion, identified as "8" on plans: in compliance with CAN/CGSB-44.227.
 - .1 Provide one cushion, see plans for dimensions :
 - .1 Standard office: on the credenza.
 - .2 Executive office: on the mobile pedestal.
 - .3 Workstation: on the credenza.
 - .2 Fabric: in compliance with CAN/CGSB-44.232. Upholstery fabric to have high abrasion resistance.
 - .1 Acceptable products:
 - .1 Maharam Manner 466177-033 Woad
 - .2 Momentum Odissey, colour "Ink"
 - .3 Luum Miami 4003-07 "Pinecrest"
 - .12 Rail-hung organizational accessories: in compliance with CAN/CGSB-44.227. Refer to sheet F161 for quantities.
 - .1 Painted metal finish. Colour to match workstation's white plastic laminate as closely as possible.
 - .13 Filing cabinets, identified as "F2a" and "F2b" on plans: in compliance with CAN/CGSB-44.227. Refer to plans for quantities, finishes and types.
 - .1 Lengths of surfaces on type "3H" filing cabinets to be as long as possible to have a minimum of joints.
 - .14 Copying and printing furniture, identified as "F3" and "F4" on plans: in compliance with CAN/CGSB-44.227. Refer to plans for dimensions and finishes.
 - .1 Provide 2 adjustable shelves in each cabinet.
 - .2 Handles to be of painted metal, silver colour.
 - .15 Conference tables, identified as "T1a", "T1b" and "T1c" on plans: in compliance with CAN/CGSB-44.227. Refer to furniture plans for dimensions and finishes.

- .1 Work surface to have square corners. Thickness of work surface to be 25 mm.
- .2 Provide legs at corners with lockable casters.
- .3 Provide modesty panel in white plastic laminate or metal under each work surface. A cable tray shall be integrated to manage the cables and install electrical accessories inside the integrated cable tray.
- .4 Provide a power and communication module on each work surface. Provide ties for wiring management under work surfaces. "Tie wrap" ties are not acceptable.
- .16 Meeting tables, identified as "22" on plans: in compliance with CAN/CGSB-44.227. Refer to plans for quantities, dimensions and finishes.
 - .1 Provide one table for each executive office.
 - .2 The base shall be a painted metal disc.
 - .3 Thickness of work surface to be 25 mm, finished with an ABS edge.
- .17 Task light fixtures, identified as "24" on plans : in compliance with CAN/CGSB-44.227. Refer to plans for quantities.
 - .1 LED task lamp installed under each hutch in closed offices, with a switch but no dimmer.
- .18 Writing boards, identified as "19" on plans : in compliance with CAN/CGSB-44.227. Refer to plans for quantities, dimensions and finishes.
 - .1 Provide one board for each closed office between the work surface and the underside of the hutch, of the same length as the hutch. See plans for dimensions.
 - .2 Material: 6mm thick tempered glass, back-painted in white.
- .19 Locks: in compliance with CAN/CGSB-44.227. Provide key-activated locks for doors and drawers.
 - .1 Provide key-activated locks with an identical key system for each workstation.
 - .2 Provide two (2) keys per lock.
 - .3 Lock to have adequate clearance to allow user to operate lock easily.
 - .4 Locking mechanism: key-activated locks require key to activate locking mechanism.
- .20 Preparation for delivery: in compliance with CAN/CGSB-44.227.

2.8

SEATING

- .1 Chairs for open-area workstations and closed offices, identified as "C1" on plans : in compliance with CAN/CGSB-44.232. Refer to drawings for quantities.
 - .1 Recliners.
 - .2 Features: in compliance with CAN/CGSB-44.232.
 - .3 Upholstery: in compliance with CAN/CGSB-44.232.
 - .1 Fabric to meet heavy-duty rating for abrasion resistance.
 - .2 Seat covering: fabric.
 - .1 Acceptable products:

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- .1 Maharam Manner 466177-033 Woad
 - .2 Momentum Odissey "Ink"
 - .3 Luum Miami 4003-07 "Pinecrest"
 - .3 Backrest covering: mesh covering to allow aeration.
 - .4 Backrest: in compliance with CAN/CGSB-44.232.
 - .1 Backrest height: Standard / Medium.
 - .2 Backrest-to-Seat-Angle: adjustable with minimum adjustment of 10 degrees within range of 93 degrees to 113 degrees.
 - .3 Lumbar Support: to CAN/CGSB-44.232.
 - .1 Lumbar support height: adjustable by at least 50 mm within range of 250 mm above seat as measured using BIFMA CMD-1.
 - .5 Armrests: in compliance with CAN/CGSB-44.232.
 - .1 Supply chair with T-shaped removable armrests, adjustable in depth, height and width, and swivelling.
 - .1 Armrest to be detachable using common available tools.
 - .6 Column: in compliance with CAN/CGSB-44.232.
 - .1 Adjustment to seat height : from 420mm to 535mm.
 - .7 Controls: seat height and chair tilt tension must be adjustable by user of chair while seated, semi-seated or standing when chair in upright position.
 - .1 Controls for other adjustment mechanisms accessible by seated user.
 - .2 Include controls with positive action to operate and position where they cannot be activated inadvertently under normal use of chair.
 - .8 Seat: in compliance with CAN/CGSB-44.232.
 - .9 Seat and Backrest Locks: in compliance with CAN/CGSB-44.232.
 - .1 Lockable or stoppable at multiple positions with adjustment ranges.
 - .10 Foam cushioning material used in seat and backrest: to CAN/CGSB-44.232.
 - .11 Casters: in compliance with CAN/CGSB-44.232 for carpeted floors.
 - .12 Preparation for delivery: in accordance with normal commercial practice.
 - .2 Visitors' chairs, identified as "C2" on plans : in compliance with GPD-6. Refer to plans for quantities.
 - .1 Chairs with four (4) legs: base with four (4) metal legs on levellers.
 - .2 Without armrests.
 - .3 May be stacked. Fabric covering.
 - .4 Seats with fabric covering: in compliance with CAN/CGSB-44.232.
 - .1 Upholstery fabric with high abrasion resistance.
 - .2 Acceptable products:
 - .1 Maharam Manner 466177-033 Woad
 - .2 Momentum Odissey "Ink"
 - .3 Luum Miami 4003-07 "Pinecrest"
 - .5 Perforated plastic aerated backrest.

- .3 Conference room chairs, for rooms #4.35.11, #4.35.13 and #4.35.14: to DAG-6. Refer to plans for quantities.
 - .1 Chairs with four (4) legs: base with four (4) metal legs on casters.
 - .2 Armrests: with fixed arms.
 - .3 May be stacked.
 - .4 Seats with fabric covering: in compliance with CAN/CGSB-44.232.
 - .1 Upholstery fabric with high abrasion resistance.
 - .2 Acceptable products:
 - .1 Maharam Merit 466444-038 "Goji"
 - .2 Momentum Plus "Lacquer"
 - .2 Luum Ample 4034-05 "Radioactive"
 - .5 Perforated plastic aerated backrest.

2.9 DIVIDING PANEL SYSTEM

- .1 Description: in compliance with CAN/CGSB-44.227 and ANSI/BIFMA X5.6.
 - .1 Non-acoustical or acoustical dividing panels.
 - .2 Finish: in compliance with CAN/CGSB-44.227.
- .2 Material:
 - .1 Low-pressure plastic laminate (melamine).
- .3 Fabric covering:
 - .1 Acceptable products:
 - .1 Luum Digi Tweed 4058-02 "Topaz Tweed"
 - .2 Mahram Emit 466378-001 "Wed"
 - .3 Momentum Kinect KH4 "Veil"
- .4 Welds: in compliance with CAN/CGSB-44.227.
- .5 Use hardware in assembling components and connecting panels that allows for repeated assembly, disassembly and reconfiguration.
- .6 Allow clearance between vertically user adjustable surface and any adjacent surface, of 25 mm minimum.
 - .1 If clearance is less than 25 mm, the work surface shall have a scallop, identified as "6" on plans, positioned at the centre of the surface. Refer to the plans.
 - .2 Articulating keyboard trays are exempt from this requirement.
- .7 Clearance under work surfaces: in compliance with CAN/CGSB-44.227.
- .8 Adhesives for application of plastic laminates : to achieve a tensile strength of 449 kPa when tested in accordance with ASTM C297.

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- .9 Panels:
- .1 Panels widths: varies from 760 mm to 2438 mm, refer to plans.
 - .2 Panel heights to accommodate the following :
 - .1 Refer to architectural drawings for height ranges for each type of workstation.
 - .3 Panels: stable, straight and plumb when interconnected.
 - .1 Height variance of same height panels when interconnected to be 3 mm maximum.
 - .4 On dividing panels not facing a credenza, provide telecommunications and electrical services shown on plan E06 (electricity) and plan TI03/TI05 (telecommunications), issued for information. Provide standard modules comprising at least 2 duplex electrical outlets and 1 telecommunication outlet, mounted on the panel under the work surface, with knockout sockets adapted to this type of module.
 - .5 Incorporate a telecommunications and electrical module (identified as "7" on plans). mounted on the deepest work surface. Provide a square grommet option, attached with a swivel ring for quick access to an electrical, USB or data outlet. Refer to paragraph 2.4.17 for Electrical Material.
 - .6 Provide trims at panel tops, edges and angles, attached with concealed fasteners.
 - .1 Panel system to provide smooth, homogeneous and uniform look.
- .10 Panel finishes: plastic laminate, upholstery and partially glazed. Refer to plans.
- .11 Flammability: flame-spread rating and smoke development rating, in compliance with CAN/ULC-S102.
- .12 Load bearing panels:
- .1 Panels must incorporate studs with a racked spacing of 25mm, to allow for component connections at required height.
 - .2 Ensure system has no visual gaps or spacings when installed.
- .13 Frameless glass panel, at top of panel types P1, P2 & P4:
- .1 Frosted tempered glass 10mm thick
 - .2 Glass mounted in an aluminum frame at the top of dividing panels.
 - .3 All glass edges must be chamfered.
 - .4 All joints in glazing, if required, shall be butt joints.
- .14 Glass panel in frame, at top of panel types:
- .1 One 4mm thick frosted tempered glass panel and one 4mm thick clear tempered glass panel.
 - .2 Glass panel in aluminum frame around all perimeter.
 - .3 Provide intermediate mullions where multiple glass panels are required.
- .15 Each dividing panel to be equipped with two glides allowing for a vertical adjustment range of at least 38 mm.
- .1 Fasteners designed to prevent loosening or untying under normal conditions of use, shall be used to secure glides.
- .16 Connector system: capable of connecting panels of different heights and at junction connecting combination of two (2), three (3) or four (4) panels at various angles.

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- .17 Electrical material: in compliance with CAN/CSA-C22.2, No.203.
- .1 Electrical material to be composed of modular components capable of providing power only at required locations, and allowing rearrangement without altering or disassembling panel system.
 - .2 Electrical installation comprising (8) wires, capable of powering at least 3 circuits for miscellaneous electronic material. Provide a neutral conductor.
 - .3 Powered or unpowered panels to be equipped with conduits able to accommodate at least three (3) eight-wire circuits and at least nine (9) communication cables of 5mm in diameter and a filling capacity of 60%.
 - .4 For number and type of required outlets, refer to plan E06 (electricity) and TI03/TI05 (telecommunication), issued for information.
- .18 Colourization pigments: free of lead, chromium 51, cadmium or their components.

2.10 FABRICATION

- .1 Manufacture furniture to allow for dismantling and replacing of worn or defective components and recycling options following first use.
 - .1 Fabricate furniture to allow for remanufacturing or refurbishing of furniture following first use.
 - .2 Seal exposed surfaces of particleboard constructed with urea formaldehyde adhesives to contain formaldehyde emissions.
- .2 Chair marking: in compliance with CAN/CGSB-44.232.
- .3 Chair labelling: in compliance with CAN/CGSB-44.232.

ANNEX "A-1"

WORK RESTRICTIONS (Section 01 14 00)

Part 1 General

1.1 USE OF PREMISES

- .1 Delivery & installation location: 999 boul Robert-Bourassa, Montreal, Qc on various floors.
- .2 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .3 Maintain existing services to building and provide for personnel and vehicle access.

1.2 SPECIAL REQUIREMENTS

- .1 Ensure that Contractor's staff working on the site are aware of and comply with the regulations, including fire, traffic and occupational safety regulations.
- .2 **Office furniture shall be ready to install starting July 4th, 2019 and installation shall be completed by July 18th, 2019.**
- .3 Remain within the limits of the work and the access roads.
- .4 A parking space will be available for the contractor at night, at the truck dock.

1.3 WORK SCHEDULE

- .1 To avoid disturbing occupants of the floors, the contractor must conduct certain work outside the business hours of the building.
 - 1. **Work to be conducted by day, evening, night and week-end:**
 - .1 Assembly and installation of office furniture;
 - 2. All evening and night work shall be done between 6 p.m. and 7 a.m., Monday to Thursday night.
 - 3. All weekend work shall be done between 6 p.m. Friday and 7 a.m. Monday.
 - 4. Noisy work shall be done between 6 p.m. and 7 a.m. Noisy work including drilling, use of percussion tool, hammering, any work causing concrete slabs to vibrate, pumping of oil from cylinders, any work emitting noise or vibrations that may be perceived in areas occupied by offices or meeting rooms, etc.
 - 5. Material and equipment must be delivered outside peak hours, between 5 p.m. and 8 a.m. and between 1 p.m. and 3 p.m., unless indicated otherwise by the Departmental Representative.

1.4 SEPARATE MANDATE FOR FURNITURE

- .1 The construction of new office spaces including walls, ceilings and finished, hereafter named "main contract", was part of a separate call for tenders. Following substantial completion of the main contract, the furniture contractor will start installing the furniture. The contractor of the main contract will then complete electrical connections and other

work required. The furniture contractor will have to sign the Subordination Agreement found with the contractor of the main contract.

1.5 SECURITY

- .1 Provide temporary means to maintain security if it has been reduced due to work under this contract.
- .2 Security escort
 - .1 Staff members assigned to this work must be accompanied by a security officer when performing duties in operating areas.
 - .2 Submit any request for an escort to the Departmental Representative at least three days in advance following the prescribed procedures. For requests submitted within the prescribed time, the cost of the escort will be paid by the Departmental Representative. For late requests, the cost will be charged to the Contractor.
 - .3 Any request for an escort may be cancelled without charge if notice is given at least twenty-four (24) hours before the scheduled time. If notice of cancellation is received later than this, the cost of the escort will be charged to the Contractor.
 - .4 The cost will be calculated on the basis of the hourly rate for a security officer, for a period of four (4) hours if notice of cancellation is given too late.

1.6 SMOKE-FREE ENVIRONMENT

- .1 Observe the no-smoking instructions. Smoking is prohibited.

ANNEX "A-2"

LEED REQUIREMENTS (Section 01 35 21) ENVIRONMENTAL CRITERIA

PART 1 – GENERAL

1.1 SUMMARY OF THE LEED CERTIFICATION SYSTEM

1.1.1 The building owner wishes to follow the process for a LEED v4 Interior Design and Construction certification to eventually apply, following future renovations, for certification from the Canada Green Building Council (CaGBC). The contractor and the subcontractors, suppliers and manufacturers must take part in the LEED certification process.

1.1.2 The LEED checklist showing the selected elements appears in **Annex A-2.1** of this document.

1.1.3 LEED building evaluation systems consists of a list of credits grouped by category. Each credit represents sustainable design and construction strategies which may provide points when implemented. Based on total points accumulated, four certification levels are possible. There are also prerequisites, which are compulsory conditions for certification. The certification file, consisting of many documents such as signed letters, plans, shop drawings, approved data sheets, etc., are prepared by the person to whom the credit has been assigned. Once this file is complete, it is submitted to the CaGBC for analysis, review and issuances of a certificate.

1.1.4 These specifications are based on the requirements of the LEED v4 Interior Design and Construction - Commercial Interiors evaluation system.

1.1.5 Some LEED prerequisites and credits required to obtain certification depend on product selection. Thus, one of the criteria in the analysis of the data sheets submitted by the contractor will be compliance with LEED requirements.

1.1.6 The contractor must comply with the procedures specific to the LEED certification system outlined in this section. Required procedures include meetings devoted specifically to LEED certification. These meetings will be conducted with the contractor's LEED Coordinator.

1.1.7 Following the contract award, the contractor must identify its own LEED coordinator. This coordinator will be in charge of managing and coordinating the LEED elements related to the contractor's tasks.

1.1.8 A commissioning process will be applied to the project. The contractor and its subcontractors will be subject to this process and must play an active role in LEED commissioning. The commissioning plan inserted identifies the steps to be followed in this process.

1.1.9 The Designated Representative will hold one (1) information meeting intended for the successful bidder and the subcontractors to outline LEED requirements and the project's environmental goals.

1.2 RELATED REQUIREMENTS

- 1.2.1 All sections in the specifications.
- 1.2.2 All schedules.

1.3 DEFINITIONS

- 1.3.1 **LEED** – Acronym for Leadership in Energy and Environmental Design, a sustainable building evaluation system regulated by the U.S. Green Building Council (USGBC).
- 1.3.2 **LEED Coordinator** – Representative of the firm hired by the owner to assist the team and coordinate LEED certification of the building.
- 1.3.3 **LEED Online** – Web platform on which all supporting documents for certification must be filed. The LEED Coordinator provides access to this platform, where the professionals and the contractor can directly access the credits for which they are responsible and upload the documentation.
- 1.3.4 **FSC** – Forest Stewardship Council.
- 1.3.5 **SAS** – Sustainable Agricultural Standard.
- 1.3.6 **VOC** – Volatile organic compounds: substances which, at room temperature, turn into breathable gases that accumulate in the atmosphere. These substances, some of which are toxic to humans, participate in the formation of ground-level ozone and smog.
- 1.3.7 **CFC** – Chlorofluorocarbons.
- 1.3.8 **HCFC** – Hydrochlorofluorocarbons: temporary CFC replacement gases, with lower potential for ozone layer depletion but still contributing to climate change.
- 1.3.9 **HFC** – Hydrofluorocarbons: CFC replacement gases that do not contribute to depletion of the ozone layer but that contribute to climate change.
- 1.3.10 **LEED** – Leadership in Energy and Environmental Design.
- 1.3.11 **IAQ** – Indoor Air Quality.
- 1.3.12 **Chain-of-Custody Certificate** – A set of documents signed by manufacturers certifying that the wood used to make products was obtained from FSC certified forests.
- 1.3.13 **Rapidly Renewable Materials** - Bio-based materials other than food or feed that are composed in whole, or in significant part, of biological products, renewable agricultural materials (including plant, animal, and marine materials), or forestry materials.
- 1.3.14 **Regionally Manufactured Materials** – Materials whose purchase, final manufacturing and extraction sites are located within a radius of 160 km from the project. By extraction is meant the place of extraction of the raw material. Various metals and plastic-based materials generally do not count for regional materials.
- 1.3.15 **Recycled content** - Defined in accordance with International Organization of Standardization document “ISO 14021 – Environmental labels and declarations – Self-declared (Type II environmental labelling).”
 - .1 Wastes and scraps from the manufacturing process, that are combined with other materials after a minimal amount of reprocessing for use in further production of the same product, are not recycled materials.
 - .2 Discarded materials from one manufacturing process that are used as materials in another manufacturing process are pre-consumer (post-industrial) recycled materials.

1.4 REFERENCES

- 1.4.1 Canada Green Building Council (CaGBC).
 - .1 LEED v4 for Interior Design and Construction Reference Guide.
 - .2 CaGBC Credit Interpretation Ruling (CIR) database.
 - .3 LEED Online access: <http://www.usgbc.org/leedonline.new>
 - .4 Access to credit interpretations, credit requirements and the reference guide Addenda and Errata : <http://www.usgbc.org/credits>
- 1.4.2 American Society of Heating Refrigeration and Air-Conditioning (ASHRAE)
 - .1 ANSI/ASHRAE 52.2-1999, Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size (ANSI approved).
 - .2 ASHRAE 55-2004, Thermal Environmental Conditions for Human Occupancy (avec errata, mais sans addenda).
 - .3 ASHRAE 62.1-2007, Ventilation for Acceptable Indoor Air Quality (avec errata, mais sans addenda).
 - .4 ASHRAE/IESNA 90.1-2007, Energy Standard for Buildings Except Low-Rise Residential Buildings (avec errata, mais sans addenda).
- 1.4.3 American Society for Testing and Materials (ASTM)
 - .1 ASTM E408e1, Standard Test Method for Total Normal Emittance of Surfaces Using Inspection-Meter Techniques.
 - .2 ASTM E903, Standard Test Method for Solar Absorptance, Reflectance, and Transmittance of Materials Using Integrating Spheres.
 - .3 ASTM E1980, Standard Practice for Calculating Solar Reflectance Index of Horizontal and Low-Sloped Opaque Surfaces.
 - .4 ASTM E1918, Standard Test Method for Measuring Solar Reflectance of Horizontal and Low-Sloped Surfaces in the Field.
 - .5 ASTM C1371, Standard Test Method for Determination of Emittance of Materials Near Room Temperature Using Portable Emissiometers.
 - .6 ASTM C1549, Standard Test Method for Determination of Solar Reflectance Near Ambient Temperature Using Portable Solar Reflectometer.
 - .7 ASTM E779, Standard Test Method for Air Leakage Rate by Fan Pressurization.
- 1.4.4 California Department of Public Health (CDPH)
 - .1 State of California Standard 1350, Section 9, Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small Scale Environmental Chambers (including 2004 addenda).
- 1.4.5 Carpet and Rug Institute (CRI)
 - .1 CRI Green Label Indoor Air Quality Test Program – Green Label Testing Program.
- 1.4.6 CSA International
 - .1 CAN/CSA-ISO 14021-00 (C2009), Environmental labels and declarations – Self-declared environmental claims (Type II environmental labelling).
 - .2 CAN/CSA Z769-00, Phase II – Environmental Site Assessment.

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- .3 CAN CSA S478-07, Guidelines on Durability in Buildings.
- 1.4.7 Forest Stewardship Council (FSC)
- .1 FSC Principles and Criteria for International Guidelines to forest management.
- 1.4.8 GreenGuard
- .1 GREENGUARD Certification Standards for Low-Emitting Products.
- 1.4.9 Scientific Certification Systems (SCS) Global Services
- .1 FloorScore indoor air quality certification for hard surface flooring.
- 1.4.10 Green Seal Environmental Standards
- .1 Standard GS-11 (1993), Paints.
- .2 Standard GC-03 (1997), Anti-Corrosive Paints.
- .3 Standard GS-36 (2000), Adhesives for Commercial Use.
- 1.4.11 International Performance Measurement & Verification Protocol (IPMVP)
- .1 Concepts and options for determining energy savings in new construction, Vol. III (2003).
- 1.4.12 South Coast Air Quality Management District (SCAQMD), California State
- .1 SCAQMD Rule 1113 (2004), Architectural Coatings.
- .2 SCAQMD Rule 1168 (2005), Adhesives and Sealants Applications.
- 1.4.13 Sheet Metal and Air Conditioning Contractors National Association (SMACNA) (2007).
- .1 Indoor Air Quality (IAQ) Guidelines for Occupied Buildings Under Construction, 2nd edition, 2007, ANSI/SMACNA008-2008, Chapter 3.
- 1.4.14 United States Environmental Protection Agency
- .1 Construction General Permit (2003).
- .2 Clean Air Act Title VI, Complying with The Section 608 Refrigerant Recycling Rule.
- 1.4.15 Washington State Department of Ecology
- .1 Stormwater Management Manual for Western Washington, Volume II, Construction Stormwater Pollution Prevention (2005)
- 1.4.16 USGBC Building Product Disclosure and Optimization Calculator
<http://www.usgbc.org/resources/bpdo-calculator>
- 1.4.17 GreenWizard – searchable database of building products with various types of documentation that may be suitable for LEED v4. <https://www.greenwizard.com/>
- 1.4.18 GreenSpec – searchable database of building products with various types of documentation that may be suitable for LEED v4. <http://greenspec.buildinggreen.com/>
- 1.4.19 UL Sustainable Product Database – searchable database of building products with various types of documentation that may be suitable for LEED v4.
<http://www.ul.com/global/eng/pages/offerings/businesses/environment/databasesearch>
- 1.4.20 Global Reporting Initiative Sustainability Disclosure Database – searchable database of Corporate Sustainability Reports which may be compliant with LEED v4.
<http://database.globalreporting.org/search>
- 1.4.21 Pharos Project – searchable database of Manufacturer Inventories which may be compliant with LEED v4. <https://www.pharosproject.net/>
- 1.4.22 Cradle to Cradle Certified Products Registry – searchable database of C2C Certified products. <http://www.c2ccertified.org/products/registry>

1.4.23 HPD Collaborative – manufacturer resource for the creation of Health Product Declarations. <http://hpdcollaborative.org/>

1.5 PREPARATORY MEETING

1.5.1 Plan a preparatory meeting prior to site mobilization. This meeting will bring together the general contractor, the contractor's LEED Coordinator and the construction professionals to discuss the following points:

- .1 LEED certification and requirements.
- .2 Documents required to obtain LEED certification.
- .3 Procedures and plans to be instituted for LEED certification.

1.6 ACTION AND INFORMATIONAL SUBMITTALS

1.6.2 Product Data:

- .1 Submit required data sheets as well as the manufacturer's instructions and documentation. Data sheets must include product characteristics, performance criteria, physical size, finish and limitations.

1.7 SUSTAINABLE DESIGN SUBMITTALS

1.7.1 Submit to the LEED Coordinator the completed letters, calculations, and electronic templates.

1.7.2 Submit all documentation for LEED prerequisites and credits mentioned in other sections.

- .1 When a project consists of separate submittals, LEED prerequisite and credit documentation must be submitted as distinctly separate files.

1.7.3 Submit Project Cost Data: provide statement for total cost for building materials used for project. Include cost breakdown indicating total cost of mechanical and electrical components.

1.7.4 Documents to submit for LEED certification:

- .1 Reduction of indoor water consumption (GEEpr1 and cr1)
 - .1 Data sheet of plumbing fixtures showing they meet WaterSense certification
 - .2 Flow of plumbing fixtures must be identified on the plumbing fixture data sheets.
- .2 Construction and demolition waste management (MRpr2 and cr6)
 - .1 The contractor shall produce and implement a construction waste management plan.
- .3 Environmental Product Declaration (MR cr3)
 - .1 The contractor shall identify on Material Information Sheet in **Annex A-2.4** if the product has an Environmental Product Declaration and, if so, provide this declaration:
 - .1 Product for which there is a specific Environmental Product Declaration: product with lifecycle critical analysis, meeting ISO 14044.
 - .2 Product for which there is a specific Environmental Product Declaration: product with lifecycle critical analysis, meeting ISO 14025, 14040 and 14044 and EN15804 or ISO 21930.
 - .3 Third-party-certified products providing a reduction in impact exceeding the industry average in at least three of the following areas,

are evaluated at 100% of their cost in calculations for obtaining credit:

- .1 ozonosphere reduction, in kg of CFC-11;
- .2 acidification of land and water sources, in H+ ion molar concentration or kg of SO₂;
- .3 global warming potential (greenhouse gases), in CO equivalent;
- .4 eutrophication, in kg of nitrogen or kg of phosphate;
- .5 ground-level ozone formation, in kg of NO_x, kg of O₃ equivalent or kg of ethane;
- .6 decrease in non-renewable energy resources, in MJ.

.2 Products extracted, manufactured and purchased within a radius of 160 km from the project will double the product's contribution value based on cost.

.4 Supply of raw material (MR cr4)

.1 The contractor shall identify, on the Material Information Sheet in **Annex A-2.4**, the raw material supply.

.2 Products and materials that have made public a report from their suppliers of raw materials indicating the source of the raw materials and confirming their commitment to use land with long-term respect for the environment, to reduce environmental damage caused by extraction or manufacturing processes, and complying voluntarily with relevant standards or programs that set criteria for responsible sourcing.

.3 The following reference frameworks can be used for reporting corporate sustainability:

- .1 Global Reporting Initiative (GRI) Sustainability Report
- .2 Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises
- .3 U.N. Global Compact: Communication of Progress
- .4 ISO 26000: 2010 Guidance on Social Responsibility

.4 Use products and materials that meet the following requirements for at least 25% of the total value of products installed permanently in the project.

- .1 Extended producer responsibility;
- .2 Bio-sourced materials;
- .3 Wood products;
- .4 Reuse of materials;
- .5 Recycled content;

.6 U.N. Global Compact: Communication of Progress

.7 ISO 26000: 2010 Guidance on Social Responsibility

.5 Products extracted, manufactured and purchased within a radius of 160 km from the project will double the product's contribution value based on cost.

.5 Ingredients of materials (MR cr5)

.1 The contractor shall indicate in the Product Information Sheet in **Annex A-2.4** if the product has a chemical indicator and, if so, shall provide this inventory.

.2 Use products (including furniture) from various manufacturers that use one of the following programs to demonstrate that the product's inventoried chemical ingredients have a content of at least 0.1% (1,000 ppm):

.1 Manufacturer's inventory;

.2 Declaration of the product's undesirable effects on health;

.3 Cradle to Cradle certification, v2 Basic or v3 Bronze.

.3 Use products and materials that meet the following requirements for 25% of the total value of the products installed permanently in the products:

.1 Green Screen v1.2 Benchmark

.2 Certification Cradle to Cradle

.3 Optimisation REACH

.4 Use products and materials that meet the following requirements for at least 25% of the total value of the products installed permanently in the project:

.1 Come from manufacturers taking part in validated and structured health, safety, hazard and risk programs that document at least 99% (by weight) of the ingredients making up the construction products or materials.

.2 Come from manufacturers whose supply chain is verified by an independent third party.

.5 Products extracted, manufactured and purchased within a radius of 160 km from the project will double the product's contribution value based on cost.

.6 Low-emission materials (QEI cr2)

.1 The contractor shall provide the data sheets for paints, adhesives, floor finishes, ceilings, walls, sound insulation and thermal insulation. Each data sheet must indicate the COV concentration. The products selected must have a concentration lower than that shown in the table in **Annex A-2.2** of this section.

.7 IAQ management plan during construction (QEIcr3)

.1 The contractor shall produce and implement a plan for management of Indoor Air Quality during construction.

.8 Design innovation – low-mercury lighting fixtures (ID cr1)

.1 The contractor shall provide the data sheet for lighting fixtures. This sheet shall indicate whether the device contains mercury and, if so, the mercury concentration.

PART 2 – PRODUCTS

2.1 NOT USED

PART 3 – EXECUTION

3.1 CONTRACTOR'S RESPONSIBILITIES

3.1.1 Designate a LEED Coordinator in charge of LEED coordination on the job site. The LEED Coordinator must be present on the job site on a regular basis. This person may also be the waste management coordinator.

- 3.1.2 Understand the LEED certification system.
- 3.1.3 Make all procedures, programs and plans instituted for LEED certification available to visitors and workers for consultation. Keep these documents up to date.
- 3.1.4 Comply with the goals, requirements and documents to be submitted for each credit.
- 3.1.5 Coordinate with all subcontractors compliance with all procedures, programs and plans instituted for the desired LEED certification
- 3.1.6 Select materials and systems to obtain the desired credits.
- 3.1.7 Track the information contained in the material information sheets to be knowledgeable when signing the LEED letters for your assigned credits at the end of the project.
- 3.1.8 Provide all required documentation (documents submittals) for LEED certification.
- 3.1.9 Keep work areas clean and ensure daily cleaning of debris, scape and dust generated by the work.
- 3.1.10 The contractor's LEED Coordinator must be able to compile documentation so as to attend a monthly review with the project's LEED Consultant.
- 3.1.11 **Annex A-2.3** provides the list of the contractor's deliverables.

3.2 AIR QUALITY CONTROL

- 3.2.1 Institute an air quality plan that meets the requirements in Chapter 3 of the 2nd edition of the Indoor Air Quality (IAQ) Guidelines for Occupied Buildings under Construction (2007) from the Sheet Metal and Air Conditioning National Contractors Association (SMACNA). Conduct work in accordance with the plan's requirements even if the building is unoccupied.
- 3.2.2 The plan must be updated based on changes in site conditions and must include, but without being limited to, the following items:
 - .1 Identification of the worksite.
 - .2 Responsibilities.
 - .3 Evaluation of potential sources of air quality problems.
 - .4 Description of implementation measures and date.
 - .1 Protection of the HVAC system.
 - .2 Control of pollutants at source.
 - .3 Interruption of the flow of pollutants.
 - .4 Cleaning.
 - .5 Construction schedule.
 - .5 Daily inspections and corrective measures.
 - .6 Site maintenance methods.
 - .7 Air cleaning timeline at the end of construction (purge).
 - .8 Weekly verification sheet.
 - .9 Letter of commitment from subcontractors.
- 3.2.3 Clean and monitor the building's air. Issue to the Departmental Representative the starting and finishing dates, air flows, volumes and durations of outside air intake and total volume of new air brought into the building. Use 100% new air and MERV 8 filters

for air cleaning. Clean after the installation of all finishes and after all corrections of deficiencies. Indoor temperature must be at least 16°C with relative humidity of no more than 60%. Install new minimum-efficiency MERV 13 filters at the end of air cleaning and provide evidence of replacement of the filters.

Environmental Criteria for Furniture

The Supplier is required to comply with all these requirements:

1. Environmental
 - 1.1. All furniture 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. GreenGuard Certification is considered equivalent to ANSI/BIFMA e3 level® 2.
 - 1.1.1. Product must receive one or more points under Section 7.6 of ANSI/BIFMAe3, 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
 - 2.1. 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
 - 2.2. The furniture cannot contain added urea-formaldehyde resin.
 - 2.3. Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
 - 2.4. Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
 - 2.5. 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).Adhesives applied in the field must comply with the South Coast Air Quality Management District (SCAQMD) Rule # 1168 (January 7, 2005).
3. Warranty:
 - 3.1. Replacement components must be available to replace broken pieces during the Warranty period.
4. General:
 - 4.1. Solid Waste Diversion Program
 - 4.1.1. 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.
 - 4.2. Products free from toxic flame retardants
 - 4.2.1. Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
 - 4.3. Hazardous and Toxic Material Management System
 - 4.3.1. The manufacturer must have a hazardous and toxic material management system in place at production and associated facilities.
 - 4.4. Packaging and distribution
 - 4.4.1. 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.
 - 4.4.2. 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).
 - 4.4.3. As a minimum, the Supplier must implement one of the following requirements:

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-
- 4.4.3.1. Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
 - 4.4.3.2. Packaging is recyclable and/or bio-degradable;
 - 4.4.3.3. Packaging is returnable to the supplier/shipper; or
 - 4.4.3.4. Packaging is reusable
- 4.5. 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.

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ANNEX A-2.1 – Preliminary LEED point grid

ANNEX A-2.2 – Low-emission building products and systems

ANNEX A-2.3 – List of contractor's deliverables

ANNEX A-2.4 – Material Information Sheet

See the "Attachments" section on this Tender Notice's page on the buyandsell.gc.ca site

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ANNEX "A-3"

PLANS

See the "Attachments" section on this Tender Notice's page on the buyandsell.gc.ca site

ANNEX "B"

BASIS OF PAYMENT

Note to Bidders:

- Firm prices, all inclusive, DDP destination (999 boul Robert-Bourassa, Montreal, Qc), are required for all items in the table below.
- All prices must include customs duties and Canadian excise taxes, if any.
- Applicable taxes are additional for all items.

Item #	Description	Locations	Label	Quantity	Firm Unit Price (\$)	Extended Total (Quantity x Firm Unit Price) (\$)
Postes de travail / Workstations						
1	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1270 - 1321mm Module électrique/data Power/data module	Aires ouvertes Open Areas	W1a	6	\$	\$
2	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1499 - 1549mm Module électrique/data Power/data module		W1b	2	\$	\$
3	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1270-1321mm Module électrique/data Power/data module		W1c	1	\$	\$
4	Comptoir et armoires Cabinets with countertop Cloisons Partitions: 2362 x 2438mm Hauteur max Maximum height : 1499 - 1549mm		4.35.05.04 Copie/Impr Copy/Print	1	\$	\$
5	Bureau type "U" "U" shaped desk 2286 x 2591mm Hauteur max Maximum height : 1270 - 1321mm Module électrique/data Power/data module		W2	7	\$	\$
Copie / Imprimeur / Copy/Print						
6	Comptoir et armoires Cabinets with countertop 2743 x 610 x 914mm	4.35.22	4.35.22 Copie/Impr Copy/Print	1	\$	\$
Systèmes de bureau standard / Standard office desk system						
7	Bureau en "T" "T" shaped desk 2731 x 1839mm Hauteur Height : 1626 - 1676mm Module électrique/data Power/data module	Bureaux fermés Closed offices	B1	9	\$	\$
Systèmes de bureau exécutif / Executive office desk system						
8	Bureau en "U" "U" shaped desk 2442 x 2438mm Hauteur Height : 1676 - 1753mm Table ronde Round table 760mm DIA	Bureaux fermés Closed offices	B2a B2b B2c	3	\$	\$

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	Module électrique/data Power/data module					
Accessoires des postes de travail / Desking accessories						
9	1X bac à papier diagonal avec 3 diviseurs 2X bac horizontal à papier 1X bac à crayons Each group of accessories: 1X diagonal tray with 3 slots 2X in/out paper tray 1X pencil tray	Aires ouvertes Open Areas	N/A	16 Montés sur rails Rail-mounted	\$	\$
10	1X bac à papier diagonal avec 3 diviseurs 2X bac horizontal à papier 1X bac à crayons Each group of accessories: 1X diagonal tray with 3 slots 2X in/out paper tray 1X pencil tray	Bureaux fermés Closed Offices	N/A	12 Portatifs Free-standing	\$	\$
Tables de conference / Meeting tables						
11	Basculantes et électrifiés Flip top & electrified T1a: 610 x 1524 x 737 mm H	4.35.13 Salle de formation Training room	T1a	4	\$	\$
12	Basculantes et électrifiés Flip top & electrified T1b: 610 x 1219 x 737 mm H	4.35.13 Salle de formation Training room	T1b	4	\$	\$
13	Basculantes et électrifiés Flip top & electrified T1c: 762 x 1524 x 737 mm H	4.35.11 Salle de réunion Meeting room & 4.35.14 Salle de conférence Videoconference room	T1c	10	\$	\$
Crédence / Credenza						
14	Comptoir et armoires Cabinets with countertop 914 x 508 x 737mm H	4.35.11 Salle de réunion Meeting room	F1	1	\$	\$
Classeurs / Lateral Files						
15	Classeurs 3H 3H Lateral files : 1067 x 457 x 1016mm H	Aires ouvertes Open Areas	F2a	5	\$	\$
16	Comptoir Countertop : Long : 2743 x 457mm			2	\$	\$
17	Comptoir Countertop : Petit Short : 1067 x 457mm			1	\$	\$
18	Classeurs 5H 5H Lateral files : 1067 x 457 x 1676mm H		F2b	6	\$	\$
Chaises de bureau / Office Chairs						
19	Chaise de bureau Task chair Inclinable, ajustables, avec bras Sièges en tissu, dossier en maille Base avec roulettes Reclinable, adjustable, with arms Seat in fabric, back in mesh fabric Base with casters	Aires ouvertes et bureaux fermés Open Areas & Closed Offices	C1	28	\$	\$
20	Chaise de visiteur Visitor's chair 4 pattes, sans bras Siège en tissu, dossier perforé 4 legs, no arms		C2	18	\$	\$

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21	Seat in fabric, perforated back					
	Conference chair Chaise de conférence				\$	\$
	4 pattes avec roulettes, bras fixes Siège en tissu, dossier perforé		C3	58		
	4 legs with caster, fixed arms Seat in fabric, perforated back					
Sub-total of the products (1 to 21)						\$
22	Delivery Charges at a rate of _____ % of the total price for products					\$
23	Installation Charges at a rate of _____ % of the total price for products					\$
(A) Sub-total Evaluation Price (1 to 23)						\$

Optional Product Table

* Quantity is the amount per order – therefore if Canada orders 16 W1a it will be the unit price indicated in the box for 11 to 30 items.

Item #	Description	Label	Quantity*	Firm Unit Price (\$) April 1, 2020 to March 31, 2021	Firm Unit Price (\$) April 1, 2021 to March 31, 2022	Firm Unit Price (\$) April 1, 2022 to March 31, 2023	Option Evaluation price (\$) Highest unit price
<i>Postes de travail / Workstations</i>							
1	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1270 - 1321mm Module électrique/data Power/data module	W1a	1 to 10				\$
			11 to 30				
			31 & over				
2	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1499 - 1549mm Module électrique/data Power/data module	W1b	1 to 10				\$
			11 to 30				
			31 & over				
3	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1270-1321mm Module électrique/data Power/data module	W1c	1 to 10				\$
			11 to 30				
			31 & over				
4	Comptoir et armoires Cabinets with countertop Cloisons Partitions: 2362 x 2438mm Hauteur max Maximum height : 1499 - 1549mm	4.35.05.04 Copie/Impr Copy/Print	1 to 10				\$
			11 to 30				
			31 & over				
5	Bureau type "U" "U" shaped desk 2286 x 2591mm Hauteur max Maximum	W2	1 to 10				\$
			11 to 30				

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	height : 1270 - 1321mm Module électrique/data Power/data module		31 & over				
Copie / Imprimeur / Copy/Print							
6	Comptoir et armoires Cabinets with countertop 2743 x 610 x 914mm	4.35.22 Copie/Impr Copy/Print	1 to 10				\$
			11 to 30				
			31 & over				
Systèmes de bureau standard / Standard office desking system							
7	Bureau en "T" "T" shaped desk 2731 x 1839mm Hauteur Height : 1626 - 1676mm Module électrique/data Power/data module	B1	1 to 10				\$
			11 to 30				
			31 & over				
Systèmes de bureau exécutif / Executive office desking system							
8	Bureau en "U" "U" shaped desk 2442 x 2438mm Hauteur Height : 1676 - 1753mm Table ronde Round table 760mm DIA Module électrique/data Power/data module	B2a B2b B2c	1 to 10				\$
			11 to 30				
			31 & over				
Accessoires des postes de travail / Desking accessories							
9	1X bac à papier diagonal avec 3 diviseurs 2X bac horizontal à papier 1X bac à crayons Each group of accessories: 1X diagonal tray with 3 slots 2X in/out paper tray 1X pencil tray	N/A Montés sur rails Rail-mounted	1 to 10				\$
			11 to 30				
			31 & over				
10	1X bac à papier diagonal avec 3 diviseurs 2X bac horizontal à papier 1X bac à crayons Each group of accessories: 1X diagonal tray with 3 slots 2X in/out paper tray 1X pencil tray	N/A Portatifs Free-standing	1 to 10				\$
			11 to 30				
			31 & over				
Tables de conference / Meeting tables							
11	Basculantes et électrifiés Flip top & electrified T1a: 610 x 1524 x 737 mm H	T1a	1 to 10				\$
			11 to 30				
			31 & over				
12	Basculantes et électrifiés Flip top & electrified T1b: 610 x 1219 x 737 mm H	T1b	1 to 10				\$
			11 to 30				
			31 & over				
13	Basculantes et électrifiés Flip top & electrified	T1c	1 to 10				\$
			11 to 30				

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	T1c: 762 x 1524 x 737 mm H		31 & over				
Crédence / Credenza							
14	Comptoir et armoires Cabinets with countertop 914 x 508 x 737mm H	F1	1 to 10				\$
			11 to 30				
			31 & over				
Classeurs / Lateral Files							
15	Classeurs 3H 3H Lateral files : 1067 x 457 x 1016mm H	F2a	1 to 10				\$
			11 to 30				
			31 & over				
16	Comptoir Countertop : Long : 2743 x 457mm	F2a	1 to 10				\$
			11 to 30				
			31 & over				
17	Comptoir Countertop : Petit Short : 1067 x 457mm	F2a	1 to 10				\$
			11 to 30				
			31 & over				
18	Classeurs 5H 5H Lateral files : 1067 x 457 x 1676mm H	F2b	1 to 10				\$
			11 to 30				
			31 & over				
Chaises de bureau / Office Chairs							
19	Chaise de bureau Task chair Inclinable, ajustables, avec bras Sièges en tissu, dossier en maille Base avec roulettes Reclinable, adjustable, with arms Seat in fabric, back in mesh fabric Base with casters	C1	1 to 10				\$
			11 to 30				
			31 & over				
20	Chaise de visiteur Visitor's chair 4 pattes, sans bras Siège en tissu, dossier perforé 4 legs, no arms Seat in fabric, perforated back	C2	1 to 10				\$
			11 to 30				
			31 & over				
21	Conference chair Chaise de conférence 4 pattes avec roulettes, bras fixes Siège en tissu, dossier perforé 4 legs with caster, fixed arms Seat in fabric, perforated back	C3	1 to 10				\$
			11 to 30				
			31 & over				
Sub-total of the products (1 to 21) for evaluation only							\$
22	Delivery Charges at a rate of _____% of the total price for products						\$
23	Installation Charges at a rate of _____% of the total price for products						\$
(B) Sub-total Evaluation Price (1 to 23) for optional products							\$

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ANNEX "C"

HEALTH AND SAFETY REQUIREMENTS (Section 01 35 29.06)

WORK PERFORMED BY EXTERNAL CONTRACTORS

The Contractor must take the necessary steps to protect the health and safety of external contractors that have no contractual link with the Contractor but have been mandated by the Departmental representative to perform certain work. In return, these external contractors are obligated to submit to the authority of the Contractor (Principal Contractor). A subordination agreement must be signed by the Contractor and by each external contractor to this effect and submitted to the Departmental representative prior to the start of the work of each contractor (see the wording in the article HEALTH AND SAFETY SUBORDINATION AGREEMENT below).

HEALTH AND SAFETY SUBORDINATION AGREEMENT

Project: _____ **Address:** _____

EXTERNAL CONTRACTOR

I hereby agree to submit to the authority of (name of the Principal Contractor's business) _____, which is the Principal Contractor for the project indicated above during the entire duration of our work on the construction site. Accordingly, I confirm that I have reviewed the Principal Contractor's prevention program, and I agree to:

- inform my employees of the content of the Principal Contractor's prevention program and ensure that its content are complied with at all times;
- apply the prevention program that is specific to the activities that we carry out under this project;
- inform the Principal Contractor of my actions or dealings on the construction site and obtain the Principal Contractor's agreement before the start of work; and
- follow the health and safety directives provided by the representative of the Principal Contractor on the construction site and, depending on requirements, attend training sessions and health and safety meetings organized by the representative of the Principal Contractor.

Name of representative: _____

Name of business: _____

Description of work to be done on the construction site: _____

Approximate dates of work (start-end): _____

Signature: _____ Date: _____

PRINCIPAL CONTRACTOR

I hereby agree to allow the business (name of external contractor) _____ to perform the work under this project indicated above and, as Principal Contractor, to take the necessary steps to protect the health and safety of workers on the construction site. Should the Contractor repeatedly refuse or fail to comply with my directives, I agree to inform PSPC's Departmental representative of this and to provide documentary evidence of my actions or dealings with the Contractor.

Name of representative: _____

Name of the Principal Contractor's business: _____

Signature: _____ Date: _____

Submit a completed and signed copy to PSPC's Departmental representative

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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only).

ANNEX “E” to PART 5 OF THE BID SOLICITATION

Environmental Certification

No.	Description	Model/Series	Type of Environmental Certification (ex : GreenGuard)	# of Certificate	Expiration Date or Validity date	Indicate where in your bid the certificate is
1	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1270 - 1321mm Module électrique/data Power/data module					
2	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1499 - 1549mm Module électrique/data Power/data module					
3	Bureau type "U" "U" shaped desk 2438 x 2438mm Hauteur max Maximum height : 1270-1321mm Module électrique/data Power/data module					
4	Comptoir et armoires Cabinets with countertop Cloisons Partitions: 2362 x 2438mm Hauteur max Maximum height : 1499 - 1549mm					
5	Bureau type "U" "U" shaped desk 2286 x 2591mm Hauteur max Maximum height : 1270 - 1321mm Module électrique/data Power/data module					
6	Comptoir et armoires Cabinets with countertop 2743 x 610 x 914mm					

7	Bureau en "T" "T" shaped desk 2731 x 1839mm Hauteur Height : 1626 - 1676mm Module électrique/data Power/data module				
8	Bureau en "U" "U" shaped desk 2442 x 2438mm Hauteur Height : 1676 - 1753mm Table ronde Round table 760mm DIA Module électrique/data Power/data module				
9	1X bac à papier diagonal avec 3 diviseurs 2X bac horizontal à papier 1X bac à crayons Each group of accessories: 1X diagonal tray with 3 slots 2X in/out paper tray 1X pencil tray				
10	1X bac à papier diagonal avec 3 diviseurs 2X bac horizontal à papier 1X bac à crayons Each group of accessories: 1X diagonal tray with 3 slots 2X in/out paper tray 1X pencil tray				
11	Basculantes et électrifiés Flip top & electrified T1a: 610 x 1524 x 737 mm H				
12	Basculantes et électrifiés Flip top & electrified T1b: 610 x 1219 x 737 mm H				
13	Basculantes et électrifiés Flip top & electrified T1c: 762 x 1524 x 737 mm H				
14	Comptoir et armoires Cabinets with countertop 914 x 508 x				

	737mm H						
15	Classeurs 3H 3H Lateral files 1067 x 457 x 1016mm H Comptoir Countertop : Long : 2743 x 457mm Comptoir Countertop : Petit Short : 1067 x 457mm						
16							
17							
18	Classeurs 5H 5H Lateral files 1067 x 457 x 1676mm H						
19	Chaise de bureau Task chair Inclinable, ajustables, avec bras Sièges en tissu, dossier en maille Base avec roulettes Reclinable, adjustable, with arms Seat in fabric, back in mesh fabric Base with casters						
20	Chaise de visiteur Visitor's chair 4 pattes, sans bras Siège en tissu, dossier perforé 4 legs, no arms Seat in fabric, perforated back						
21	Conference chair Chaise de conférence 4 pattes avec roulettes, bras fixes Siège en tissu, dossier perforé 4 legs with caster, fixed arms Seat in fabric, perforated back						