



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016

**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

Title - Sujet BIO Vulcan Building Furniture	
Solicitation No. - N° de l'invitation EB129-200778/A	Date 2019-07-30
Client Reference No. - N° de référence du client EB129-20-0778	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-307-10752	
File No. - N° de dossier HAL-9-83070 (307)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-13	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: Stevenson, Jacquelyn	Buyer Id - Id de l'acheteur hal307
Telephone No. - N° de téléphone (902) 403-3520 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 3RD FL. 1713 BEDFORD ROW HALIFAX NOVA SCOTIA B3J1T3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

Delivery Required - Livraison exigée See Herein	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

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

See Section 1. Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION À SOUMISSIONNER - STANDARD

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande EB129-200778/A	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier
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Date of Solicitation – Date de la demande July 31 2019
Address inquiries to – Adresser toute demande de renseignement à : See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination See Section 2, Annex A. Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders
Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement?

Step 2. Competitive

For competitive Requirements when only one bid is received:

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

Security Requirement: NO SECURITY REQUIREMENTS

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Bid Evaluation

An evaluation team composed of representatives of Canada

RFB Issued to:	
Supplier Name and Address: (City, Province)	
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. THURSDAY, AUGUST 13, 2019 b. 1400HRS ATLANTIC
To physical location (if applicable)	Public Services and Procurement Canada 1713 Bedford Row, Halifax, Nova Scotia B3J 3C9
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	FOUR (4) business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
	a.	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	There is no security requirement associated with this contract.

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3.	Requirement
3.1	The Contractor must perform the Work listed in Annex A herein.
4.	Authorities
4.1	Contracting Authority (IU)
	Name:
	Title:
	Department/Agency/Crown Corporation:
	Address:
	Telephone No.:
	E-mail address:
4.2	Project Authority
	<i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>
	Name:
	Title:
	Department/Agency/Crown Corporation:
	Address:
	Telephone No.:
	E-mail address:
4.3	Contractor's Representative
	As set out in Annex A, Table 9 below.
5.	Method of Payment
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.
	<input type="checkbox"/> Single Payment
	<input type="checkbox"/> Multiple Payment
6.	Invoicing
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:
	Name of the organization and contact:
	Address:
7.	Defence Contract. This clause applies if the box below is checked.
	<input type="checkbox"/> The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1.

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ANNEX A
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

Combined Categories Rule:

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

- Category 1**
- Category 2**
- Category 5**

*** Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

Design Upgrade Rule:

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

NSA:

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

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The requirement includes the following category (ies) of work

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b. Category 2 – Freestanding Height Adjustable Desk / Table Products

c. Category 5 – Ancillary and Lighting Products

d. NSA Product(s) – Category(ies): **2**

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

****Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.****

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

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Product Category(ies): CAT 1,2 & 5**Table 1A – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
Category 1A						
1	Refer to Annex C and Floor Plans.					\$
Category 1B						
2	1bSPSCLGA242454XKXX	Personal Storage Tower Closed Storage Leveling Glides Painted Metal Keyed to workstation ped Location: V-G05C D1 – D7 & V-G05D D1 – D9	16		\$	\$
3	1bSPBMCAA1518XXYKXX	Pedestals Box/File Mobile Casters Painted Metal Keyed to workstation tower hard surface casters Location: V-G05C D1 – D7	7			
Category 2						
4	2WSSREXXL30L72BELXX	Individual Height Adjustable Work Surfaces Sit Stand Rectangular Electric c/w digital display (c/w Horizontal & flexible vertical wire management must be provided for height adjustable work surfaces. Must be provided in black. Vertical wire managers to accommodate full height range of table) Location: V-G05D D6	1			

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5	2WSSREXXL30L36BELXX	Individual Height Adjustable Work Surfaces Sit Stand Rectangular Electric c/w digital display Grommet (c/w Horizontal & flexible vertical wire management must be provided for height adjustable work surfaces. Must be provided in black. Vertical wire managers to accommodate full height range of table) NOTE: Monitor arm will not be used on this table Location: V-G05D D6	1			
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Category 5

6	5MOADUARMCLPMTXXXXX	Monitor Arms Dual Clamp Mount Location: V-G05C D1 – D7 & V-G05D D1 – D9	16		\$	\$
7	5PMOWKSMTACUSBXXXXX	Power Module  Location: V-G05C D1 – D7 & V-G05D D1 – D9	16			

NSA products

The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT

Section B – SUPPLIER'S BID

#	NSA Product(s) Description	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
8	CAT 2 NON-SA Height adjustable table same specification requirements as 2WSSREXXL30L72BELXX above EXCEPT: <ul style="list-style-type: none"> Size & shape to be: <ul style="list-style-type: none"> Rectangular Size: 84"w x 30"d (c/w Horizontal & Horizontal & flexible vertical wire management must be provided for height adjustable work surfaces. Must be provided in black. Vertical wire managers to accommodate full height range of table) Location: V-G05D D1 – D5 & D7-D9	8		\$	\$

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9	<p>CAT 2 NON-SA</p> <p>Height adjustable table same specification requirements as 2WSSREXXL30L72BELXX above EXCEPT:</p> <ul style="list-style-type: none"> • Size & shape to be: <ul style="list-style-type: none"> ○ L-shaped ○ Size: 72 x 66, 30"d at 72"width / 24"d at 66" width  <p>(c/w Horizontal & flexible vertical wire management must be provided for height adjustable work surfaces. Must be provided in black. Vertical wire managers to accommodate full height range of table)</p> <p>Location: V-G05C D1 – D7</p>	7		\$	\$
Add more rows if necessary.			Product Total		\$

Product Category

Table 1B – Product Table CAT 1B

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
10	1bFMTROP30XXWNONNN	<p>30" round meeting table Chrome flat X base</p>  <p>Location: V-G05B</p>	1		\$	\$
				Product Total		\$
<p>NSA products (must not exceed 30% of the firm quantity by category) The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.</p>						

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Table 1C – Product Table CAT 6

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
11	6KKCSAxxSY16XXXMONX	Sled Base Chair Armless Chrome frame Location: V-G05A	4		\$	\$
				Product Total		\$



Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1	Rear Entrance Vulcan, 1 Challenger Dr, Dartmouth, NS 1 st Floor	Complete by October 16, 2019 Indicate in bid submission if this date cannot be met.	7am – 5pm	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.					

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Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1	Rear Entrance Vulcan, 1 Challenger Dr, Dartmouth, NS 1 st Floor	Complete by October 18, 2019 Indicate in bid submission if this date cannot be met.	7am – 5pm	_____ : weeks from date of supply and delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <ul style="list-style-type: none"> • All electrical outlets to be checked to ensure connectivity prior to installation completion. This may require an additional site visit once base building electrical has been connected. • Feed all electrical cords associated with the furniture system (lamps, desk-top power modules, etc.) through vertical wire managers allowing sufficient slack for height adjustable table movement without putting stress on the cables. • Ensure all electric height adjustable tables are celebrated and functioning. • Ensure all height adjustable tables are installed with a gap at all sides to avoid finger pinch and hitting other surfaces, panels or trims. 				Installation Total:	\$

Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>
2.	<p>Canada's Facilities to Accommodate the Delivery</p> <p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>

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2.1	Loading Dock/Location	
A	Location	1 Challenger Dr, Dartmouth, NS, Rear Entrance Vulcan Building, 1st Floor
B	Dock	No
C	Lift	No
D	Door	Rear entrance – ground floor entrance (Single door entrance)
E	Freight Elevator	Not required
F	Other (specify, if any)	
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1(a, b, c))	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3)	\$
6	Contract Price(1+2+3+4):	\$
7	Applicable Tax(es):	\$
8	Total Estimated Cost (6+7):	\$

* Applicable taxes extra.

Table 6 – Bidder's Authorized Representative

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

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**ANNEX B
SECURITY REQUIREMENTS**

There is no security requirement associated with this contract.

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**ANNEX C
FLOOR PLAN(S)**

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers including NSA products forming part of this category;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

**** Products from categories other than Category 1a shown on floor plan are for information purposes only****

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

***At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

Category 1a Requirement:

1) Floor Plan(s)

See attached pdf and AutoCAD floor plan

2) Panel Details

- a. All required panel heights: *Base Height, Seated Privacy Add-on Height*;
- b. When power is required, the power is located *below* work surface height at or just above base level to avoid conflict with height adjustable table; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: *Base feed*
- d. *See notes & panel matrix below*

3) Panel Matrix

See attached Panel Matrix

Item # Article #	Description, La Description
Category 1A, Catégorie 1A	

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NOTES

- 1) See floor plans to identify panels that are powered / non-powered
 - a. Typical for all workstations:
 - i. Powered outlet(s) Below Work Surface and to be at or just above base to avoid conflict with height adjustable tables.
 - ii. **20 amp electrical service** required at all panel electrical
 - iii. Accommodate 6 data outlets
- 2) All electrical outlets to be checked to ensure connectivity prior to installation completion. This may require an additional site visit once base building electrical has been connected.
- 3) Feed all electrical cords associated with the purchased furniture system (desk-top power modules) through vertical wire managers allowing sufficient slack for height adjustable table movement without putting stress on the cables.
- 4) Ensure all electric height adjustable tables are celebrated and functioning.
- 5) Ensure all height adjustable tables are installed with a gap at all sides to avoid finger pinch and hitting other surfaces, panels or trims.

Panel Matrix as described below in panel descriptions

Seated Privacy Height Panels

24SP-F / 30SP-F / 36SP-F / 48SP-F / 54SP-F / 72SP-F

<i>upper element 1 Fabric</i>	<i>upper element 2 Fabric</i>
<i>lower element 1 Cut-out for power & data (see note 1 above) Fabric</i>	<i>lower element 2 Cut-out for power & data (see note 1 above) Fabric</i>

Side 1

Side 2

Base Height Panels (at windows)

24BH-F / 30BH-F / 36BH-F

<i>element 1 Cut-out for power & data (see note 1 above) Fabric</i>	<i>element 2 Cut-out for power & data (see note 1 above) Fabric</i>
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Side 1

Side 2

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ANNEX D
Additional Specifications, Certifications

1. Specifications

Reference Table 1A, Lines 8 & 9

- All product to meet SA performance specifications.
- Dimensional requirements as outlined in Table 1A

2. Certifications

.1 NSA Product Conformance

2.1 NSA Product Conformance (*Required precedent to Issuance of a contract*)

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification (*applies after contract award*)

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

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