



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 100016813	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

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 December 07, 2020
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

Is this a Manufacturer Product Specific Procurement? No

Step 2. Competitive or Non-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.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- 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 or PSAB

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.

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. 21 December 2020 b. 2:00 p.m EST
To e-mail address – Bidders should ensure e-mails do not exceed 13MB to avoid problems with transmission.	nc-solicitations-gd@hrsdc-rhdcc.gc.ca
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.	<u> 3 </u> 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.	X There is no security requirement associated with this contract.
3.	Requirement
3.1	The Contractor must perform the Work listed in Annex A herein.
4.	Authorities
4.1	Contracting Authority (IU)
	Name: Linda Handregan
	Title: Senior Procurement Specialist
	Department/Agency/Crown Corporation: Employment and Social Development Canada (ESDC)
	Address: To be provided upon contract award
	Telephone No.: To be provided upon contract award
	E-mail address: nc-solicitations-gd@hrsdc-rhdcc.gc.ca

4.2	Project Authority <i>[To be completed at contract award]</i>
<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.	
	Single Payment
X	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: <i>[To be completed at contract award]</i>	
Address:	

**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.

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 3 – Metal Filing and Storage Cabinets

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA (table 1 Additional product details)

d. Category 4 – Wood Veneer – Freestanding Products

e. Category 5 – Ancillary and Lighting Products

f. Category 6 - Support Space – Collaborative Furniture

RULE: Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g. NSA Product(s) – Category(ies): 6

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”.

Product Category(ies): 6

Table 1 – Product Table

#	Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 6							
1	60IWWFSFLXC1H47XYXX	Open Area Workspace, Individual Work pods, With Work Surface, Free Standing, Legs	5	Yes		\$	\$
2	60GWWFFSLXC2H47XYXX	Open Area Workspace, Group Work Pod. With Sofa and Work Surface, Free Standing Legs	2	Yes			
3	60PLWLFLXC3H46XYWS	Open Area Workspace, Individual Private Lounge Chairs With Lounge Chair and Work Surface, Free Standing 4 Post Legs	1	Yes			
4	60PLWLFLXC3H46XYTA	Open Area Workspace, Individual Private Lounge Chairs, With Lounge Chair and Tablet Arm, Free Standing 4 Post Legs	30	Yes			
5	6CSTVAROLL20XXXJNXX	Collaborative Tables, Side Table, Variable, Round, Legs	3	No			
6	6CSTVAROLL24XXXJNXX	Collaborative Tables, Side Table, Variable, Round, Legs	2	No			
7	6SLCWAXXFUXXXXMXXX	Soft Seating Lounge Chairs With Armrest-27" Wide Minimum	2	No			
8	6SSOTWXXLUW4XXXQNNY	Soft Seating, Sofas, Two Seater	1	No			
9	6STCWRXXLUXXXXXNXX	Soft Seating, Tablet Chairs With Armrest - Right	3	No			
10	6STCWLXXLUXXXXXNXX	Soft Seating Tablet Chairs With Armrest - Left	3	No			
11	6SMOCBXXLU37G19LYNN	Soft Seating Modular Benching Curvilinear Bench	1	No			

****Provide additional information:**

Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

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.

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	NSA Product(s) Description	Q T Y	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
	Phone Booth (as per Annex C)	9	Yes		\$	\$
				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 \$
All	ESDC Warehouse, 310 Baig Blvd., Unit 5B, Moncton, NB, E1E 1C8 Att: Alex LeBlanc 506-869-0076 24 hour notice required	2021/03/01	Normal Business Hours	_____ : 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.					

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 \$
	191 Great George St, Charlottetown, PE, C1A 4L2 1 x Phone booth (non SA) 3 x Individual Private Lounge Chair w/ Tablet Arm GoCUID: 6OPLWFLSLXC3H46XYTA	After April 1, 2021	Normal Business Hours	_____ : weeks from date of supply and delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
	223 Churchill Ave, St. John's, NL, A1A 1N3 2 x Phone booth (non SA) 6 x Individual Private Lounge Chair w/ Tablet Arm GoCUID: 6OPLWFLSLXC3H46XYTA	After April 1, 2021	Normal Business Hours		
	689 Topsail Rd, St. John's, NL, A1B 3Z4 3 x Phone booth (non SA) 3 x Individual Private Lounge Chair w/ Tablet Arm GoCUID: 6OPLWFLSLXC3H46XYTA	After April 1, 2021	Normal Business Hours		
	6206 Quinpool Rd, Halifax, NS, B3L 1A3 1 x Phone booth (non SA) 3 x 20" Round Side Table GoCUID: 6CSTVAROLL20XXXJNXX 2 x 24" Round Side Table GoCUID: 6CSTVAROLL24XXXJNXX 2 x Lounge Chair GoCUID: 6SLCWAXXFUXXXXMXXX 1 x Two Seat Sofa GoCUID: 6SSOTWXXLUW4XXXQNNY 3 x Tablet Chair - Left Hand GoCUID: 6STCWLXXLUXXXXXNXX 3 x Tablet Chair - Right Hand GoCUID: 6STCWRXXLUXXXXXNXX 1 x Modular Bench GoCUID: 6SMOCBXXLU37G19LYNN 1 x Lounge Chair w/ Work Surface GoCUID: 6OPLWFLSLXC3H46XYWS	After April 1, 2021	Normal Business Hours		
	Installation location TBD. 2 x Phone booth (non SA) 3 x Individual Work Pod GoCUID: 6OIWWSFSLXC1H47XYXX 18 x Individual Private Lounge Chair w/ Tablet Arm GoCUID: 6OPLWFLSLXC3H46XYTA	After April 1, 2021	Normal Business Hours		

	2 x Group Work Pod GoCUID: 6OGWWFFSLXC2H47XYXX				
<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>				Installation Total:	\$

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

Table 7 – 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.	Canada’s Facilities to Accommodate the Delivery	
	<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>	
2.1	Loading Dock/Location	
A	Location	ESDC Warehouse, 310 Baig Blvd., Unit 5B, Moncton, NB, E1E 1C8
B	Dock	Exists
C	Lift	Exists
D	Door	8’w x 10’h
E	Freight Elevator	Not required
F	Other (specify, if any)	Due to space issues, this site cannot take in a 53’ trailer; therefore, straight truck only for deliveries Loading dock, fork lift and pallet jacks available at delivery address. 24 hour notice is required for deliveries
3.	Continuance of Certifications	
	<p>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.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
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 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9+10): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

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

**ANNEX B
SECURITY REQUIREMENTS**

There is no security requirement associated with this contract.

ANNEX C
Additional Specifications, Certifications

This Annex includes the additional Specifications, Certifications associated with NSA product forming part of the requirement.

1. Specifications

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.

Specifications – Prefabricated Private Phone Booth

PART 1 – GENERAL REQUIREMENTS

1.1 SCOPE

This specification details the technical requirements for the supply, delivery and installation of prefabricated private phone booth(s). The supplier will also be responsible for the delivery and installation of the product as per client's instructions. All products and must be new.

1.2 LIST OF PRODUCTS

- 1 - Single occupant - Prefabricated Phone booth

1.3 DELIVERY, STORAGE, AND HANDLING

1. The Supplier will supply, deliver and install the work detailed in all parts of this specification.
2. The Supplier is responsible for ensuring that its goods and services listed in the contract submission fully complies with the requirements of the contract and in particular, the Supplier is responsible for ensuring that the goods correspond to all parts of Annex A as specified. The supplier is responsible for supplying all necessary hardware, connectors, supports, components (including electrical components) and wall mounts etc. required for furniture installation.
3. Replace defective or damaged materials with new.
4. Packaging Waste Management: remove packaging for reuse or recycling by the Supplier.

1.4. SUBMITTALS

1. After contract award the contractor must submit a Product Catalogue listing with the product(s) and finishes selection. The Product Catalogue must show images and have a product descriptions.
2. Manuals & Data:
 1. The Contractor must provide the manufacturer's written instructions for maintenance of operable components and cleaning procedures. Within the documentation provided, it must contain the name of the original installation company and contact information.

1.5. REFERENCE STANDARDS

All products provided must comply with the following standards where applicable:

1. CARB Phase 2 part of California's Composite Wood Products Regulation (CWP Regulation).
2. CAL-TB 117 - California Technical Bulletin 117 - Flammability Standard Requirements for Upholstered Furniture.
3. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
4. CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.



5. CAN/CGSB – 44.232 Chairs for Office Environments.
6. Sustainability: products to be certified by independent third-party in accordance with BIFMA e3 – minimum Level 1.
7. Environmental: product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and not to exceed emissions concentration limits in accordance with ANSI/BIFMA X7.1-[R2016], Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating, SCS Indoor Advantage and/or Indoor Advantage™ Gold, UL GREENGUARD and/or UL GREENGUARD Gold certification, or Intertek Clean Air Silver and/or Clean Air Gold Indoor Air Quality certification.
8. ASTM E596 - Laboratory measurement of noise reduction of sound-isolating enclosures.
9. ULC-S102-2018, Standards Method of Test for Surface Burning Characteristic of Building Materials and Assemblies.

1.6 TEST REPORTS

1. Test reports must be provided for examination upon request and be not more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.
2. All tests must be completed by an acceptable test facility.¹
3. Revised Test Standard(s): Reference is made to the testing standards listed within this spec and to the requirement that all products offered have successfully passed the referenced testing standards where applicable. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
4. Product Changes: When physical changes are made to products already tested against the referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an acceptable test facility.¹
5. Must be able to provide test report within 5 days upon request.

¹ *Acceptable test facility:* An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), NVLAP (National Voluntary Laboratory Accreditation Program), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.



PART 2 - Product Description and Technical Requirements

2.1 – PREFABRICATED PHONE BOOTH(S)

- .1 Description
 - .1 A private compact freestanding booth intended for open office design and can be relocated as required. Units to be self-contained with ventilation fan, lighting, electrical and data outlets. Powered by standard plug-in wall outlet.
 - .2 A fixed height work surface must be integrated and attached to interior wall.
 1. Finishes: Material High Pressure Laminate (HPL).
 2. Surface must be large enough to accommodate a standard laptop.
 - .3 Power and Data:
 - .1 [Single occupant]: must provide a minimum of one (1) simplex power and one (1) USB outlet.
 - .2 Outlet locations to be integrated into work surface or wall panel and must comply with *Accessible design for the built Environment*.
 - .4 Seating:
 - .1 [Single Occupant]: must accommodate one stool or built-in bench to accommodate one occupant.
 - .5 Doors:
 - .1 Door Swing: Door swing [right] [left] handed. Door must be enabled with one releasing operation.
 - .2 Door hardware and installation must be supplied by the manufacturer and must comply to CSA B651.
 - .3 Door construction: [glass door] [framed door with glass insert].
 - .4 Clearance width for door opening: minimum 810 mm (32 in.)
 - .5 Door seals: could be brush or foam receiver at closer side for sound isolation.
 - .6 Glass: Tempered or Laminated must comply to CAN/CGSB-12.1 - Safety Glazing or ANSI Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test.
- .2 Dimensions
 - .1 [Single occupant]: Perimeter Dimensions: minimum front width of 1016mm (40 in), minimum depth of 737mm (29 in).
 - .2 Floor Covering Area – minimum 0.88sq.m (9.5 sq.ft), maximum 1.16 sq.m (12.5 sq.ft).



- .3 Height of unit – minimum 2032mm (80 in), maximum 2311mm (91 in).
- .4 Wall thickness – maximum 102mm (4 in).
- .5 Interior wall, floor covering material and acoustic requirement:
 - .1 Ceiling: Minimum 50% of ceiling surface area must be covered with sound absorption materials (exclude Lights and Fan areas).
 - .2 Walls: Minimum 25% of interior wall cover area must be covered with sound absorption materials.
 - .3 Glass panel – Tempered or Laminated must comply to CAN/CGSB-12.1 - Safety Glazing or ANSI Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test.
 - .4 Flooring:
Unit with integrated floor to provide anti-static and stain-resistant carpet.
Use of building floor covering as phone booth flooring is acceptable with client's approval.

.3 Fire Alarm System

- .1 The sound pressure level inside the prefabricated phone booth for a fire alarm audible signal device shall be not less than 65 dBA and not more than 110 dBA.

.4 Comfort:

- .1 Air circulation: All products (electrical) to be ULC listed or CAN/CSA approved.
 - .1 Ceiling mounted exhaust fan 120V with sensor control on/off
 - .1 Air Change: Minimum 25 L/s per occupant
 - .2 Noise Criteria (NC) Level:
[Single occupant]: Maximum 35 dB
[Double occupants]: Maximum 40 dB
[Multiple occupants]: Maximum 45 dB
 - .2 Floor intake openings at finished floor height.
 - .3 Controls:
 - .1 Sensor activated operating fan upon occupant entry to the unit.
 - .2 Automatic shut-off switch from 2 to 15 minutes timer delay when unit is not occupied.
- .2 Lighting: All products (electrical) to be ULC listed or CAN/CSA approved.
 - .1 Built in LED lighting fixture powered by the unit. It must comply with the Accessible Design for the Built Environment.
 - .2 Light intensity: minimum average 300 lux (28 fc) illumination
 - .3 Controls:
 - .1 Sensor activated operating lighting upon occupant entry to the unit.
 - .2 Automatic shut-off from 2 to 15 minutes timer delay when unit is not occupied.

.5 Finishes

- .1 The supplier to provide finish samples of exterior and interior finishes upon contract award for the client's selection. The client to select pattern, colour, texture, and finishes from manufacturer's full range.



.6 Acoustic Performance

.1 Noise Insulation Class (NIC) - Average minimum NIC 25 measured in accordance to ASTM E596 - Laboratory measurement of noise reduction of sound-isolating enclosures. The testing unit must be tested and assembled as delivered. Assembled unit with no modification or special additional sound treatment applied during test.

.7 Fire protection

.1 The interior wall, ceiling and floor finishes shall have a flame spread rating (FSR) and smoke developed classification (SDC) that meet the minimum levels set in the NBC (National Building Code) 2015. The FSR and SDC must be determined on the basis of testing conducted in conformance with ULC-S102-2018, Standards Method of Test for Surface Burning Characteristic of Building Materials and Assemblies. *(In Buildings that are sprinklered)*

.1 Flame Spread Rating:

.1 Flame Spread Rating of interior wall and ceiling finishes: not more than 150.

.2 Smoke Development: maximum 300.

.2 Sprinkler knockout as requested by local authority

.1 The prefabricated phone booth must have a sprinkler knock-out located on the top of the unit.

.8 Seismic Requirements

.1 Submit documentation indicating conformance with the structural/seismic requirement of the 2015 National Building Code of Canada (NBCC) signed and sealed by a professional engineer registered or licensed in [Province][Territories] [Canada] as requested by local authority.

.2 Include (but not limited to) connection and anchoring hardware to concrete slabs.

END OF SPECIFICATIONS