



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
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See herein
NA
Québec
NA

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 Computer laboratory workbenches-ECC High-density computer laboratory workbenches-ECCC	
Solicitation No. - N° de l'invitation EF944-212498/A	Date 2021-03-02
Client Reference No. - N° de référence du client R.112994.001	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-625-16090	
File No. - N° de dossier MTA-0-43291 (625)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-03-22 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: Lavoie, Corine	Buyer Id - Id de l'acheteur mta625
Telephone No. - N° de téléphone (514) 207-4777 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See doc.	

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Delivery Required - Livraison exigée Voir doc.	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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Client Ref. No. - N° de réf. du client
EF944-212498

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43291

Buyer ID - Id de l'acheteur
mta625
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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Requirement

The requirement is detailed under Annex **A**.

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 Canadian Content

The requirement is subject to a preference for Canadian goods.

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

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](#) (2020-05-28) 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: 120 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material – Bid

2.2 Submission of Bids

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Québec Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

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

Note: Offers 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 Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy 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 **seven (7) 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.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Financial Offer
Section II: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Annex "B" - 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

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: 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.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian

content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.2 Financial Evaluation

Total financial evaluation: Sum of total prices of 1 to 15 mentioned in Annex "B" – Basis of Payment.

4.2.1 Evaluation of Price – Canadian / Foreign Bidders

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) to Montreal, Quebec, Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on a DDP basis.

4.3 Basis of Selection

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

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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

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 property agreement of the [Ineligibility and Suspension Policy](#) (<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](#) 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.

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.

6.2 Requirement

The Contractor must provide the items detailed under Annex "A".

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](#) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4009](#) (2013-06-27), Supplemental General Conditions - Professional Services - Medium Complexity, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

6.4.2 Delivery Date

All the deliverables must be received on or before September 1, 2021.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Corine Lavoie
Title: Acting Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
800 de la Gauchetière Ouest, Suite 1110, Montreal (Quebec), Canada, H5A 1L6

Telephone: 514-207-4777

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Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43291

Buyer ID - Id de l'acheteur
mta625
CCC No./N° CCC - FMS No./N° VME

Facsimile: 514-496-3822
E-mail address: corine.lavoie@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 (to be completed at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
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 (to be completed by the bidder)

Name: _____
Title: _____
Organization: _____
Telephone: _____
Facsimile: _____
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, as specified in Annex B for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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 Multiple payments

H1001C (2008-05-12), Multiple Payments

6.6.3 SACC Manual Clause

C2000C (2007-11-30), Taxes – Foreign-based Contractor

6.6.4 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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.

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 SACC Manual Clauses

[A3060C](#) (2008-05-12), Canadian Content Certification

6.9 Applicable Laws **(to be completed by the bidder)**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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 general conditions [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity);
- (c) Supplemental General Conditions [4009](#) (2013-06-27), Professional Services - Medium Complexity
- (d) Annex A, Requirement;
- (e) Annex B, Basis of payment;
- (f) Annex C, Security Requirements Check List
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.11 SACC Manual Clauses

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)
[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)
[G1005C](#) (2016-01-28), Insurance – No Specific Requirement
[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

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"

REQUIREMENT

SPECIFICATIONS FOR WORKSPACES

Technical Computer Workbenches

Environment and Climate Change Canada (ECCC) has a requirement for the supply and installation of new high-density technical computer laboratory workbenches on the seventh floor of an eight (8) storey Beaux-Arts heritage building located in Montreal, Quebec, Canada.

ECCC's Enforcement Branch requires five (5) high-density technical computer workbenches that make use of vertical space to store multiple computers, monitors and other work related equipment. These systems must be *modular* for future retrofits and have the ability to support various shelving or accessories above and below the *work surface*. Furthermore, *work surfaces* must also be *height adjustable*. There are two (2) types of workbenches required, 4 Type A workbenches and 1 Type B workbenches as defined in **Part 3** of this document and in accordance with the workbench layout plan at Annex C.

Part 1 **General**

1.1 **SCOPE**

- .1 This specification details the technical requirements, which apply to the furniture for work spaces purchased by the federal government.
- .2 The supplier is responsible for supplying all necessary hardware, trim, connectors, supports, components (including electrical components) and wall mounts etc. to allow the furniture to be installed.
- .3 **Deliverables**
Supply and install two types of stations:
Type A: 4 (96" x 72") work benches
Type B: 1 bench (32" x 120")
Refer to Annex C for the plan/ layout.
- .4 **Configuration**
The configuration of components to be supplied for the proposed layout is shown in the attached plan at Annex C. Diagrams are for illustration purposes and to provide exact size requirements (± 1 in.) All components shown in the plan must be supplied. The manufacturer is responsible for supplying all necessary components to allow the configurations to be integrated as drawn. The Contractor must configure their proposed system to maintain the footprint and components as illustrated. Typical office furniture will not be considered for this application.
- .5 **Requirements**
The requirements contained in this requirement are the minimum required features and components under this solicitation. Manufacturers may offer additional products, which are designed to enhance the function of the technical computer workbenches. Acceptance of products not specified in Annex A is at the Contracting Authority's discretion.

.6 Schedule

It is anticipated that work will commence after contract award and all security provisions set out in the contract are met. The estimated date for delivery and installation is in September, 2021, but this date is subject to change depending on completion of the construction phase.

Hours of installation: Regular business hours, Monday to Friday, 6 am to 6 pm (EDT)

.7 Delivery and Installation

Édifce Dominique Ducharme, 400 Youville, 7th Floor, Montreal, Qc, H2Y 2E7

	Loading Dock/Location	
A	Location	105 Normand
B	Dock	Maximum height 4,11 m
C	Lift	Ramp number 3 has a maximal load of 6000 pounds
D	Door	3 doors : H 95 in (2.4 m) x L 94 in (2.3 m)
E	Freight Elevator	Through the dock – see attached plan (7'-6"W x 9'-0" D)
F	Other (specify, if any)	The key to enter the dock is at the security guard station at 105 McGill

1.2 REFERENCE STANDARDS

.1 American National Standards Institute (ANSI) / Business and Institutional Furniture Manufactures Association (BIFMA):

- .1 ANSI/BIFMA X5.5 - Desk Products
- .2 ANSI/BIFMA X5.6 - Panel Systems
 - .1 Will be acceptable for Keyboard Support and Input Device Support Adjustment.
- .3 ANSI/BIFMA X5.9 - Storage Units
- .4 ANSI/BIFMA e3-2014 - Furniture Sustainability Standards

.2 ASTM International (formerly American Society for Testing and Materials)

- .1 ASTM, ANSI/NEM A LD-3, CGSB testing of coating, surface finishes, adhesive
- .2 ASTM C297/C297M – Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
- .3 ASTM D523 - Standard Test Method for Specular Gloss
- .4 ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
- .5 ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
- .6 ASTM D3574 – Standard Test Method for Flexible Cellular Materials – Slab, Bonded, and Molded Urethane Foams
- .7 ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser

.3 Business and Institutional Furniture Manufactures Association (BIFMA)

- .1 BIFMA G1 - Ergonomics Guideline for Furniture Used in Office Workspaces Designed for Computer Use
- .2 BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions

.4 Canadian Standards Association Group (CSA Group)

- .1 CAN/CSA-ISO 9241-5-00 - Ergonomic Requirements for Office Work with Visual Display Terminals (VDTs)
- .2 C22.2 No 203 - *Modular Wiring System* for Office Furniture.
- .3 CAN/CSA C22.2 No.203 - *Modular Wiring Systems* for Office Furniture
 - .1 The complete electrical system and all components must comply with CSA C22.2 No 203-M91 (R2010) *Modular Wiring System* for Office Furniture.
- .4 CAN/CSA Canadian Electrical Code Part I CSA C22.1.
- .5 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.
 - .1 Keyboard supports must meet CAN/CGSB-44.229
- .6 International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)
 - .1 ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories
 - .2 ISO 9001 - Quality Management Systems – Requirements

1.3 SUBMITTALS

- .1 Test reports must be provided for examination upon request and be not more than five years old from the date the test was performed.
 - .1 Detailed requirements for components verification reports according to CAN/CGSB 44.227 and CAN/CGSB 44.229 must be provided for examination when requested.
- .2 All tests must be completed by an *acceptable test facility* that is accredited by a nationally recognized organization such as the Standards Council of Canada, the American Association for Laboratory Accreditation (A2LA) or that participates in the Canadian General Standards Board (CGSB) Laboratory Certification Program. An independent testing laboratory or a corporate laboratory is acceptable as long as it has the appropriate accreditation.
- .3 Revised Test Standard(s): Reference is made to the testing standards listed within this annex and to the requirement that all products requested have successfully passed the referenced testing standards. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
- .4 Product Changes: When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an *acceptable test facility*.
- .5 For all test reports that are not specific to the products in the Supply Arrangement, the Supplier must provide an explanation to government of Canada as to why the "worst-case condition" applies to the products. The definition of "worst-case condition" can be found in BIFMA PD-1.

1.4 PRIORITY OF DOCUMENTS

- .1 In the event of a discrepancy, the following priority of documents applies:
 - .1 ANNEX A – Part 3 : Detailed Requirements;
 - .2 ANSI/BIFMA X5.5, ANSI/BIFMA X5.6, ANSI/BIFMA X5.9

- .2 In the event of a discrepancy between the metric and imperial dimensions, imperial dimensions take precedent.

1.5 DEFINITIONS

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

- .1 ±: indicates the allowable plus or minus tolerance of the unit.
- .2 Acceptable test facility: An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
- .3 Continuous height adjustable work surface (Sit/Stand): A surface that is intended to be adjusted vertically by the user, to allow working in the sit/stand position.
- .4 Height adjustability ranges:
- .1 Sit-stand: The height of the work surface is adjusted to accommodate a seated working position, and a standing working position. Must be capable of adjusting from a minimum height of 584mm (23 in) -25mm (- 1 in) to 1237mm (48.7 in) + 50mm (+2 in) from the floor to the top of the work surface.
- .5 Modular: Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements.
- .6 Mobile Pedestal: A pedestal which is on a minimum of four (4) casters, all casters on pedestal must be able to swivel to allow for ease of movement by the user. A minimum of two (2) casters must be lockable.
- .7 Pedestal: A self-contained unit that is deeper than wide, less than 787 mm (31 in.) in height (before the addition of casters and cushion), and having extendible elements. The extendible elements are typically used for multi-functional general storage or filing. It may be freestanding, *work surface supporting*, or mobile. Freestanding pedestals to include levelling glides. Pedestal tops must be configured to accommodate seating, *work surface supporting* or as an extension to a *work surface*.
- .8 Work surface: When making references to "*work surface*", this specification will be referring to the surface forming the top of a table.
- .9 Work surface supporting: A storage item, such as a *pedestal*, which replaces the function of *work surface* support such as a c-leg, cantilever or gables.
- .10 Exposed parts - surface is visible when:
- .1 Drawer fronts and doors are closed
- .2 Cabinets and shelving are open.
- .3 Cabinet tops and sides.
- .4 Front edges of casework or body members
- .11 Front edges of casework or body members
- .1 Drawers/doors are in the open position.
- .2 All front edges of shelving and interior casework behind doors.

- .12 VOC: Volatile Organic Compounds are emitted as gases from certain solids or liquids. They include a variety of chemicals, some of which may have short term or long-term health effects.
- .13 Finished Gap: A *finished gap* (finishing to match substrate finish) at a work surface, meeting surface or other horizontal or vertical substrate to protect and manage cables passed through it. Where a *finished gap* is provided there must be a min. 25mm (1 in.) deep gap provided that spans 101mm (4 in) ± 13mm (± 1/2 in). Acceptable cut-out Shapes; Semi-Circle or U-Shaped.

1.6 ENVIRONMENTAL ATTRIBUTES

- .1 Environmental
 - .1 All products must be certified by an independent third-party certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level@ 2.
 - .2 Product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method ANSI/BIFMA x7.1 2011 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.
- .2 Resource input
 - .1 50% of all wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CSA), Forest Stewardship Council (FSC), or Sustainable Forestry Initiative (SFI).
 - .2 All composite wood products must contain a minimum of 60% recycled material.
 - .3 Furniture may not contain urea-formaldehyde unless fully encapsulated within engineered composite panels (i.e. particle board, medium density fiberboard, plywood) when the substrate for *work surfaces*, shelving, or any other component is a composite wood product
 - .4 Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
 - .5 Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
 - .6 All plastic components must be recyclable at the end of their life.
 - .7 All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999)
- .3 Warranty:
 - .1 Replacement components must be available to replace broken pieces during the Warranty period.
- .4 General:
 - .1 Manufacturing Facility must be an ISO 9001 – Quality Management registered

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- facility.
- .2 Manufacturing Facility must be an ISO 14001 – Environmental Management System registered facility.
 - .3 Solid Waste Diversion Program
 - .1 Furniture must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
 - .4 Products free from toxic flame retardants
 - .1 Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
 - .5 Hazardous and Toxic Material Management System
 - .1 The manufacturer must have a hazardous and toxic material management system in place at production and associated facilities.
 - .6 Packaging and distribution
 - .1 Corrugated Packaging: If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre and/or come from a sustainable managed forest.
 - .2 Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
 - .3 As a minimum, the Supplier must implement one of the following requirements:
 - .1 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
 - .2 Packaging is recyclable and/or bio-degradable;
 - .3 Packaging is returnable to the supplier/shipper; or
 - .4 Packaging is reusable
 - .7 Upon request the Supplier or Manufacture must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.
 - .8 On a project-by-project basis, Canada may request supporting documentation to support environmental certification efforts. Upon request, the furniture manufacturer must provide appropriate documentation as determined by Canada's representative.

Part 2 Products

2.1 WORKMANSHIP

- .1 The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. All products must be new. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that

may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothing, or documents.

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

2.2

GENERAL FEATURES

- .1 All furniture must be supplied with hardware to complete the installation.
- .2 All furniture must be equipped with corrosion-resistant levelling glides on the legs, base, and supports unless casters are specified. The levelling glides must not exceed the width of the base and must have a vertical adjustment (length) of at least 25 mm (1 in.), with a tolerance of $\pm 6.35\text{mm}$ (± 0.25 in.), unless noted otherwise in the Detailed Product Requirements. Products that are 1524mm (60 in.) in length or less can have a vertical adjustment (length) of 19mm (.75 in.) with a tolerance of $\pm 6.35\text{mm}$ (± 0.25 in.). Glides must be secured and not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.
- .3 All finishes and surface finishes must meet CAN/CGSB 44.227 and CAN/CGSB 44.229.
- .4 All laminates and furniture specified with laminate components must meet the following criteria:
 - .1 Must be high-pressure laminate and meet the performance requirements for high-pressure laminate. Low-pressure laminate is acceptable for vertical surfaces, such as support structures, gables, and modesty panels; for interior surfaces such as shelving; as well as for hutches, *pedestals*, and towers.
 - .2 Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
 - .3 Laminate finishes must be properly adhered onto a substrate and the under surface must have equally balanced backer.
 - .4 For furniture with a high-pressure laminate/laminate top, the colour of the *exposed* edge finish must match the colour of the tabletop finish.
- .5 All metal surfaces and furniture specified with metal components must meet the following criteria:
 - .1 All *exposed* aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
 - .2 All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped

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- foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.
- .6 Hardwood plywood: must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction, to minimize warping.
 - .7 Particleboard must meet ANSI A208-2008.1, grade M2 or greater when used as substrate.
 - .8 All tables, table tops, and *work surfaces* must:
 - .1 Must be made of particleboard, MDF or hardwood plywood with a wood veneer or high-pressure laminate surface, unless required to be glass or metal.
 - .2 All table top edges to have a minimum 3mm (0.12 in.) radius edge designed for a user to rest the forearm or wrist.
 - .3 Table top and *work surface* edging:
 - .1 All laminate tabletops and *work surfaces* must be edged with either polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging.
 - .4 Table surfaces must be predrilled/provided with pilot holes to accept the installation of mounting hardware and attachments
 - .5 Deflection of tables must meet the acceptable levels as described in CAN/CGSB 44.227 and CAN/CGSB 44.229 in the following manners:
 - .1 Deflection: Table surfaces must deflect no more than its overall length (L) divided by 180 (L/180) when tested in accordance with the detailed requirements for tables.
 - .2 Horizontal surface deflection: When tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5 and ANSI/BIFMA X5.9 average the height of the end points and subtract the height of the center. The resultant dimension is the deflection.
 - .9 Products must comply with the current version of CAN/CGSB 44.227.
 - .10 Interchangeability: Each component must have the capability of being assembled, disassembled, and reconfigured without damage or loss of serviceability when changes are required. Parts must be capable of being replaced.
 - .1 All table tops and *work surfaces* must be of a similar construction and appearance and must allow interchangeability of legs/supports.
 - .2 Workstation assembly hardware used in assembling components must allow components to be interchangeable or none handed when specified.
 - .11 There must be a clearance envelope with no obstructions under all tables and *work surfaces* of a min. of 434 mm (17.1 in.) in depth, which must meet the requirements of BIFMA G1 for the 95th percentile male, except that the depth at toe level must be 584 mm (23 in.).
 - .12 All edges and corners with which the user is intended to come in contact must have a minimum of 3mm radius.

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- .13 Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
 - .14 Controls: Desk products offering *continuous height adjustment* capability shall be operable from the usual working position and shall not require the use of any unsupplied tools. Controls used to effect continuous adjustments shall have adequate clearance to permit the user to make the adjustment. Hand-crank-adjustable surfaces shall not require more than 50 N (12 lbf.) to operate.
 - .15 The leg spread of the base must not be narrow to cause the table to tip. The base must be properly weighted to avoid tipping. The base design must not interfere with the functionality of the product and its intended use.
 - .16 Wire management:
 - .1 All *work surfaces* and meeting table surfaces with electrical and data cabling must provide wire management for routing and concealing electrical and data cabling.
 - .1 Outlets must be accessible, incorporated into the unit and wires must not be visible.
 - .2 The method of wire management must not cause the face of a *pedestal* to protrude beyond the front edge of the *work surface* when the *pedestal* is placed beneath the *work surface*.
 - .3 Flexible vertical wire management must be provided for *height adjustable work surfaces*. Must be provided in white, black or grey.
 - .17 Lockable:
 - .1 When lockable is specified all drawers and doors within the unit must be capable of being locked.
 - .2 All locks within a single workstation must be keyed alike. Locks from workstation to workstation must be keyed differently.
 - .3 A minimum two (2) sets of keyed alike keys per workstation and/or room must be supplied.
 - .18 When a *Keyless* lock is specified it must be supplied with:
 - .1 Batteries for initial use. If *keyless* lock is rechargeable, the separate unit for recharging is not required to be supplied.
 - .2 Two (2) tools or keys for accessing the battery compartment or charging port when battery fails while in the locked position (if compartment or port is located inside the unit).
 - .3 Two (2) master keys or fobs for re-programming user codes.
 - .19 All task lighting products must:
 - .1 All lighting products must be CSA certified.
 - .2 Lighting products must be energy efficient and conform to the DLC (Design Light Consortium), complete with on/off switch.
 - .3 All light fixtures must have a Colour Rendering Index (CRI) of 80 or higher
 - .20 Electrical outlets must be accessible from different heights on the posts.

2.3 TOLERANCES

- .1 The following tolerances may be applied, unless noted otherwise in Part 3-Detailed Product Requirements.
 - .1 *Work surfaces*: ± 25 mm (± 1 in.) in height and ± 13 mm ($\pm 1/2$ in.) in width and depth.
 - .2 (Storage) *Pedestals*: ± 25 mm (± 1 in.) width, and -51 mm (-2 in.) in depth.
 - .3 Vertical adjustment of supports: ± 13 mm ($\pm 1/2$ in.)
 - .4 Linear measurements width, length, depth and height, +/- 1.5mm (+/- 1/16 in.), unless otherwise noted with the exception of lateral and vertical filing.
- .2 If a tolerance is not listed above or indicated next to an item's dimensions in Part 3-Detailed Product Requirements an additional tolerance is not acceptable. When a range of dimensions is indicated [for example: Part 3, height of table surface must be between 482 mm (19 in.) to 660 mm (26 in.)] an additional tolerance is not acceptable.

Part 3 DETAILED PRODUCT REQUIREMENTS

3.1 Workstation System for Technical/ Laboratory Environments

.1 Workstations

.1 Type A Workbench (QTY 4)

- .1 Panels to be full height (refer to plan of Annex C)
- .2 7.5 m², U-shaped footprint, with a 10" corner radius *work surface*
- .3 Worksurfaces to be *height adjustable*
- .4 Adjustable upper shelving(s) at around 62" in height (refer to plan of Annex C)
- .5 1 metal hutch at around 62" in height, lockable
- .6 Undermount LED task light
- .7 *Mobile pedestals*, without top cushion, per plan in Annex C
 - .1 File-File (W 15" X H 24.5" X D 19")
 - .2 Box-Box-File (W 15" X H 24.5" X D 19")
- .8 Integrated data and power beams
- .9 Base feed power whip

.2 Type B Workbench (QTY 1)

- .1 Panels to be full height (refer to plan of Annex C)
- .2 One 32" x 120" *adjustable work surface*

- .3 1 level of upper shelving, to be length of workstation, at around 62", adjustable
- .4 Undermount LED task light
- .5 Integrated data and power beam
- .6 Base feed power whip (will use the one of Type A adjacent)

.2 Uprights/Posts

- .1 The workbench frame comprised of vertical and horizontal structural elements must be formed from a minimum standard combination of 10 and 12-gauge precision-tooled cold rolled steel (CRS) with durable electrostatic powder coat finish.
- .2 Each vertical post must be a minimum of 2.5" x 2.5" in diameter, and 81" high respectively, with notches at every 1". Along the full height of the post to allow for adjustability of the hang on components.
- .3 One 2 post frame must have a static load capacity of at least 544.31 kg (1200 lbs) and must support one station with the ability to support 2 stations side by side.
- .4 Cable-management: Each workstation must provide an efficient cable management system, providing easy cable and data accessibility with a bending radius of 50mm. The system must provide 2 horizontal beams/channels, one at the bottom of the station and one located at the *work surface* level. Each beam must be at a minimum 3" x 3" x 3" and have continuous access throughout the workstation.
- .5 Horizontal beams must provide room for storing excess cables and the vertical posts must provide additional means of managing cables running vertically in the system.
- .6 The station's frame must have levelers incorporated into the bottom of the frame. The levelling mechanism must adjust not less than 25.4mm (1 inch). The surface area of the bottom of the leg (floor contact surface) must be large enough to prevent any damage to the floor finish.
- .7 Unobstructed Knee and Leg Room: The workbench must be a cantilevered system that does not use vertical supports underneath the *work surface* that will interfere with the users' legs and knees.
- .8 Privacy Panels: All stations must have top to bottom privacy panels. For the upper portion of the stations (above work surface), the privacy panels must be open frame with the exception of two tackable upper elements to be removable. For the lower portion of the stations (below work surface) the privacy panels must be made of durable laminate.

.3 Work Surfaces & Shelving

- .1 All shelving and *work surfaces* must be constructed of 1.25" particle board and covered in high pressure laminate with bullnose finish and a 3mm PVC edging
- .2 *Work surfaces* must be completely supported with the use of cantilevered or other suitable attachment brackets

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- .3 *Work surfaces* must have 30"-32" of depth, all upper shelving must have 20" of depth
 - .4 *Work surfaces* to be anti-static
 - .5 All shelving must have a minimum of 200lb weight capacity, with under-mount reinforced metal studs
 - .6 Shelves must be interchangeable between sections similar in depth and width
 - .7 Shelves must be made of steel
- .4 Task Lights**
- .1 Each station must be provided with one built-in touch strip multi-level dimmable LED under mount task light, with 50,000 hour life span, color warm (3,500k), and 60 degree tilting motion.
- .5 Pedestals**
- .1 *Pedestals* must be available as mobile and must be of a design compatible to the other components. Counterbalance weights used on *mobile pedestals* must not be placed on any exterior surface.
 - .2 All *pedestals* must have a removable pencil tray that span the full interior width (with the exception of a File/File). Pencil trays must not easily tip or fall off the supporting rail.
 - .3 The file drawer must have a minimum of two (2) removable file dividers or a hanging file rail.
 - .4 Must be lockable by use of *key*.
 - .5 *Mobile pedestal* must have a minimum of four casters. *Mobile pedestals* must have lockable casters and must be for carpet and hard surface floor covering.
 - .6 Must fit under the *worksurface*.
 - .7 Must be available in painted metal or high-pressure laminate.
- .6 Electrical and Data Module**
- .1 Each station requires a data and power beam located above the *work surface* on all workbenches. For Type A workstations, it must be comprised of a minimum of 4 power supply bars with 8 outlets (30-32 outlets per station) with 15 amp 120v, 2 USB power outlets and a cutout for 3 data ports and one voice connection. For Type B benching, it must be comprised of a minimum of 2 power supply bars with 8 outlets (for a minimum of 16 outlets) with 15 am 120v, 2 USB power outlets and a cutout for 3 data ports and one voice connection.
 - .2 The beam must allow for continuous wiring.
 - .3 Power whips to be provided so that each workstation is equipped with 1 15 Amp circuit.

.4 Base feed for dedicated power and data or communication cabling must be integrated into the vertical post portion of each workstation.

.5 Workstations must be connected to the emergency electrical system.

.7 Finish Requirements

1. Horizontal *work surfaces* must be constructed using a minimum 1.25" particleboard and be finished with High Pressure Laminate and matching PVC edging.
2. Laminate and other finishes to be finalized once contract is in place, and in collaboration with the prime consultant.
3. Gloss - The 60 degree specular gloss of *work surfaces* must not be more than 45 units when tested in accordance with ASTM D 523.
4. Abrasion Resistance - The loss of finish must not exceed 0.020g per 500 cycles a CS-10 wheel, with a 1000 g load when tested in accordance with ASTM D 4060-01.
5. Colour Stability - The finish, after exposure, when tested in accordance with ANSI/NEMA LD 3-2005, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC EP 1.
6. Finish Hardness - The finish must meet the requirements of ASTM D3363, hardness H.

3.2 Installation Services

- .1 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 and pieces to the installation site;
 - .2 Unpack all products and pieces and inspect them 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 or repairs as needed;
 - .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, tidy and clean appearance at all times during installation and on completion of the contract. 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 Designer (or an authorized representative of the Project Authority or Designer) to verify the operation condition of all products in accordance with the Deficiency Procedures defined at section 3.5 of this document.

3.3 Post-Installation Procedures

- .1 The Contractor must take part in an inspection to be arranged by the Project Authority and in accordance to the following Post installation procedures:
 - .1 The Contractor must notify the Project Authority and Designer when the installation is completed;
 - .2 The Project Authority and Designer will 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;

3.4 Deficiency Procedures

- .1 The Contractor must adhere to the following deficiency procedures:
 - .1 The Contractor, in consultation with the Project Authority and Designer, must prepare the deficiency list documenting all problems in every installation area;
 - .2 The deficiency list will be forwarded by the Project Authority or Designer 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 3.4.1.1, 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 " B "

BASIS OF PAYMENT

NO ART	DESCRIPTION	QTY	UNIT	FIRM UNIT PRICE	TOTAL PRICE (qty x unit price)
Type A – 4 workstations					
1	Panels to be full height (refer to plan of Annex C)	1	LOT	\$	\$
2	Worksurfaces to be height adjustable	4	Qty	\$	\$
3	Upper shelving(s) at around 62" in height, adjustable (refer to plan of Annex C)	1	LOT	\$	\$
4	Metal hutch at around 62" in height, lockable	4	Qty	\$	\$
5	Undermount LED task light	12	Qty	\$	\$
6	Mobile pedestals, without top cushion	8	Qty	\$	\$
7	Integrated data and power beams	8	Qty	\$	\$
8	Base feed power whip	4	Qty	\$	\$
Type B – 1 workstation					
9	Panels to be full height	2	Qty	\$	\$
10	32" x 120" adjustable work surface	1	Qty	\$	\$
11	Level of upper shelving, to be length of workstation, at around 62", adjustable	1	Qty	\$	\$
12	Undermount LED task light	1	Qty	\$	\$
13	Integrated data and power beam	1	Qty	\$	\$
Type A and Type B					
14	Hardware Total as per article 1.5 of Annex A	1	LOT	\$	\$
15	Delivery Fees	1	LOT	\$	\$
Total (1 à 15)					\$

Solicitation No. - N° de l'invitation
EF944-212498/A
Client Ref. No. - N° de réf. du client
EF944-212498

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43291

Buyer ID - Id de l'acheteur
mta625
CCC No./N° CCC - FMS No./N° VME

ANNEX " C "

PLANS

Voir 2 pages suivantes.

PLAN

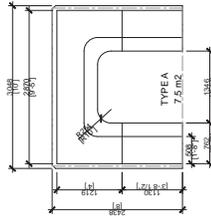
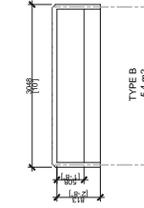
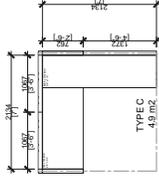
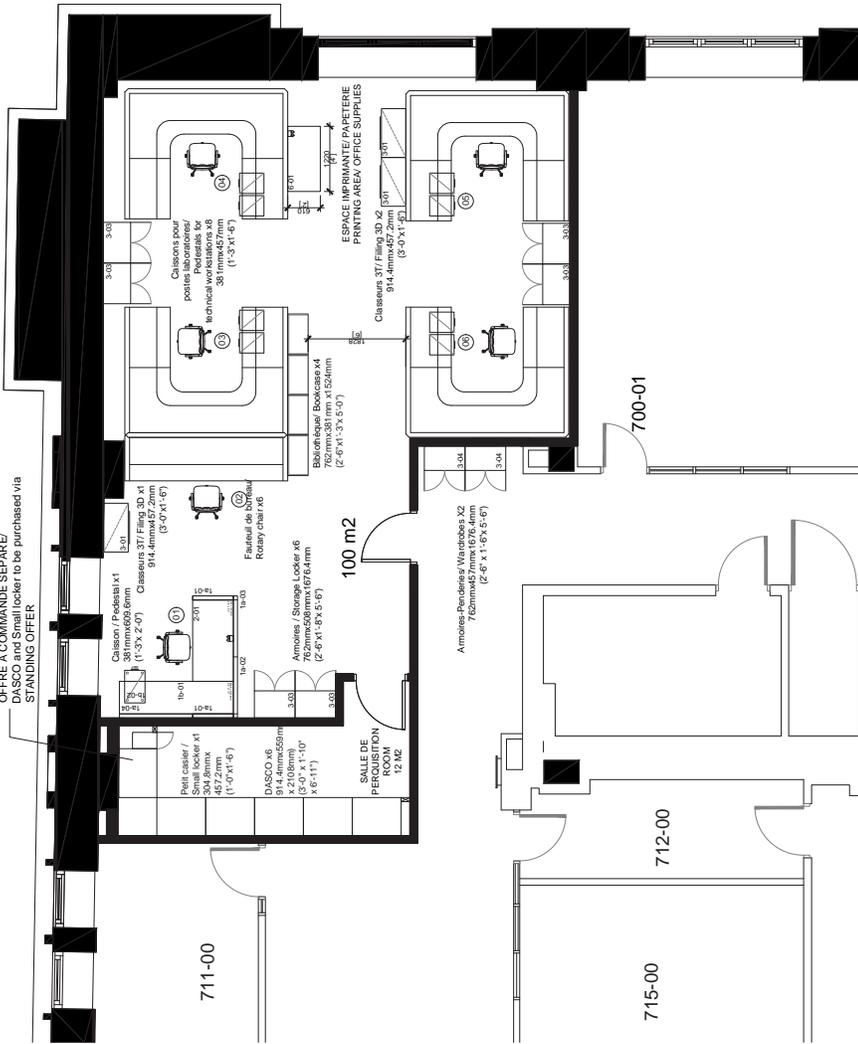


IMAGE FOURNIE A TITRE D'EXEMPLE SEULEMENT
 Image provided as example only
 Sa référence au dessin pour la configuration exacte!
 TECHNICAL WORKSTATIONS TO BE APPROX. 7.5M2
 Please refer to the floor plan for exact footprint



IMAGE FOURNIE A TITRE D'EXEMPLE SEULEMENT
 Image provided as example only
 MANAGER WORKSTATION TO BE SIT-STAND

DASCO n1 Petit Casier 6 de haut, NON-AMA
 OFFRE A COMMANDE SEPARÉ;
 DASCO and Small locker to be purchased via
 STANDING OFFER



SIGNATURE:



BIG SOLUTIONS EN MILIEU DE TRAVAIL (BSL)
 BPI WORKPLACE SOLUTIONS (TRNS)

Titre du Projet / Project Title:

GOC3450272

Réaménagement DALE

400 Front St, Montreal, Quebec

Titre du Dessin / Drawing Title

Appendice A - PLAN DE FAISABILITE/
 Appendix A - FEASIBILITY PLAN

Date:

14/12/2020

Dessiné par / Drawn by

CV

Échelle / Scale

NA

Vérifié par / Checked by

Reference/Reference

No. de feuille / Sheet no

1/1



Solicitation No. - N° de l'invitation
EF944-212498/A
Client Ref. No. - N° de réf. du client
EF944-212498

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43291

Buyer ID - Id de l'acheteur
mta625
CCC No./N° CCC - FMS No./N° VME

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);
- Large Value Transfer System (LVTS) (Over \$25M)

