



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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 Furniture Furniture | |
| Solicitation No. - N° de l'invitation EH990-210745/A | Date 2021-03-04 |
| Client Reference No. - N° de référence du client 20210745 | |
| GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-994-79796 | |
| File No. - N° de dossier pq994.EH990-210745 | 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 type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Racette(pq994), Christopher | Buyer Id - Id de l'acheteur pq994 |
| Telephone No. - N° de téléphone (819) 664-1606 () | FAX No. - N° de FAX () - |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes | |

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

Furniture Division/Division des ameublements
L'Esplanade Laurier,
East Tower 7th Floor
Tour est 7e étage,
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

| | |
|--|--|
| Delivery Required - Livraison exigée See Herein – Voir ci-inclus | 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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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is security associated with this requirement.

1. The conditions in this article must be met by the Bidder (the checked box applies):
 - at the date of bid closing.
 - (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; and
 - (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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Requirement

The Work to be performed is detailed under Article A of the resulting contract clauses

1.3 Debriefings

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

1.4 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 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names".

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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

OR

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 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.

2.5 Applicable Laws

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

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.

2.6 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

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

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications and Additional Information

OR

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

Section I: Technical Bid: 1 hard copy and 1 soft copy on CD or DVD

Section II: Financial Bid: 1 hard copy and 1 soft copy on CD or DVD

Section III: Certifications and Additional Information: 1 hard copy and 1 soft copy on CD or DVD

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

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

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

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Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

C3011T 2013-11-06, Exchange Rate Fluctuation

Section III: Certifications et Additional Information

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

- 3.1.3** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

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, point rated, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

| Criteria # | Mandatory Technical Criteria (MTC) | MET/ NOT MET & COMMENTS |
|------------|--|-------------------------|
| MTC 1 | <p>The Bidder must certify that all the products offered at Annex A, conform to the specifications detailed in Annex A Requirement.</p> <p>To demonstrate MTC1, the Bidder must complete, sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation</p> | |
| MTC 2 | The bidder must submit standard construction details, material descriptions, and dimensions of products listed under Annex A | |
| MTC 3 | The Contractor must submit a Product Catalogue listing all products being offered. Product Catalogue must show images product description and dimensions | |
| MTC 4 | <p>Products that include wood finishes listed under Annex A, must closely match as best as possible the teak wood control sample under appendix 3 to Annex A</p> <ul style="list-style-type: none"> - E2 Coffee Table - Lobby - 4.2 Bar Height table - 5.1 D1 conference table - 5.2 D2 conference table round - 5.3 D3 low height conference table round - 5.4 D4 D-top conference table - 5.5 D5 commissionaires table - 5.6 F1 Credenza - 6.1 Lounge chair (only if bidder is specifying a chair with 4-legged wood base) - 6.2 Tablet Table - 6.3 foot Stool (only if bidder is specifying a stool with 4-legged wood base) - 6.4 FP Focus Pod / Lounge Chair (only applies to integrated surface in focus pod or accompanying laptop table with lounge chair) <p>The bidder must submit with the bid, a wood finish that matches the teak wood control sample under appendix 3 to Annex A The sample must</p> | |

| | | |
|--|---|--|
| | <p>contain the following:</p> <ul style="list-style-type: none"> - Finish: matte to 30% sheen; - Wood type: warm like teak wood (grain and colour) or teak veneer (grain and colour over substraight); - Colour: match sample as provided ; - Wood grain: closed grain. <p>4 Wood finish Samples are to be provided in EACH bid with the following dimensions: no smaller than 4" x 4" AND No bigger than 12" x 12"</p> | |
|--|---|--|

4.1.1.2 Point Rated Technical Criteria

| Item | Point-Rated Criteria | Points Breakdown | Points | Demonstrated Compliance, |
|-------|--|---|--|------------------------------------|
| PRC 1 | The bidder provided 4 teak veneer samples under MTC 4 | <p>Bidders will be awarded up to 3 points per criteria, to a maximum of 12 points total, for the sample(s) provided that matches as best as possible to APPENDIX 3 to ANNEX A which includes the following:</p> <ul style="list-style-type: none"> a) Finish: matte to 30% sheen – 3 points ; b) Wood type : warm like teak wood (grain and colour) or teak veneer (grain and colour over substraight - 3 points c) Colour: match sample as provided - 3 points; and d) Wood grain: closed grain - 3 points <p>Points will be awarded as follows: 0 points – no match 1 point – low match 2 points – mid match 3 points – exact match</p> | <p>Maximum 12</p> <p>Pass mark 7 (70%)</p> | cross reference to sample provided |
| PRC2 | From MTC 2 The bidder is able to provide additional product finishes | <p>Painted Metal Finish or Bronze metal</p> <p>Bidders will be awarded up to 6 points maximum, if the supplier can offer Bronze metallic paint finishes or bronze metal for the bases on any of the following items:</p> <ul style="list-style-type: none"> - B1 - 2.1 Lounge Chair - Vestibule - B2 - 6.1 Lounge chair (only if bidder is specifying a chair with 4-legged wood base) | <p>Maximum 6</p> | |

| | | | | |
|--|--|---|--|--|
| | | <ul style="list-style-type: none"> - B3 - 1.1 bench seating - C1, 4.1 Bar Height Stool - C2, 4.2 Bar Height Table - D1, 5.1 conference table - D2, 5.2 conference table round - D3, 5.3 low height conference table round - D4, 5.4 D-top conference table - E1, 2.2 Coffee Table Vestibule - E2 Coffee Table – Lobby - F1, 5.6 Credenza - 6.2 Tablet Table - 6.3 foot Stool (only if bidder is specifying a stool with 4-legged wood base) - 6.4 FP Focus Pod / Lounge Chair (only applies to integrated surface in focus pod or accompanying laptop table with lounge chair) <p>Points will be awarded as follows: a) Bronze Paint Finish: - 3 points ; b) Bronze metal bases – 3 points ;</p> | <p>Pass mark 3 (70%)</p> | |
|--|--|---|--|--|

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating
2. Bids not meeting (a) and (b) and (c) will be declared non-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.

5.2 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) (<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 Product Conformance

The Supplier certifies that all the products offered will conform to all specifications of, and meet the testing requirements detailed in Annex A – Requirement and its additional annexes and appendices.

Supplier's Signature _____
Date

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirements

- 6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. EH990210745

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at 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.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."
Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

Deleted: In its entirety
Inserted: as follows:
2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery

point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs." All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the completion and acceptance of the Work.

6.4.2 Delivery Date

All the deliverables must be received as per Annex B Basis of Payment.

6.4.3 Shipping Instructions

If delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Racette
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: L'Esplanade Laurier, 140 O'Connor, Street, Ottawa, Ontario, K1A 0R5
Telephone: 819-664-1606
E-mail address: christopher.racette@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

The Project Authority for the Contract is: *(to be completed at contract award)*

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Buyer ID - Id de l'acheteur
PQ994
CCC No./N° CCC - FMS No./N° VME

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

Telephone: ____-____-_____
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

The Contractor's Representative for the Contract is: *(to be completed at contract award)*

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

Telephone: ____-____-_____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B – Basis of Payment. 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 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.
_____ *(to be completed at contract award)*

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

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) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List ;
- (f) the Contractor's bid dated _____

6.11 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".

6.12 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform

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the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.13 Canada's Facilities to Accommodate the Delivery

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.

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

6.14 Standard finishes

The Identified User (IU) will consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.

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.

The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

6.15 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods
SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations
SACC Manual clause [B4003T](#) (2011-05-16), Canadian General Standards Board – Standards
SACC Manual clause [B6802C](#) (2007-11-30), Government Property
SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

ANNEX A

REQUIREMENT

REQUIREMENT

The department of Public Works and Government Services Canada (PWGSC), on behalf of Global Affairs Canada (GAC), has a requirement for the supply, delivery and installation of furniture products.

SCOPE

Furniture specifications have been crafted to obtain furniture that compliments and enhances the design principles implemented in the Demarche interiors. Furniture should be modern and simple in design, nodding to the Heritage elements and character of the original building design, while providing an updated look and feel.

These modern furnishings should discreetly and seamlessly integrate technology such as AV and power to accommodate a variety of meeting and collaboration functions, while maintaining a minimal visual impact.

The use of textiles in meeting rooms should provide softness and an upscale yet approachable feel. Wood elements such as wooden table tops, credenzas and chair legs, have been specified to match as closely as possible to the teak wood finishes (refer to Annex B for colour tone) used through the space. The wood stain finishes should provide warmth in the space and connect the modern furniture to the heritage elements of the building. Warm neutrals will be specified thought the space to further play into these design principals.

Design intent should follow graphic representations supplied in Annex A. These most accurately reflect the desired pieces.

The demarche is to be used to host dignitaries and distinguished guests of GAC. As such it has been designed with a higher grade of finishes, furniture must follow this principle as well. In the main lounge / vestibule iconic pieces have been specified. These pieces are representative of the building era and help to set the tone on arrival into the Demarche as a whole.

RESPONSIBILITY

The Contractor will supply, deliver and install as per Annex A and Annex B. The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract. In the event the Contractor omits to include, in its offer, goods or services required to completely furnish all parts of Annex A, the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

The Contractor must submit a Product Catalogue listing all products being offered. Product Catalogue must show images product description and dimensions.

GENERAL CONDITIONS

1.1 Schedule

- a) The furniture installation for package #7 to take place on first, second, third and fourth floor, in ten (10) different locations. The furniture installation for package #6A – 6E to take place on first floor in one (1) location (7 different rooms).
- b) A preliminary schedule has been provided in Annex B.
- c) The Contractor will need to coordinate the furniture installation with the Project Authority (PA).

1.2 Building Access

- a) Contractor must identify use of a third party installation company if applicable.
- b) All deliveries are to be completed outside normal business hours (after 6:00pm) and brought through the Loading Dock.
- c) Deliveries are to be coordinated with the Project Authority (PA)
- d) Installation to be completed during regular business hours.
- e) Personal protection safety equipment must be worn by the furniture installers at all times.
- f) Contractor site orientation is required for all onsite works and visitors, orientation provided and run by Ellis Don.
- g) Onsite workers will need to pass security screening as well as obtain site specific access badges

1.3 Security

- a) The Contractor must be responsible for securing their equipment and materials. Canada is not responsible for any loss of equipment or tools.

1.4 Garbage Removal

- a) The Contractor must maintain work areas, and adjacent areas, free from accumulations of waste products and debris arising from this project.
- b) The Contractor must remove garbage and debris daily.
- c) See Annex _G_ for specific LEED requirements for disposal of garbage

REFERENCES AND TEST REQUIREMENTS

1.1 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)

1. ANSI/BIFMA X5.4 – Lounge and Public Seating
2. ANSI/BIFMA e3-2014e – Furniture Sustainability Standards 7.6.1 OR 7.6.2
3. ANSI/BIFMA M7.1-2011 (R2016) - American National Standard for Office Furnishings - Standard Test Method for determining VOC Emissions from Office Furniture Systems, Components and Seating.
4. BIFMA Mechanical Test Standards - Compiled Definitions – BIFMA-PD-1.
5. Organizations that certify manufacturers' claims must be accredited under ISO Guide 17065.

1.2 American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA):

- a) ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood
- b) ANSI/NPA A208.1 - Particleboard
- c) ANSI/NPA A208.2 - Medium Density Fiberboard (MDF) for Interior Applications.

1.3 American Association of Textile Chemists and Colorists (AATCC)

- a) AATCC EP001-EP-1 - Grey Scale for Color Change

1.4 Association for Contract Textiles (ACT)

- a) ACT Voluntary Performance Guidelines for Upholstery.

1.5 Business and Institutional Furniture Manufacturers Association (BIFMA)

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

1.6 Canadian General Standards Board (CGSB)

- a) GreenGuard Certification Standards for Low-Emitting Products.

-
- b) CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
 - c) CGSB - 44.232-2018, Chairs for Office Environments (EN) - 2018-10

1.7 Underwriter Laboratory Inc.

- a) UL 1286-2011, Section 33 Standards for Office Furnishings.

1.8 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

1.9 Flammability - All applicable components must comply with California Technical Bulletin 117.

1.10 ASTM International (formerly American Society for Testing and Materials)

- a) ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
- b) ASTM D523- Standard Test Method for Specular Gloss
- c) ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
- d) ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.

1.11 Revised Test Standard(s): If the test standards referenced in this annex have changed, 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).

1.12 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.

1.13 For all test reports that are not specific to the products in this solicitation, the Supplier must provide an explanation to 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.

NOTE: Reference to the above publications, or test methods, is to the latest issue unless otherwise specified.

PRIORITY OF DOCUMENTS

In the event of a discrepancy, the following priority of documents applies:

1. Graphic representations within Annex A (Design Intent)
2. Specification
3. In the event of a discrepancy between the metric and imperial dimensions, imperial dimensions take precedent.

PERFORMANCE REQUIREMENTS

1.1 Quality of Workmanship of any items not included within CAN/CGSB 44.227 – Freestanding Office Desk Products - The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability, or safety. When assembled in all possible configurations there must be no visible unfinished edges or surfaces. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping. The finished products must be stable, uniform in quality, style, material and workmanship, and be clean and free from defects that may affect appearance, serviceability and safety.

-
- a) External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
 - b) Doors must fit squarely and evenly into the openings on all sides.
 - c) All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
 - d) Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.

1.2 Style and finish must coordinate between all pieces within a package, unless otherwise indicated.

ENVIRONMENTAL REQUIREMENTS

1.1 Materials Chemistry:

- a) Must be constructed free of environmentally hazardous materials such as CFC (chlorofluorocarbon), solvent-based adhesives, heavy metals (chrome, lead, and mercury) and benzene.
- b) Shall be constructed free of environmentally hazardous processes such as those that produce VOC's and deplete ozone.
- c) Painted components must be coated with powder coat paint, which results in minimal waste, consumes less energy and requires no solvents, compared to traditional wet paint processes. One exception shall be permitted for touch controls, which are wet coat painted to meet the durability needs to these high wear components.
- d) A power cord which doesn't contain PVC plastic shall be standard.
- e) PVC-free edge banding shall be standard on applicable components to avoid long-term human and environmental health dangers of PVC and to gain LEED Innovation and Design credit.

PACKAGING AND DISTRIBUTION

1.1 Corrugated containers used must contain at least 80% recycled content paper fiber.

1.2 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).

1.3 As a minimum, the Supplier must implement one of the following requirements:

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

1.4 site specific LEED requirements in accompanying documents (Annex A)

List of Packages and Specifications :

1. Package 6A
2. Package 6B
3. Package 6C
4. Package 6D
5. Package 6E
6. Package 7

1. List of products – Package 6A

1.1 Bench Seating : B3

Location : D1-605 Demarche Meeting Room

Description

Specifications have been modeled after desired product styles found in Section 1.5

Support / Base :

Plinth base or metal frame base

Banquette seating must come with non-marking glides suitable for hard or carpeted surfaces or levelling glides with legs to be no more than 229 mm (9 in.) in height

Legs must be metal or wood

Arm :

Must be without armrests

Seat and Back :

Fully upholstered; back, seat

Must be available as a three-seater

Must come in two back options: Low-back or mid back without high privacy screen

Seat Depth - Medium = *greater than 420 mm (16.5 in.) to 560 mm (22 in.) +/- 2"*

Backrest shape / style :



Other Requirements :

Must be without bolster

Must be available as a three-seater.

Must come in two back options: Low-back or mid back without high privacy screen

Must have ganging capability to be placed in sequences. Ganging must be easily locked and unlocked by the user without the need for proprietary tools.

Dimension

Three-seater overall seat arrangement width must be 2133 mm to 2743 mm (84 in. to 108 in.), ±25 mm (±1 in.).

96"W +/- x 34"D +/- x 29"H +/-

Seat Height : 17" +/- 1.5"

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Arm Height : N/A
Back rest height from seat : 11 1/2" – 13" +/-
Over all height (floor to top of back rest) : 28 3/4" – 30" +/-

Acceptable Variance:
Overall width - 84" –108"
Seat depth – 24" – 29"
Seat height – 16"- 18.75"
Arm Height : N/A

Finishes

Upholstered plinth base or metal frame base in black/brown finish
Fully upholstered seat and back with stitch detailing for a tailored appearance
Fabric offered to be a minimum of three grades above manufacturer's lowest standard (or approved equivalent)
Fabric to be cleanable and durable – stain repellent and have a minimum abrasion resistance rating of 75,000 double rubs.

Power & Data
N/A

Product Reference

| |
|---|
| Product being referenced |
| B3 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-605 |
| Graphic Representation :  |

Image (for reference only)

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2. List of products Package 6B

2.1 Lounge Chair - Vestibule : B1;
2.2 Coffee Table Vestibule : E1

2.1 Lounge Chair : Vestibule

Location : D1-600 Demarche Vestibule

Description

Specifications have been modeled after desired product styles found Section 1.4

Support / Base :

Base style four-legged star steel base on glides or cylindrical pedestal base.
Steel metal legs

Arm :

Chair with upholstered arm rests or no arm rest
If with armrest and back must be one connected piece

Seat and Back :

Fully upholstered chair; back and seat
Seat Depth - Medium = 482mm / 19" +/-
Backrest shape / style :



Dimension

36.5"W +/- x 25.5"D +/- x 32.25"H +/-
Seat Height : 17" +/- 2" Arm Height : Varies

Acceptable Variance: W- 30" – 39.5"

D – 25.5" – 35.25"

H – 19.5"- 42.5"

Arm Height : 20" H +/- 2"

Finishes

Metal base on glides. Metallic bronze metal finish or black/brown metal finish.

Fully upholstered with stitch detailing for a tailored appearance

Fabric offered to be a minimum of three grades above manufacturer's lowest standard (or approved equivalent)

Fabric to be cleanable and durable – stain repellent and have a minimum abrasion resistance rating of 75,000 double rubs.

Product Reference

| |
|--|
| Product being referenced |
| B1 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-600 |

Graphic Representation :



Image (for reference only)

2.2 Coffee Table - Vestibule

Location : D1-600 Demarche Vestibule

Description

Specifications have been modeled after desired product styles found in Section 2.5
Glass Top : 3/8" thick; tempered glass with bevel on underside or 3/4" thick plate-glass top
Decorative bronze metal pedestal base with individual metal rods, or a sculptural wood base

Dimension

42" Dia +/- x 15.25" H +/-

Acceptable Variance:
42" Dia. OR 50"W x 36"D
H – 15.25" - 15.75"

Finishes

Glass top with beveled edge
Metallic bronze paint finish or stained walnut base
Cleanable and durable – stain and scratch resistant

Support/Bases

- Wood or metal decorative base

Product Reference

| Product being referenced |
|--|
| E1 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-600 |

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Graphic Representation :



Image (for reference only)

3. List of products Package 6C

- 3.1 Lobby Chair - Lobby : B2
- 3.2 2nd Coffee Table Lobby : E2

Detailed Product Descriptions

3.1 B2 Lobby Chair : Lobby

Location : D1-000 Tower D Lobby

Description

Specifications have been modeled after desired product styles found in Section 1.5
Fully upholstered tuxedo style lounge chair

Support / Base :
four legged or four-star pedestal base with adjustable glides
Steel metal legs

Arm :
Chair with fully upholstered arm rests

Seat and Back :
Fully upholstered chair; back, seat and arms
Seat Depth - Medium = greater than 420 mm (23 in.) to 460 mm (31 in.) +/- 2"
Backrest shape / style :



Dimension

32"W +/- x 32"D +/- x 29"H +/-
Seat Height : 17" +/- 2" Arm Height : Varies

Acceptable Variance: W- 28.25" – 41"
D – 32" – 35.25"
H – 17.75"- 27.5"
Arm Height : 17" H +/- 2"

Finishes

Metal leg on glides. chrome finish.
Fully upholstered with stitch detailing for a tailored appearance
Fabric offered to be a minimum of three grades above manufacturer's lowest standard (or approved equivalent)
Fabric to be cleanable and durable – stain repellent and have a minimum abrasion resistance rating of 75,000 double rubs.

1.5 Product Reference

| |
|--------------------------|
| Product being referenced |
|--------------------------|

B2

Location – 125 Sussex Drive, Ottawa Ontario, K1A,
First Floor – Tower D Lobby - D1-000

Graphic Representation :

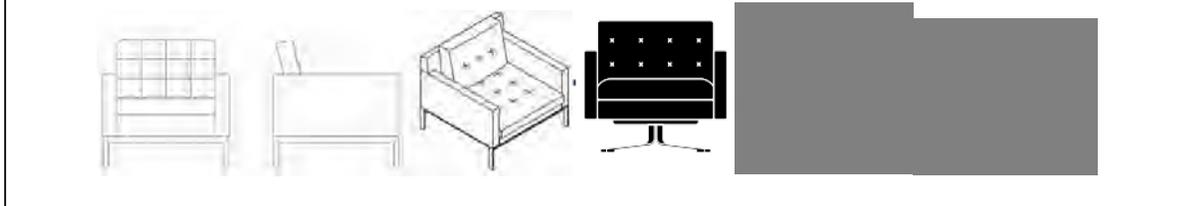


Image (for reference only)

3.2 E2 Coffee Table - Lobby

Location : D1-000 Tower D Lobby

Description

Specifications have been modeled after desired product styles found in Section 2.5

Round, Rectangular or square wood veneer top or round painted metal top table with wood, or metal base.

Top : 1/5" metal top or 1/2"-2" thick solid wood top

4 leg base in metal or wood stained to match 3 leg loop base on chairs, or decorative metal frame base to match metal bases on chairs

Tops to be glass

Dimension

48" Dia +/- x 15" H +/-

Acceptable Variance: Dia. – 37"- 48" +/-

W – 45" – 47"

D - 30" – 45"

H – 13.25" - 15.25"

Finishes

Wood veneer top - wood stained to match teak control sample or painted metal top in bronze or black/brown

Metallic bronze/ black metal or wood stained to match teak control sample.

Cleanable and durable – stain and scratch resistant

Support/Bases

- Wood or metal decorative base

N/A

Product Reference

Product being referenced

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E2

Location – 125 Sussex Drive, Ottawa Ontario, K1A,
First Floor – Tower D Lobby - D1-000

Graphic Representation :



4 List of products – Package 6D

- 4.1 Bar Height Stool
- 4.2 Bar Height Table

4.1 Stool and High Table : Lobby : C1/C2

Detailed Product Descriptions
Location : Lobby

4.1 Bar Height Stool

Description

Specifications have been modeled after desired product styles found in Section 2.5

Support / Base :
Metal frame
4 leg on glides, or sled base

Arm :
Armless

Seat and Back :
Bar height stool with upholstered seat and back or upholstered seat
Fully upholstered chair; back, seat
Seat Depth - Medium = *greater than 420 mm (16.5 in.) to 470 mm (18.5 in.) +/- 1"*
Backrest shape / style :



Dimension

20"W +/- x 19"D +/- x 34.75"H +/-
Seat Height : 30" +/- Arm Height : N/A

Acceptable Variance: W- 16.75" - 22"
D – 18" – 25.5"
H – 30" - 39.5"H
Seat Height – 27" - 30" H +/-
*Stool height must correspond to table height

Finishes

Fully upholstered seat and back with stitch detailing for a tailored appearance
Metal base in black/brown or chrome.
Fabric offered to be a minimum of three grades above manufacturer's lowest standard (or approved equivalent)
Fabric to be cleanable and durable – stain repellent and have a minimum abrasion resistance rating of 75,000 double rubs.
*Stool leg finishes must match to table legs

4.2 Bar Height Table

Description

Specifications have been modeled after desired product styles found in Section 2.5
 Wood grain veneer top and metal legs
 Stretcher if provided not to interfere with base of stool
 Metal legs

Dimension

90"W +/- x 30"D +/- x 42"H +/-
 Table top thickness – 1.5" +/-

Acceptable Variance:

W- 57" – 90"

D – 18" – 30"

H – 39"-42"

*Table height must correspond to stool height

Finishes

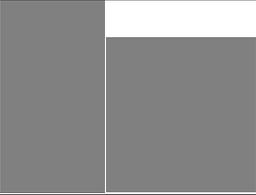
Black / brown metal finish or wood stained to match teak control sample.
 Cleanable and durable – stain and scratch resistant finish

Support/Bases

Black / brown metal finish

*Table finishes must match to stool

2.5 Product Reference

| | |
|--|---|
| Product being referenced | |
| C1 / C2 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor | |
| Graphic Representation :  |  |
|  |  |

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5. List of products Package 6E

- 5.1 Conference Table : D1
- 5.2 Conference Table Round : D2
- 5.3 Low Height Conference Table Round : D3
- 5.4 D-Top Conference Table : D4
- 5.5 Credenza : F1

Detailed Product Descriptions

5.1 D1 Conference Table

Location : D1-605, D1-604 Demarche Meeting Rooms

Description

Specifications have been modeled after desired product styles found in Section 1.6
Wood veneer top with slim edge profile on wood or steel legs, with cable management at leg and concealed channel under table to accommodate client AV boxes
Legs and cable management system not to interfere with Connectrac system

Dimension D1-604:
120" +/- x 60" +/- x 29" H +/-

Acceptable Variance:
L - 120"-126"
W – 54"-60"
H – 28"-29.5"

D1-605:
216" +/- x 60" +/- x 29" H +/-

Acceptable Variance:
L - 200"-216"
W – 60"
H – 28"-29.5"

Finishes

Wood veneer top stain to match teak control sample, Matching wood veneer or solid wood edge or bronze black / black brown metal finish
Knife Edge profile
Table top thickness – 1"-1 ½"
Cleanable and durable – stain and scratch resistant

Support/Bases

Wood or metal leg with concealed cable management
All legs and supports must accommodate Connectrac system. Connectrac-runs from wall under centerline of table. (If center leg(s) required must accommodate Connectrac)

Power and Cable Management to be provided and installed by client

Concealed cable tray provided by furniture vendor and installed under table

Table base structure / wire management system needs to accommodate "cable cubby" specified below and installed by client down the middle of the table, table base and wire management need to accommodate depth of box identified in Appendix 1 to annex A

Hardwire power infeed by electrical subcontractor NIC

Cable Cubby to be provided by client. Client to cut and accommodate on site NIC
2-4 Cable Cubbies to be provided per table NIC

1.6 Product Reference

| |
|--|
| Product being referenced |
| D1 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-605, D1-604 |
| Graphic Representation : |
|  |

5.2 D2 Conference Table Round

Location : D1-603 Demarche Meeting Room 1

Description

Specifications have been modeled after desired product styles found in Section 2.6
Wood veneer top with slim edge profile on wood or steel legs, with cable management at leg and concealed channel under table to accommodate client AV boxes
Legs and cable management system not to interfere with Connectrac system

Dimension

60" Dia +/- x 29" H +/-

Acceptable Variance: Dia - 60"-63"
H – 28"-29.5"

Finishes

Wood veneer top stain to match teak control sample, Matching wood veneer or solid wood edge or bronze black / black brown metal finish
Knife Edge profile
Table top thickness – 1"-1 ½"

Cleanable and durable – stain and scratch resistant

Support/Bases

Wood or metal leg with concealed cable management

All legs and supports must accommodate Connectrac system. Connectrac runs from wall under centerline of table. (If center leg(s) required must accommodate Connectrac)

Power and Cable management to be provided and installed by client

Concealed cable tray provided by furniture vendor and installed under table

Table base structure / wire management system needs to accommodate "cable cubby" specified below and installed by client down the middle of the table, table base and wire management need to accommodate depth of box identified in Appendix 1 to annex a

Hardwire power infeed by electrical subcontractor NIC

Cable Cubby to be provided by client. Client to cut and accommodate on site NIC

2-4 Cable Cubies to be provided per table NIC

2.6 Product Reference

| |
|--|
| Product being referenced |
| D1 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-605, D1-604 |
| Graphic Representation : |
|  |

5.3 D3 Low Height Conference Table Round

Location : D1-602 Demarche Meeting Room

Description

Specifications have been modeled after desired product styles found in Section 3.6

Wood veneer top with slim edge profile on wood or steel legs, with cable management at leg and concealed channel under table to accommodate client AV boxes

Legs and cable management system not to interfere with Connectrac system

Dimension

60"-72" Dia +/- x 26" H +/-

Acceptable Variance: Dia - 60"-72"
H – 26" +/- 1"

Finishes

Wood veneer top stain to match teak control sample, Matching wood veneer or solid wood edge or bronze black / black brown metal finish
Knife Edge profile
Table top thickness – 1"-1 ½"
Cleanable and durable – stain and scratch resistant

Support/Bases

Wood or metal leg with concealed cable management
All legs and supports must accommodate Connectrac system. Connectrac runs from wall under centerline of table. (If center leg(s) required must accommodate Connectrac)

Power and Cable management to be provided and installed by client

Concealed cable tray provided by furniture vendor and installed under table

Table base structure / wire management system needs to accommodate "cable cubby" specified below and installed by client down the middle of the table, table base and wire management need to accommodate depth of box identified in Appendix 1 to Annex A

Hardwire power infeed by electrical subcontractor NIC

Cable Cubby to be provided by client. Client to cut and accommodate on site NIC

2-4 Cable Cubies to be provided per table NIC

3.6 Product Reference

| |
|--|
| Product being referenced |
| D3 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-602 |
| Graphic Representation : |
|  |

5.4 D4 D-Top Conference Table

Location : D1-601 Demarche Meeting Rooms

Description

Specifications have been modeled after desired product styles found in Section 4.6
Wood veneer top with slim edge profile on wood or steel legs, with cable management at leg and concealed channel under table to accommodate client AV boxes

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Legs and cable management system not to interfere with Connectrac system

Dimension

120" +/- x 60" +/- x 29" H +/-

Acceptable Variance: L - 100"-120"

W – 48"-60"

H – 28"-29.5"

Finishes

Wood veneer top stain to match teak control sample, Matching wood veneer or solid wood edge or bronze black / black brown metal finish

Knife Edge profile

Table top thickness – 1"-1 ½"

Cleanable and durable – stain and scratch resistant

Support/Bases

Wood or metal leg with concealed cable management

All legs and supports must accommodate Connectrac system. Connectrac runs that runs from wall under centerline of table. (If center leg(s) required must accommodate Connectrac)

Power and Cable management to be provided and installed by client

Concealed cable tray provided by furniture vendor and installed under table

Table base structure / wire management system needs to accommodate "cable cubby" specified below and installed by client down the middle of the table, table base and wire management need to accommodate depth of box identified in Appendix 1 to annex A

Hardwire power infeed by electrical subcontractor NIC

Cable Cubby to be provided by client. Client to cut and accommodate on site NIC
2-4 Cable Cubies to be provided per table NIC

Product Reference

| |
|---|
| Product being referenced |
| D4 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-601 |
| Graphic Representation :  |

5.5 D5 Commissionaires Table

Description

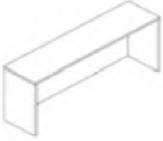
- Specifications modeled after parson style table, with 1 ½" top and side gables, with full-modesty panel recessed 3".
- Edge to be 1 ½" plastic laminate

Dimension

- 42"W +/- x 24"D +/- x 29"H

Finishes

- Plastic Laminate: Formica 8849-58 Natural Teak, Matte Finish or equal

| |
|---|
| Product being referenced |
| D5 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Lobby - D1-000 Quantity - 2 |
| Graphic Representation :  |

5.6 F1 Credenza

Location : D1-602, D1-604, D1-605 Demarche Meeting Rooms

Description

Specifications have been modeled after desired product styles found in Section 5.6

Wood veneer credenza with closed and open storage on steel base

Maximum ¼ of the front of the cabinet can be an open compartment OR should be fully closed. If there is an open area it should be centered and at the top of the cabinet.

Pull shape may vary between touch latch, round or rectangular

Dimension

71"W +/- x 20"D +/- 31" H +/-

Acceptable Variance: W - 67"-72"

D – 17"-28"

H – 27"-35"

Finishes

Wood veneer top, stained to match teak control sample and conference tables, or back painted glass top,

Wood veneer or solid wood edge, sides and door stained to match teak control sample, or black / brown metal or lacquered finish

Cleanable and durable – stain and scratch resistant

Support/Bases

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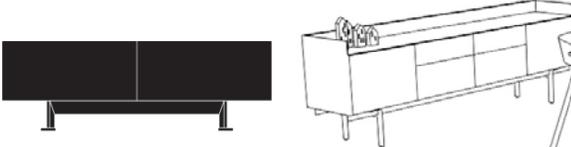
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Metal leg or loop leg base. Cabinet body to be a minimum of 3" AFF
Legs not to interfere with Connectrac system, must not have center leg or post

Power and Cable Management

- N/A

5.6 Product Reference

| |
|--|
| Product being referenced |
| F1 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Demarche - D1-602, D1-604, D1-605 |
| Graphic Representation : |
|  |

6. Package #7

- 6.1 Lounge Chair,
- 6.2 Tablet Arm/Table,
- 6.3 Stool : G1
- 6.4 Focus Pod / lounge chair : FP
- 6.5 Free Standing White Board : WB

Detailed Product Descriptions

G1 Lounge Chair, Tablet Arm/ Table, Stool

Location : Focus Rooms

6.1 Lounge Chair

Description

Specifications have been modeled after desired product styles found in Section 1.D.1

Seat / Back

High Back fully upholstered arm chair; back, seat

Armrest

Upholstered arms with or without tablet arm

May include a tablet arm

Support / base

4-star metal base on glides, pedestal base or 4-legged base.

Dimension

37.4"W +/- x 31.5"D +/- x 39.4"H +/-

Seat Height (from floor) : 17" +/- 1.5"

Arm Height (from floor) : 24.5 +/- 2"

Acceptable Variance:

W- 29.75" - 41.5"

D – 28.5" – 35"

H – 36" - 41.3"

Finishes

Metal 4-star base on glides or pedestal base in black/brown metal finish, or 4-legged wood base stained to match teak control sample (Image provided in Appendix 3 to Annex A).

Fully upholstered seat, back and arms with stitch detailing for a tailored appearance

Fabric offered must be manufactures grade 3 or above (or approved equivalent) and be Cleanable and durable – stain repellent, with a minimum abrasion resistance rating of 75,000 double rubs as per act performance guidelines

*Chair base finish must match to table and stool base finish

6.2 Tablet Table

Description

Specifications have been modeled after desired product styles found in Section 1.D.1
Table only required if Lounge Chair does not include tablet arm
Base must nest with chair

Dimension

15"W +/- x 15"D +/- x 25"H +/-

Acceptable Variance:

W- 12.5" – 15"

D – 15.75" – 21.5"

H – 19"- 26"

*Ensure table height corresponds to lounge chair seat and arm height

Finishes

Black / brown metal finish or wood stained to match teak control sample (Image provided in Appendix 3 to Annex A).

Cleanable and durable – stain and scratch resistant

*Table finishes must match to chair and stool base finishes

6.3 Foot Stool

Description

Specifications have been modeled after desired product styles found in Section 1.D.1
Wood legs or metal frame base
Fully upholstered top cushion with stitch detailing for a tailored appearance.

Dimension

28.25"W +/- x 23.5"D +/- x 16.5"H +/-

Acceptable Variance:

W- 23" – 28.5"

D – 15.25" – 23.75"

H – 14"- 17.5"

Finishes

Base; black brown metal base or 4 leg wood base stained to match teak wood control sample (Image provided in Appendix 3 to Annex A).

Fabric offered must be manufactures grade 3 or above (or approved equivalent) and be Cleanable and durable – stain repellant, with a minimum abrasion resistance rating of 75,000 double rubs as per act performance guidelines

*Upholstery must match to the chair upholstery

*Stool wood and/or metal finishes must match to chair and table finishes

Support/Bases

4-star, pedestal, fully upholstered, black / brown metal base or 4 leg wood Base stained to match teak control sample (Image provided in Appendix 3 to Annex A).

1.D.1 Product Reference

| | |
|---|--|
| Product being referenced | |
| G1 (A,B&C) Location – 125 Sussex Drive, Ottawa Ontario, K1A, First, Second, Third, Fourth Floor Tower D | |
| Graphic Representation : |  |
|  |  |

Image (for reference only)

6.4 FP Focus Pod / Lounge Chair

Location : Tower D floors 1, 2, 3, 4

Focus Pod / Lounge Chair

Description

Specifications have been modeled after desired product styles found in Section 2.C.1
 Product must be a freestanding chair with ottoman and horizontal surface. A panel base solution is not an acceptable product alternative.

Back / Seat

Lounge chair with high back and sides or additional screens, with built in or freestanding laptop table
 Fully upholstered chair; back, seat, arms and all privacy surfaces ie. Chair sides or wings

Armrest

Built in tablet arm OR separate table see section 2.B below for details

Support / Base

Metal 4 legs on glides or upholstered plinth base

Dimension

43"W +/- x 72"D +/- x 48.5"H +/-

Seat Height :19" +/- 4"

Arm Height : No arms, sides of focus pod should be the same height as back of chair

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Acceptable Variance:

W – 29.5" – 35"
D- 36" - 72"
H – 45" - 54"

Finishes

Metal 4 legs on glides in black/brown metal finish or upholstered plinth base
Fully upholstered seat, back and arms with stitch detailing for a tailored appearance
Horizontal surface of table to be wood veneer stained to match teak control sample (Image provided in Appendix 3 to Annex A), or black / brown laminate.
Fabric offered must be manufactures grade 3 or above (or approved equivalent) and be Cleanable and durable – stain repellent, with a minimum abrasion resistance rating of 75,000 double rubs as per act performance guidelines

Support/Bases

Metal 4 legs on glides or upholstered plinth base

Tablet Table

Description

Specifications have been modeled after desired product styles found in Section 2.C.1
Table only required if Chair does not include tablet arm or writing surface
Table must nest with chair

Dimension

15"W +/- x 15"D +/- x 25"H +/-

Acceptable Variance:

W- 12.5" – 15"
D – 15.75" – 21.5"
H – 19" - 26"

*Ensure table height corresponds to chair seat and arm height

Finishes

Table surface; wood stained to match teak control sample (Image provided in Appendix 3 to Annex A) or black / brown stain or laminate.
Table Base; black / brown metal finish or wood stained to match teak control sample (Image provided in Appendix 3 to Annex A) or black / brown stain.
Cleanable and durable – stain and scratch resistant
*Ensure table finishes match to chair and stool finishes

Support/Bases

Table Base; must nest under chair

2.C.1 Product Reference

| |
|---------------------------------|
| Product being referenced |
|---------------------------------|

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FP (A, B)
Location – 125 Sussex Drive, Ottawa Ontario, K1A,
First, Second, Third, Fourth Floor Tower D

Graphic Representation :

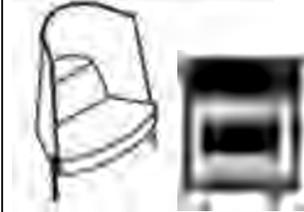


Image (for reference only)

6.5 Free Standing White Board : WB

Location : D1-103 Tower D First Floor

Description

Specifications have been modeled after desired product styles found in Section 3.5
Magnetic porcelain surface, frame on lockable carpet casters
Storage tray/ Ledge tray must be provided for dry erase markers and brushes

Dimension

54"W +/- x 24"D +/- x 74"H +/-

Acceptable Variance:

W – 45” - 54”

D – 24” - 30”

H – 54” – 77”

Finishes

Two-sided white magnetic porcelain surface
Black / brown metal frame on lockable castors
Cleanable and durable

3.4 Support/Bases

- Metal frame on lockable castors

3.5 Product Reference

Product being referenced

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WB
Location – 125 Sussex Drive, Ottawa Ontario, K1A,
First Floor – Demarche - D1-103

Graphic Representation :



Image (for reference only)

APPENDIX 1 to Annex A

Delivery and Installation Schedule

The delivery and installation will be carried out in accordance with the Schedule agreed upon with the Project Authority (PA) for Demarche Area Level 1. Any changes to the delivery and installation Schedule must be approved in writing and accepted/acknowledged by all parties. The dates in the Schedule are estimated and may be subject to change +/- 6 months and all changes must be pre-approved by the Project Authority. Canada will endeavour to give the Contractor 8 to 12 weeks lead time for the delivery and installation of the furniture for each of the phases.

Sequence of the Work:

The following dates maybe subject to change and are dependent on the building construction schedule. It is the Contractors responsibility to validate the delivery and installation dates with the Project Authority (PA).

Schedule of Floors:

See Annex B

Period of Installation: 5 days

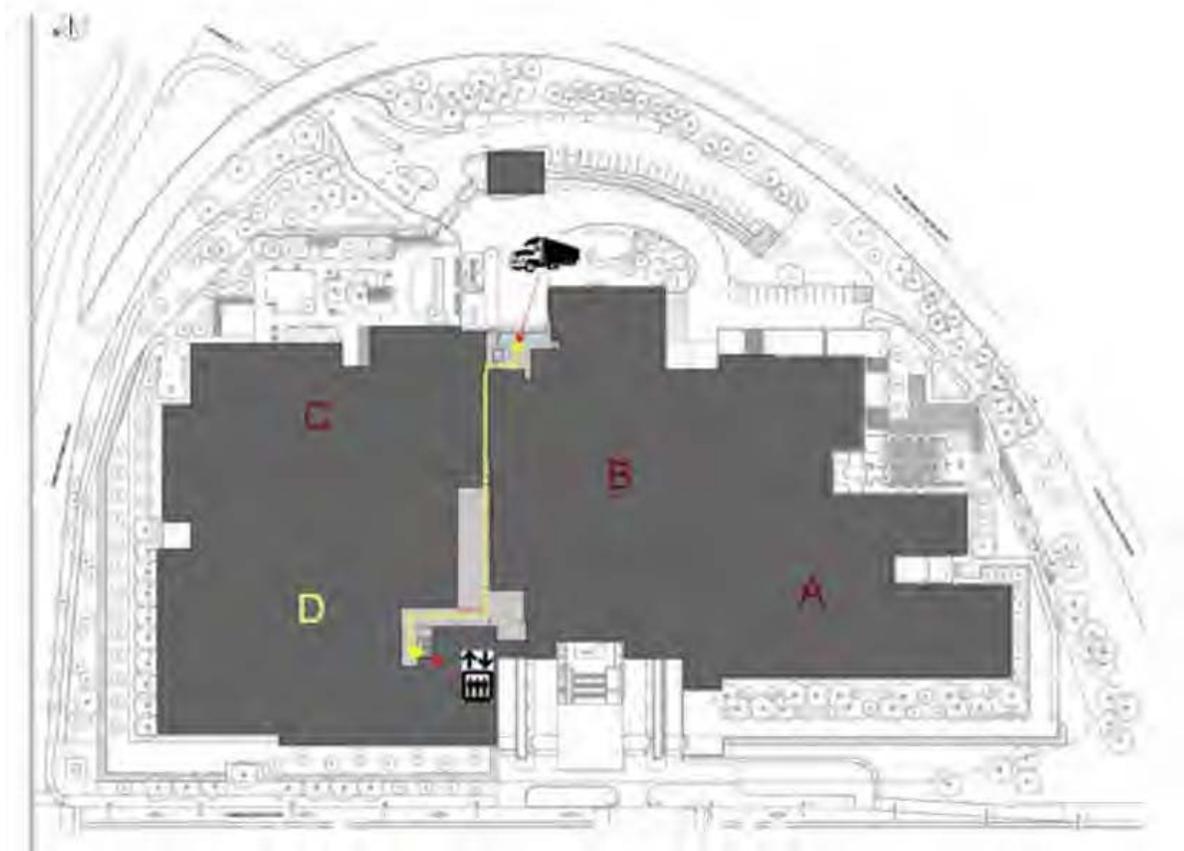
Delivery & Installation Instructions

- a) See Annex B for additional information
- b) All deliveries and installations without exception must be schedule and coordinated with the Project Authority (PA).
- c) All deliveries must be through loading dock area only as per Section 5 – Loading dock & Freight elevator key plan, not pedestrian entrances. See Annex B for Loading dock & Freight information
- d) All products must be delivered immediately to the designated floor.
- e) Without exception during and on completion of each of the delivery and installations, the Contractor must collect and remove all rubbish, crates, boxes, wrapping, plastics and all materials associated with the delivery and installations away from the premises. The Contractor is responsible to keep the area safe and clean at all times.
- f) FLOOR/WALL PROTECTION: During and upon completion of the delivery and installations, the Contractor must ensure that all flooring and walls are properly protected against any type of damages. If damage occurs it will be the financial responsibility of the contractor.
- g) LOADING/UNLOADING AREAS: Contractor must use only the loading and unloading areas approved by the Project Authority as per Section 5. Contractor vehicles must be parked only in approved areas. The Contractor must be responsible for obtaining any permits that may be required for the services performed in the loading and unloading areas.
- h) WEATHER AND OTHER CONDITIONS: The Contractor must take all appropriate measures to protect property during the entire process. This includes protecting items from exposure to inclement weather during loading, unloading, and transport.
- i) It is the Contractor responsibility to assume any permits and/or parking related fees associated with loading and unloading, pickup and deliveries.
- j) The Contractor's personnel must wear protective footwear, head gear and clothing, and must use appropriate protective equipment, materials and devices as required and in accordance with the Canadian Occupational Safety and Health Regulations. The Contractor must adhere to all emergency, fire safety, and security regulations in the buildings as well as wearing the proper equipment for the job.
- k) While performing services under this Contract, the Contractor and its personnel must at no time engage in the following activities, including but not limited to:
 - i. Smoking in the facilities;
 - ii. Damage to Crown Property of any type;

- iii. Arrive at the facility under the influence of illegal drugs, cannabis or alcohol, or even with alcohol on the breath;
- iv. Consume alcoholic beverages or cannabis on the job;
- v. Use unassigned washrooms without permission;
- vi. Use government telephones without prior approval from the Project Authority
- vii. Engage in prolonged discussions or arguments regarding the job; and
- viii. Perform any work for the client not specified in this contract without approval of the Project Authority.

Loading dock & Freight Elevator Key Plan

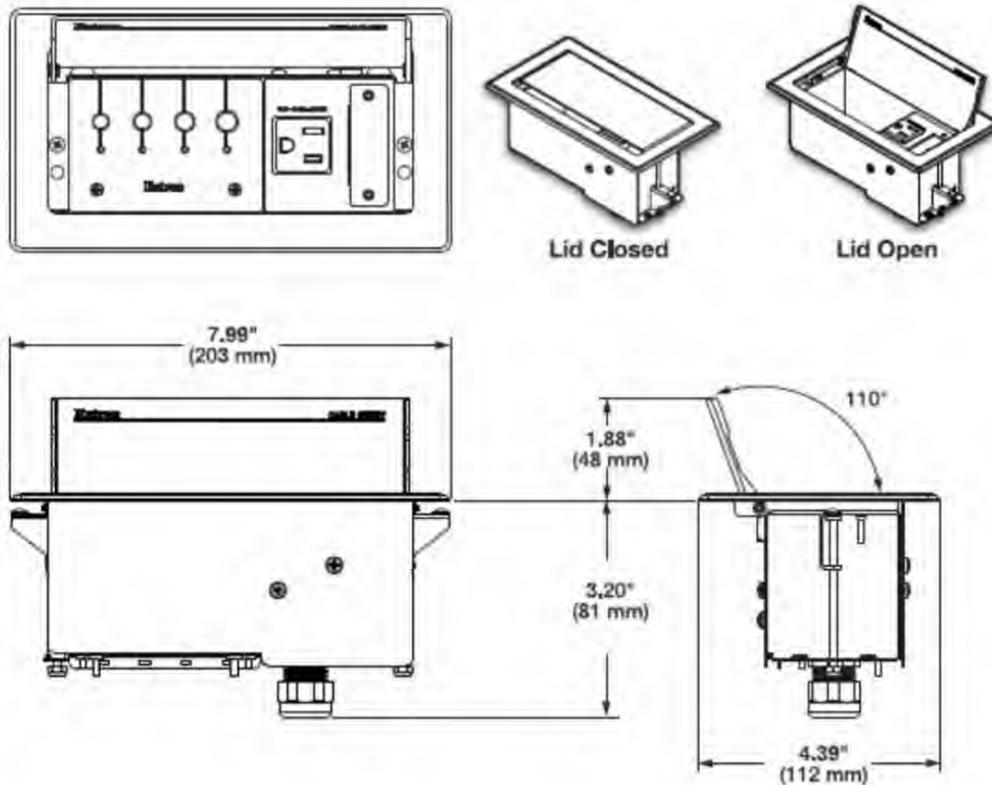
Freight Elevator located approx. 100m from loading dock



APPENDIX 2 to Annex A

Cable Cubby 202

To be procured and installed by client



Furniture to be accommodated

| | |
|--|------------------|
| | Couvercle fermé |
| | Couvercle ouvert |
| | 7,99 po (203 mm) |
| | 1,88 po (48 mm) |
| | 3,2 po (81 mm) |
| | 110° |
| | 4,39 po (112 mm) |

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APPENDIX 3 to ANNEX A

Image 1 : Teak Wood Veneer Sample



Wood Veneer: Teak or White Oak or acceptable other species to match control sample as shown above or outlined in spec below

Stain colour name: **W249 Brandy**

Stain product used in the sample: **Goudey**

ANNEX B
BASIS OF PAYMENT

Table 1 – Package 6A

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|----------------------------|--------------------|--------------|----------------------------|---------------------|---------------------------|
| | Title | Quantity (A) | Manufacturer/ Series/Model | Firm Unit Price (B) | Product Total (C)=(A)x(B) |
| | Bench seating (B3) | 6 | | \$ | \$ |
| Subtotal: | | | | | \$ |

Table 2 – Delivery – Package 6A

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|--|-------------------------|--------------------------------------|----------------------------|-------------------|-------------------|
| Location | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will deliver : | Firm Lot Price \$ | Extended Total \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>outside normal business hours</i> | | | |
| *Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. | | | Subtotal for Deliveries: | | \$ |

Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 6A

| | |
|---|--|
| Canada's Facilities to Accommodate the Delivery | |
| <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> | |
| <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.</i> | |
| <i>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> | |
| Loading Dock/Location | |
| Location Hours | Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm |
| Dock | Yes – see APPENDIX 1 to Annex A |
| Lift | |
| Door | Doors on path from loading dock to install location large enough to fit standard pallets |
| Freight Elevator | Yes - see APPENDIX 1 to Annex A |
| Other (specify, if any) | Loading Dock is ~103m from freight elevator |

Table 3 – Installation – Package 6A

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|--|-------------------------|------------------------------|-----------------------------------|---------------|---------------------------------|
| Location Qty | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will install on the date | Firm Price \$ | Extended Total (Qty x Price) \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>normal business hours</i> | | | |
| **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 | | | Subtotal for Installations: | | \$ |

Table 4 - Bid Evaluation – Package 6A

(Canada may complete if not completed by the Bidder)

| | |
|--|----|
| Firm Product Total | \$ |
| Firm Delivery Total | \$ |
| Firm Installation Total | \$ |
| Total Evaluated (Bid) Price* | \$ |
| Applicable Tax(es): <i>[applicable at contract award only]</i> | \$ |
| Total Estimated Cost : <i>[applicable at contract award only]</i> | \$ |

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 5 – Bidder's Authorized Representative – Package 6A

| | | |
|----|---|------------|
| 1. | Bidder's Authorized Representative for the Bid and the Contract | |
| | Name: | Telephone: |
| | | Email: |
| | | PBN: |

Table 1 – Package 6B

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|----------------------------|-------------------------------|--------------|----------------------------|---------------------|---------------------------|
| | Title | Quantity (A) | Manufacturer/ Series/Model | Firm Unit Price (B) | Product Total (C)=(A)x(B) |
| | Lounge chair (B1) - Vestibule | 4 | | \$ | \$ |
| | Coffee table (E1) – Vestibule | 1 | | | |
| Subtotal: | | | | | \$ |

Table 2 – Delivery – Package 6B

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|--|-------------------------|--------------------------------------|----------------------------|-------------------|-------------------|
| Location | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will deliver : | Firm Lot Price \$ | Extended Total \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>outside normal business hours</i> | | | |
| *Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. | | | Subtotal for Deliveries: | | \$ |

Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 6B

| Canada's Facilities to Accommodate the Delivery | |
|---|--|
| <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> | |
| <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.</i> | |
| <i>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> | |
| Loading Dock/Location | |
| Location Hours | Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm |
| Dock | Yes – see APPENDIX 1 to Annex A |
| Lift | |
| Door | Doors on path from loading dock to install location large enough to fit standard pallets |
| Freight Elevator | Yes - see APPENDIX 1 to Annex A |
| Other (specify, if any) | Loading Dock is ~103m from freight elevator |

Table 3 – Installation – Package 6B

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|--|-------------------------|------------------------------|-----------------------------------|---------------|---------------------------------|
| Location Qty | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will install on the date | Firm Price \$ | Extended Total (Qty x Price) \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>normal business hours</i> | | | |
| **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 | | | Subtotal for Installations: | | \$ |

Table 4 - Bid Evaluation – Package 6B
(Canada may complete if not completed by the Bidder)

| | | |
|----|--|----|
| 1 | Firm Product Total | \$ |
| 2 | Firm Delivery Total | \$ |
| 3 | Firm Installation Total | \$ |
| 7 | Total Evaluated (Bid) Price* | \$ |
| 9 | Applicable Tax(es): <i>[applicable at contract award only]</i> | \$ |
| 10 | Total Estimated Cost : <i>[applicable at contract award only]</i> | \$ |

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 5 – Bidder’s Authorized Representative – Package 6B

| | | |
|----|---|------------|
| 1. | Bidder's Authorized Representative for the Bid and the Contract | |
| | Name: | Telephone: |
| | | Email: |
| | | SA number: |
| | | PBN: |

Table 1 – Package 6C

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|----------------------------|---------------------------|--------------|----------------------------|---------------------|---------------------------|
| | Title | Quantity (A) | Manufacturer/ Series/Model | Firm Unit Price (B) | Product Total (C)=(A)x(B) |
| | chair (B2) - Lobby | 16 | | \$ | \$ |
| | Coffee table (E2) – Lobby | | | | |
| | | | | Subtotal: | \$ |

Table 2 – Delivery – Package 6C

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|--|-------------------------|--------------------------------------|----------------------------|-------------------|-------------------|
| Location | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will deliver : | Firm Lot Price \$ | Extended Total \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>outside normal business hours</i> | | | |
| *Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. | | | Subtotal for Deliveries: | | \$ |

Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 6C

| | |
|---|--|
| Canada's Facilities to Accommodate the Delivery | |
| <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> | |
| <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.</i> | |
| <i>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> | |
| Loading Dock/Location | |
| Location Hours | Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm |
| Dock | Yes – see APPENDIX 1 to Annex A |
| Lift | |
| Door | Doors on path from loading dock to install location large enough to fit standard pallets |
| Freight Elevator | Yes - see APPENDIX 1 to Annex A |
| Other (specify, if any) | Loading Dock is ~103m from freight elevator |

Solicitation No. - N° de l'invitation
 EH990-210745
 Client Ref. No. - N° de réf. du client
 EH990-210745

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PQ994. EH990-210745

Buyer ID - Id de l'acheteur
 PQ994
 CCC No./N° CCC - FMS No./N° VME

Table 3 – Installation – Package 6C

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|--|-------------------------|------------------------------|-----------------------------------|---------------|---------------------------------|
| Location Qty | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will install on the date | Firm Price \$ | Extended Total (Qty x Price) \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>normal business hours</i> | | | |
| **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 | | | Subtotal for Installations: | | \$ |

Table 4 - Bid Evaluation – Package 6C
(Canada may complete if not completed by the Bidder)

| | | |
|----|--|----|
| 1 | Firm Product Total | \$ |
| 2 | Firm Delivery Total | \$ |
| 3 | Firm Installation Total | \$ |
| 7 | Total Evaluated (Bid) Price* | \$ |
| 9 | Applicable Tax(es): <i>[applicable at contract award only]</i> | \$ |
| 10 | Total Estimated Cost : <i>[applicable at contract award only]</i> | \$ |

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 5 – Bidder's Authorized Representative – Package 6C

| | | |
|----|---|------------|
| 1. | Bidder's Authorized Representative for the Bid and the Contract | |
| | Name: | Telephone: |
| | | Email: |
| | | SA number: |
| | | PBN: |

Table 1 – Package 6D

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|----------------------------|-------------------------|--------------|----------------------------|---------------------|---------------------------|
| | Title | Quantity (A) | Manufacturer/ Series/Model | Firm Unit Price (B) | Product Total (C)=(A)x(B) |
| | Stool (C1) - Lobby | 6 | | \$ | \$ |
| | High table (C2) – Lobby | 6 | | | |
| | | | | Subtotal: | \$ |

Table 2 – Delivery – Package 6D

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|--|-------------------------|--|----------------------------|-------------------|-------------------|
| Location | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will deliver : | Firm Lot Price \$ | Extended Total \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>outside normal business hours</i> | | | |
| *Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. | | | Subtotal for Deliveries: | | \$ |

Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 6D

| Canada's Facilities to Accommodate the Delivery | |
|---|--|
| <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> | |
| <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.</i> | |
| <i>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> | |
| Loading Dock/Location | |
| Location Hours | Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm |
| Dock | Yes – see APPENDIX 1 to Annex A |
| Lift | |
| Door | Doors on path from loading dock to install location large enough to fit standard pallets |
| Freight Elevator | Yes - see APPENDIX 1 to Annex A |
| Other (specify, if any) | Loading Dock is ~103m from freight elevator |

Table 3 – Installation – Package 6D

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|--|-------------------------|------------------------------|-----------------------------------|---------------|---------------------------------|
| Location Qty | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will install on the date | Firm Price \$ | Extended Total (Qty x Price) \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>normal business hours</i> | | | |
| **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 | | | Subtotal for Installations: | | \$ |

Table 4 - Bid Evaluation – Package 6D
(Canada may complete if not completed by the Bidder)

| | | |
|----|--|----|
| 1 | Firm Product Total | \$ |
| 2 | Firm Delivery Total | \$ |
| 3 | Firm Installation Total | \$ |
| 7 | Total Evaluated (Bid) Price* | \$ |
| 9 | Applicable Tax(es): <i>[applicable at contract award only]</i> | \$ |
| 10 | Total Estimated Cost : <i>[applicable at contract award only]</i> | \$ |

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 5 – Bidder's Authorized Representative – Package 6D

| | | |
|----|---|------------|
| 1. | Bidder's Authorized Representative for the Bid and the Contract | |
| | Name: | Telephone: |
| | | Email: |
| | | SA number: |
| | | PBN: |

Table 1 – Package 6E

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|----------------------------|--|--------------|----------------------------|---------------------|---------------------------|
| | Title | Quantity (A) | Manufacturer/ Series/Model | Firm Unit Price (B) | Product Total (C)=(A)x(B) |
| | Conference Table (D1) | 2 | | \$ | \$ |
| | Conference Table Round (D2) | 2 | | | |
| | Low Height Conference Table Round (D3) | 1 | | | |
| | D- Top Conference Table (D4) | 1 | | | |
| | Credenza (F1) | 3 | | | |
| Subtotal: | | | | | \$ |

Table 2 – Delivery – Package 6E

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | |
|--|-------------------------|--------------------------------------|----------------------------|-------------------|
| Location | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will deliver : \$ | Firm Lot Price \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>outside normal business hours</i> | | |
| *Normal Business Hours are 8:00 – 17:00 | | Subtotal for Deliveries: | | \$ |

Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 6E

| | |
|---|--|
| Canada's Facilities to Accommodate the Delivery | |
| <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> | |
| <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.</i> | |
| <i>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> | |
| Loading Dock/Location | |
| Location Hours | Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm |
| Dock | Yes – see APPENDIX 1 to Annex A |
| Lift | |
| Door | Doors on path from loading dock to install location large enough to fit standard pallets |
| Freight Elevator | Yes - see APPENDIX 1 to Annex A |
| Other (specify, if any) | Loading Dock is ~103m from freight elevator |

Solicitation No. - N° de l'invitation
 EH990-210745
 Client Ref. No. - N° de réf. du client
 EH990-210745

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PQ994. EH990-210745

Buyer ID - Id de l'acheteur
 PQ994
 CCC No./N° CCC - FMS No./N° VME

Table 3 – Installation – Package 6E

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | |
|--|-------------------------|------------------------------|---|---------------------------------|
| Location Qty | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will install on the date Firm Price \$ | Extended Total (Qty x Price) \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>normal business hours</i> | | |
| **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 | | | Subtotal for Installations: \$ | |

Table 4 - Bid Evaluation – Package 6A
(Canada may complete if not completed by the Bidder)

| | |
|--|----|
| Firm Product Total | \$ |
| Firm Delivery Total | \$ |
| Firm Installation Total | \$ |
| Total Evaluated (Bid) Price* | \$ |
| Applicable Tax(es): <i>[applicable at contract award only]</i> | \$ |
| Total Estimated Cost : <i>[applicable at contract award only]</i> | \$ |

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 5 – Bidder's Authorized Representative – Package 6E

| | | |
|----|---|------------|
| 1. | Bidder's Authorized Representative for the Bid and the Contract | |
| | Name: | Telephone: |
| | | Email: |
| | | PBN: |

Table 1 – Package 7

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|----------------------------|--------------------------------|--------------|----------------------------|---------------------|---------------------------|
| | Title | Quantity (A) | Manufacturer/ Series/Model | Firm Unit Price (B) | Product Total (C)=(A)x(B) |
| | Lounge Chair, | 10 | | \$ | \$ |
| | Tablet Arm/Table | 10 | | | |
| | Stool (G1) | 10 | | | |
| | Focus Pod (FP) | 25 | | | |
| | Free Standing White Board (WB) | 3 | | | |
| Subtotal: | | | | | \$ |

Table 2 – Delivery – Package 7

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|--|-------------------------|--------------------------------------|----------------------------|-------------------|-------------------|
| Location | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will deliver : | Firm Lot Price \$ | Extended Total \$ |
| <i>125 Sussex, Ottawa, Ontario Level 1-4</i> | <i>May 10th, 2021</i> | <i>outside normal business hours</i> | | | |
| *Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. | | | Subtotal for Deliveries: | | \$ |

Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 7

| | |
|---|--|
| Canada's Facilities to Accommodate the Delivery | |
| <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> | |
| <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.</i> | |
| <i>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> | |
| Loading Dock/Location | |
| Location Hours | Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm |
| Dock | Yes – see APPENDIX 1 to Annex A |
| Lift | |
| Door | Doors on path from loading dock to install location large enough to fit standard pallets |
| Freight Elevator | Yes - see APPENDIX 1 to Annex A |
| Other (specify, if any) | Loading Dock is ~103m from freight elevator |

Table 3 – Installation – Package 7

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER'S BID | | |
|--|-------------------------|-----------------------|-----------------------------------|---------------|---------------------------------|
| Location Qty | Desired Date (YY/MM/DD) | Desired Time: * | Supplier will install on the date | Firm Price \$ | Extended Total (Qty x Price) \$ |
| 125 Sussex, Ottawa, Ontario Level 1-4 | May 10th, 2021 | normal business hours | | | |
| **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 | | | Subtotal for Installations: | | \$ |

Table 4 - Bid Evaluation – Package 7

(Canada may complete if not completed by the Bidder)

| | | |
|----|--|----|
| 1 | Firm Product Total | \$ |
| 2 | Firm Delivery Total | \$ |
| 3 | Firm Installation Total | \$ |
| 7 | Total Evaluated (Bid) Price* | \$ |
| 9 | Applicable Tax(es): <i>[applicable at contract award only]</i> | \$ |
| 10 | Total Estimated Cost : <i>[applicable at contract award only]</i> | \$ |

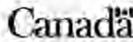
*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 5 – Bidder's Authorized Representative – Package 7

| | | |
|----|---|------------|
| 1. | Bidder's Authorized Representative for the Bid and the Contract | |
| | Name: | Telephone: |
| | | Email: |
| | | SA number: |
| | | PBN: |

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

| | | | |
|--|--|--|--|
|  Government of Canada / Gouvernement du Canada | Contract Number / Numéro du contrat EH990210745 | | |
| Security Classification / Classification de sécurité UNCLASSIFIED | | | |
| PART A (continued) / PARTIE A (suite) | | | |
| 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité. | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| 9. Will the supplier require access to extremely sensitive (INFOSEC) information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel Document Number / Numéro du document. | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR) | | | |
| 10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis. | | | |
| <input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS Special Comments / Commentaires spéciaux: _____ | <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL | <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET | <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET |
| NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni. | | | |
| 10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR) | | | |
| INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS | | | |
| 11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'y entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| 11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| PRODUCTION | | | |
| 11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les opérations de fabrication (et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI) | | | |
| 11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existe-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | |
| TBS/SCT 350-103(2004/12) | | | |
| Security Classification / Classification de sécurité UNCLASSIFIED | | | |
|  | | | |

| | |
|--|--|
|  Government of Canada / Gouvernement du Canada | Contract Number / Numéro du contrat EH990210745 |
| | Security Classification / Classification de sécurité UNCLASSIFIED |

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Public Works and Government Services Canada / Branch or Directorate / Direction générale ou Direction Real Property Services

2. a) Subcontract Number / Numéro du contrat de sous-traitance: _____ b) Name and address of Subcontractor / Nom et adresse du sous-traitant: _____

3. Brief Description of Work / Brève description du travail:
 Procurement, delivery and installation of the furniture of the cabinet to be obtained through SP

4. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

4. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulation? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

5. Indicate the type of access required / Indiquer le type d'accès requis: _____

6. a) Will the supplier and its employees require access to PROTECTED or/and CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access (access to PROTECTED and/or CLASSIFIED information or assets is permitted). / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à ces renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

| Canada | NATO / OTAN | Foreign / Étranger |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. b) Release restrictions / Restrictions relatives à la diffusion

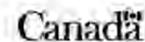
| Canada | NATO / OTAN | Foreign / Étranger |
|--|--|--|
| No release restrictions / Aucune restriction relative à la diffusion: <input type="checkbox"/> | All NATO countries / Tous les pays de l'OTAN: <input type="checkbox"/> | No release restrictions / Aucune restriction relative à la diffusion: <input type="checkbox"/> |
| Not releasable / À ne pas diffuser: <input type="checkbox"/> | | |
| Restricted to / Limité à: <input type="checkbox"/> | Restricted to / Limité à: <input type="checkbox"/> | Restricted to / Limité à: <input type="checkbox"/> |
| Specify country(ies) / Préciser le(s) pays: _____ | Specify country(ies) / Préciser le(s) pays: _____ | Specify country(ies) / Préciser le(s) pays: _____ |

7. c) Level of information / Niveau d'information

| Canada | NATO / OTAN | Foreign / Étranger |
|--|---|--|
| PROTECTED A / PROTÉGÉ A: <input type="checkbox"/> | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ: <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A: <input type="checkbox"/> |
| PROTECTED B / PROTÉGÉ B: <input type="checkbox"/> | NATO RESTRICTED / NATO DIFFUSION RESTREINTE: <input type="checkbox"/> | PROTECTED B / PROTÉGÉ B: <input type="checkbox"/> |
| PROTECTED C / PROTÉGÉ C: <input type="checkbox"/> | NATO CONFIDENTIAL / NATO CONFIDENTIEL: <input type="checkbox"/> | PROTECTED C / PROTÉGÉ C: <input type="checkbox"/> |
| CONFIDENTIAL / CONFIDENTIEL: <input type="checkbox"/> | NATO SECRET / NATO SECRET: <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL: <input type="checkbox"/> |
| SECRET / SECRET: <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET: <input type="checkbox"/> | SECRET / SECRET: <input type="checkbox"/> |
| TOP SECRET / TRÈS SECRET: <input type="checkbox"/> | | TOP SECRET / TRÈS SECRET: <input type="checkbox"/> |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT): <input type="checkbox"/> | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT): <input type="checkbox"/> |

TBS/SCT 450-103(2006/13)

Security Classification / Classification de sécurité
 UNCLASSIFIED





| |
|--|
| Contract Number / Numéro du contrat EH990210745 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie | PROTECTED / PROTÉGÉ | | | CLASSIFIED / CLASSIFIÉ | | | NATO | | | | CONSEC | | | | | |
|---|---------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-------------|--|---------------------|---|---|-----------------------------|--------|--------------------------|
| | A | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COMSEC TOP SECRET / COMSEC TRÈS SECRET | PROTECTED / PROTÉGÉ | | | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET |
| | A | B | C | | | | | | | | A | B | C | | | |
| Information / Assets / Informations / Biens | | | | | | | | | | | | | | | | |
| Production | | | | | | | | | | | | | | | | |
| IT Media / Support TI | | | | | | | | | | | | | | | | |
| IT Link / Lien électronique | | | | | | | | | | | | | | | | |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation
 EH990-210745
 Client Ref. No. - N° de réf. du client
 EH990-210745

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PQ994. EH990-210745

Buyer ID - Id de l'acheteur
 PQ994
 CCC No./N° CCC - FMS No./N° VME

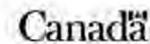


| |
|--|
| Contract Number / Numéro du contrat: EH990210745 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---|---|--|--|
| 13. Organization Project Authority / Charge de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Orzagalleva, Zhanat | Title - Titre Project Manager | Signature Nayel, Abdou | Digitally signed by: Nayel, Abdou DN: CN = Nayel, Abdou C = CA O = GC OUI = FWCSC-TPS:SC Date: 2021.01.13 13:32:29 -05'00' |
| Telephone No. - N° de téléphone 613-316-9204 | Facsimile No. - N° de télécopieur 613-820-2867 | E-mail address - Adresse courriel Zhanat.Orzagalleva@tpsgc-pwgscc.gc.ca | Date 2021/01/07 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Lamontagne, Stephen | Title - Titre SO | Signature McEwenLachance, Raphael | Digitally signed by: McEwenLachance, Raphael DN: CN = McEwenLachance, Raphael O = GC OUI = FWCSC-TPS:SC Date: 2021.01.13 13:32:29 -05'00' |
| Telephone No. - N° de téléphone -- | Facsimile No. - N° de télécopieur -- | E-mail address - Adresse courriel stephen.lamontagne@tpsgc-pwgscc.gc.ca | Date |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input type="checkbox"/> No / <input type="checkbox"/> Oui <input type="checkbox"/> Non / <input type="checkbox"/> Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) Stephanie Tompkins | Title - Titre Contract Security Officer | Signature Tompkins, Stephanie | Digitally signed by: Tompkins, Stephanie Date: 2021.01.13 14:14:43 -05'00' |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel Stephanie.Tompkins@tpsgc-pwgscc.gc.ca | Date |

TBS/SCT 350-103(2004/12)

| |
|--|
| Security Classification / Classification de sécurité UNCLASSIFIED |
|--|



ANNEXE C

Additional Security Requirements

Annex C: Lester B. Pearson Rehabilitation Project

Additional Security Requirements

EllisDon Construction Site

a) Personnel Security Information

Each individual who requires access to the EllisDon Construction Site must submit the following information to LBPSiteAccessRequests@bgjs.com. This information must be provided at least 5 business days in advance. All personnel must hold a valid Reliability Status screening through CISD/PWGSC, at minimum. Access will not be granted until all Health & Safety requirements are also met.

- Name of the Worker
- Company Name of the Worker
- Security Clearance Level
- Security Clearance File #
- Security Clearance Expiry (renewal) Date
- Date of Birth

b) Health & Safety Requirements

Before access is granted to the EllisDon compound, all individuals must attend a 1 hour safety/security orientation in the EllisDon trailers. The following certificates must be submitted to LBPSiteAccessRequests@bgjs.com and handed over to the presenter before the orientation.

- WHMIS (2015 or later)
- Working at Heights (WAH) or Fall Awareness *(based on scope of work)
- Ministry of Labour (MOL) Health and Safety Awareness training for workers and supervisors

c) Vehicle Information

All vehicles entering the project site must be pre-registered 48 hours in advance with an Authorization for Vehicular Access (AVA). AVA's must be submitted to LBPSiteAccessRequests@bgjs.com and require the following information:

- Date and Time of Access
- Company Name
- Company Contact Information
- Vehicle Description: Make, Model, Colour & Plate Number
- Name of the Driver
- Description of Material Delivery/Removal

Note: Vehicle occupants and delivery personnel do not need a security clearance if they are not leaving the vehicle. An AVA is still required for site access and project record. It is the responsibility of the contractor to coordinate an approved escort if the vehicle occupants are not cleared. The escort must always remain within sight of the occupants/vehicle when the vehicle is within the compound. Vehicle occupants are not permitted to leave the vehicle unless they hold a valid security clearance and have completed all required Health and Safety training, refer to process identified in Part 1A & 1B of this document.

d) Personal Information Devices (PID)

All electronic devices (cell phones, cameras, laptops, MP3 players, smart watches etc...) are prohibited within the EllisDon compound. Exceptions for certain devices may be accommodated in ED's project management workspace/office or for the Construction Site if required to perform one's duties. Site specific radios are permitted with prior approval and must be pre-registered. Requests can be made to LBPSiteAccessRequests@bgis.com.

GAC-Occupied Buildings (Towers A,B,C)

Access cards are restricted to personnel who have a regular requirement to gain access to occupied towers at 125 Sussex, and who possess secret level clearance or above.

To obtain card access to GAC buildings, a Card Access Request Form (2231) must be completed and submitted to LBPSiteAccessRequests@bgis.com at least 48 hours in advance.

The following sections in the 2231 must be completed:

- Section 1: Contract Details
 - Employee Name, Company Name, Contact Person, Phone Number (for contact person), Contract Details (Contract Relationship with BGIS), Project Location, Start Date, End Date (use end of fiscal year), Hours of Access (Business Hours), Job Requirements (Work Description)
- Section 2: Contractor Details
 - For all contractors requiring access cards:
 - Names
 - Telephone Number
 - Dates of Birth
 - Clearance Level
 - Clearance Number

----- End of Document -----

Solicitation No. - N° de l'invitation
EH990-210745
Client Ref. No. - N° de réf. du client
EH990-210745

Amd. No. - N° de la modif.
File No. - N° du dossier
PQ994. EH990-210745

Buyer ID - Id de l'acheteur
PQ994
CCC No./N° CCC - FMS No./N° VME

ANNEX D

Additional Security Requirements

Lester B. Pearson Rehabilitation Project

EllisDon Construction Site

e) Personnel Security Information

Each individual who requires access to the EllisDon Construction Site must submit the following information to [project authority](#). This information must be provided at least 5 business days in advance. All personnel must hold a valid Reliability Status screening through CISD/PWGSC, at minimum. Access will not be granted until all Health & Safety requirements are also met.

- Name of the Worker
- Company Name of the Worker
- Security Clearance Level
- Security Clearance File #
- Security Clearance Expiry (renewal) Date
- Date of Birth

f) Health & Safety Requirements

Before access is granted to the EllisDon compound, all individuals must attend a 1 hour safety/security orientation in the EllisDon trailers. The following certificates must be submitted to [project authority](#) and handed over to the presenter before the orientation.

- WHMIS (2015 or later)
- Working at Heights (WAH) or Fall Awareness *(based on scope of work)
- Ministry of Labour (MOL) Health and Safety Awareness training for workers and supervisors

g) Vehicle Information

All vehicles entering the project site must be pre-registered 48 hours in advance with an Authorization for Vehicular Access (AVA). AVA's must be submitted to [project authority](#) and require the following information:

- Date and Time of Access
- Company Name
- Company Contact Information
- Vehicle Description: Make, Model, Colour & Plate Number
- Name of the Driver
- Description of Material Delivery/Removal

Note: Vehicle occupants and delivery personnel do not need a security clearance if they are not leaving the vehicle. An AVA is still required for site access and project record. It is the responsibility of the contractor to coordinate an approved escort if the vehicle occupants are not cleared. The escort must always remain within sight of the occupants/vehicle when the vehicle is within the compound. Vehicle occupants are not permitted to leave the vehicle unless they hold a valid security clearance and have completed all required Health and Safety training, refer to process identified in Part 1A & 1B of this document.

h) Personal Information Devices (PID)

All electronic devices (cell phones, cameras, laptops, MP3 players, smart watches etc...) are prohibited within the EllisDon compound. Exceptions for certain devices may be accommodated in ED's project management workspace/office or for the Construction Site if required to perform one's duties. Site specific radios are permitted with prior approval and must be pre-registered. Requests can be made to [project authority](#).

GAC-Occupied Buildings (Towers A,B,C)

Access cards are restricted to personnel who have a regular requirement to gain access to occupied towers at 125 Sussex, and who possess secret level clearance or above.

To obtain card access to GAC buildings, a Card Access Request Form (2231) must be completed and submitted to [project authority](#) at least 48 hours in advance.

The following sections in the 2231 must be completed:

- Section 1: Contract Details
 - Employee Name, Company Name, Contact Person, Phone Number (for contact person), Contract Details (Contract Relationship with BGIS), Project Location, Start Date, End Date (use end of fiscal year), Hours of Access (Business Hours), Job Requirements (Work Description)
- Section 2: Contractor Details
 - For all contractors requiring access cards:
 - Names
 - Telephone Number
 - Dates of Birth
 - Clearance Level
 - Clearance Number

ANNEX E

Additional Project Requirements

Lester B. Pearson Rehabilitation Project

Site Representation

1. Manufacturer requires on-site representation.
2. Local representation and installation crews.
3. Coordination and site meetings required: weekly.

Work Plans

1. All work plans are to be submitted one (1) week in advance to the BGIS Project Manager to ensure proper coordination is achieved with other scopes of work and elevator availability, if required. This should also include power and space requirements, lunch room requirements and any other items that are pertinent to completing the work.

Construction Site Access – *Supplemental to Additional Security Requirements and Construction Manager's Site Access Protocol*

1. Contractors must attend Construction Manager site coordination meetings on-site. Meetings consist of one (1) hour planning session every Tuesday, and 15 minute meeting (Monday/Wednesday/Thursday).

GAC-Occupied Building Area (BGIS Managed Site Access) – *Supplemental to BGIS OHS Building Plan*

1. For all furniture deliveries, a Third Party Work Notification Permit (*template attached for reference only*) is required to be completed and submitted by the contractor, at least 48 hours in advance of the delivery. This should indicate hours of work, locations, and route to the construction project. Any activities that may impact occupants should be considered to be completed after hours.
 - Contractor performing work is required to have an approved copy readily available at the project or worksite for the duration of the work activity.
2. Each contractor is required to review and sign off on the facility OHS plan.

Third Party Work Notification Permit

Attached – For Reference Only

ANNEX F

Lester B Pearson OHS Building Plan

| | | | |
|--------------------|-------------------|--------------------|---|
| BGIS | | FORM | |
| Form Title: | Building OHS Plan | | |
| Document #: | RP1-HS-10141-EN | Revision #: | 7 |

Building OHS Plan



**Lester B Pearson – 125 Sussex Drive, Ottawa
ON**

| | Name of reviewer | Position of reviewer | Date of review |
|--|-------------------------|-----------------------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

EMERGENCY RESPONSE CONTACT LIST:

Local Emergency Services

Fire Department / Ambulance / Police

911

| <u>BGIS Contacts</u> | <u>Phone</u> | <u>Email/Quick Reference</u> |
|---|--|--|
| Property Manager: Lorne Greer | 1 (343) 549-8295 | Lorne.Greer@bgis.com |
| Associate Property Manager: Edward Torres | 1 (613) 552-9456 | Edward.Torres@bgis.com |
| HSE Manager: Dan Astles | 1 (613) 808-4408 | Dan.Astles@bgis.com |
| HSE Coordinator: Heather Kewley | 1 (613) 914-9784 | Heather.Kewley@bgis.com |
| HSE Coordinator: Kyle Heagle | 1 (343) 572-3915 | Kyle.Heagle@bgis.com |
| Environment Manager: Steve Larock | 1 (613) 296-0112 | Steve.Larock@bgis.com |
| HSE Coordinator (Environmental): Brandon Nguyen | 1 (343) 572-9541 | Brandon.Nguyen@bgis.com |
| Maintenance Team Lead (MTL): Shawn Findlay | 1 (819) 593-5056 | Shawn.Findlay@bgis.com |
| Associate MTL: Fraser Marston | 1 (613) 807-0660 | Fraser.Marston@bgis.com |
| Property Services Coordinator: Greg Howlett | 1 (613) 716-2890 | Greg.Howlett@bgis.com |
| Tenant Services Coordinator: Richard King | 1 (613) 889-8994 | Richard.King@bgis.com |
| Tenant Services Coordinator: Andrew Warda | 1 (613)9 16-4996 | Andrew.Warda@bgis.com |
| <u>Additional Requests / Reports</u> | <u>Email address / quick link</u> | |
| Hazard Occurrence/Unsafe condition | safety@bgis.com | |
| Work permit request | NCA-RP1workpermit@bgis.com | |
| Security Clearance Request | securityscreenings@bgis.com | |
| General Information – H&S | safety@bgis.com | |
| Customer Service Centre (24 hours) | 1-866-317-3418 | |
| PSPC National Call Center | 1-800-463-1850 | |



Building OHS Plan

1. Purpose

- To formalize and clarify the health and safety responsibilities of each individual accessing the building for any matter, and through the promotion of health and safety with the ultimate objective of eliminating any opportunity for occupational injury or illness;
- To provide guidance to all work parties on meeting their obligations under our policies and the regulations;
- To provide instruction on building emergency protocols and the manner in which workplace hazards should be identified, reported and controlled; and
- To clearly identify site-specific policy and procedure as it relates to work authorization, work permit requirements, inspection of the workplace, qualification of the worker, and work refusals.

2. Overview

BGIS Canada (BGIS) has been designated as the Occupational Health and Safety (OHS) Control Authority for this facility. BGIS's responsibilities at this facility include ensuring the health and safety of all occupants, visitors, service & maintenance contractors, and construction contractors at the facility. **No work activities will occur in this facility without prior authorization from BGIS.** As OHS Control Authority, BGIS has the right and will exercise their right to:

1. Review all work plans prior to the start of any work
2. Reject any work plans that have the potential to disrupt tenant activities, that do not adequately address risk to the property, or that do not adequately address anticipated health and safety exposures.
3. Request to see any licenses, certifications or similar credentials as well as validate those conducting the work have appropriate qualifications and training.
4. Inspect any work in progress to ensure that the work is being carried out safely as planned, in compliance with the regulations and in no way compromises the facility, the occupants, and other service & maintenance contractors present at the site, as well as any construction contractors, visitors to the facility or the public.
5. Participate in all health and safety committee meetings at the tenant's request.
6. Stop the work at any time if the approved work plan is not being followed, a hazardous condition is discovered or created as a result of the work, or any equipment, device or system being used by a worker is observed to be unsafe in anyway.

3.0 Site Access

Site Access Protocol:

- Government of Canada SECRET-level clearance is minimum requirements for workers requiring unescorted access to this site.
- Certain areas of this facility may require a higher level of clearance. Per government security policy, all such areas will have signage identifying SECRET or TOP SECRET clearance requirements.
- Access to any area of this facility is restricted to those having a legitimate business purpose.
- Executive floors (AG, A8, A10 & B5) are NOT to be accessed under any circumstances unless preauthorized and scheduled with the BGIS office and all contractors MUST be escorted by either BGIS or commissionaire in these areas.
- Workers, who have not obtained the required Government of Canada security clearance, will not be permitted access to any area of the site without an APPROVED escort.
- An APPROVED escort will be defined as a tenant employee, member of building security or a BGIS staff member

4.0 Security

4.1 Obtaining Security Clearance

- All workers who require access to this site, require at a minimum, a Reliability Status security clearance with the Canadian Industrial Security Directorate (CISD), at all times.
- In order to obtain a security clearance, you are required to contact your organizations' Company Security Officer (CSO) or your Alternate Company Security Officer (ACSO) to assist you with this process.
- Failure to cancel, overbook, or underutilized security escort personnel could result in the contractor being back charged a minimum of 4 hours labor, if 24 hours cancellation notice is not provided.

4.2 Additional Security Coverage for Projects/Special Events

- Arrangements for additional security coverage to be coordinated through BGIS.
- A quotation for the extra coverage will then be provided by building security using the call-up process.
- Examples of where additional security coverage might be required include but are not limited to escorts into secure areas, loading dock coverage, perimeter doors that will need to be propped open, etc.

5.0 BGIS Contractor Safety Handbook

- All Contractor firms will be required to sign their acknowledgment of the policies and procedures as outlined in the BGIS Contractor Safety Handbook.

6.0 Site Specific Procedures

6.1 Loading Dock Procedures

The loading dock is controlled by Global Affairs Canada (GAC) security. GAC, Public Service and Procurement Canada (PSPC) and BGIS shall be given priority access. All users are expected to share the use of the facility in the spirit of courtesy and cooperation.

Should access be required to the loading dock outside of the hours identified, additional security coverage must be prearranged through BGIS, and the cost of the additional security guard coverage will be at the contractor's expense. Loading dock or BGIS personnel **will not** sign for any contractor's deliveries.

Only loading docks may be used to bring in construction materials to the site. It is not acceptable for contractors to bring materials in through the other entrances at the site.

Should material movement be required through another entrance or exit door, prior approval must be obtained from BGIS.

Only one contractor will be permitted to use each loading dock at any given time. This is to ensure the safety of the workers through separation of the work activities via time and space. Security must be present to open all overhead doors and loading dock man doors.

Security is required to remain at the loading dock for the entire duration that the doors are open. The use of existing material handling equipment (i.e. Lift truck, dollies, ECT...) is not permitted. All materials unloaded at a loading dock must immediately be removed from the loading dock area to an approved staging area.

6.2 Roof Access

Lester B Pearson Building has 17 roof levels with 17 access points (7 man doors & 10 roof access windows). Each roof access point is marked with a current Roof Anchor Inspection and drawings of anchor points. The majority of roofs do not have adequate guardrails in place at the roof edge. Everyone accessing the roof is expected to have a plan mitigating risk of fall.

If area requiring access is within an ongoing construction project, access must be coordinated in advance with the contractor.

All contractors and/or consultants must provide a Job Hazard Analysis, based on their scope of work, outlining a site

specific Fall Rescue Plan for each level requiring access, if required.

No roof top (with the exception of Tower A, 9th Floor Terrace) will be accessed without proof of valid Working at Heights training and/or Fall Hazard Training, where required.

The contractor and/or consultant is required to sign out roof access keys at security and return the keys at the end of every visit.

6.3 Log Books

Contractors and service providers are expected to fill out all logbooks in their entirety.

All contractors are responsible for obtaining their own permits. The permits must be obtained prior to the start of work and shall become part of the project documents and posted at the worksite for the duration of work.

If electrical work is required, the Electrical Safety Authority (ESA) logbook in the facility must be filled in where applicable

6.4 Housekeeping

It is expected each contractor or service provider to clean the work area/site as required. Also it may be required to clean common areas such as elevator lobbies and hallways. A discussion of expectations can be tabled with the Buyer of Service. The facility cleaners are not responsible for cleaning a worksite or common areas that have been effected by the work site.

6.5 Dust Control

Dust control is a vital element in meeting safety, health and environmental requirements. Dust control systems not only help reduce site emissions but also protect employees. All contractors performing work in BGIS managed buildings, that will create dust, smoke, fumes, vibration, etc., must submit a detailed dust mitigation plan along in their site specific safety plans, prior to the commencement of work. The plan, at a minimum must include: mechanical ventilation isolation/controls, dust tight partitions and other measures to ensure dust does not migrate outside the work area. This plan must be adhered to throughout the duration of the work creating the dust, and must be followed by all the workers on site. A system-by pass permit may also be required. BGIS reserves the right to request contractor make improvements should the mitigation plan in place not be sufficient.

6.6 Waste Removal

All construction waste is to be dealt with. No construction/project waste whatsoever is to be discarded into any of the facilities waste containers, bins or removal systems. This facility is committed to industry best practices with respect to sustainable development. All contractors are encouraged to recycle materials whenever possible. Please discuss proper recycling and disposal with the work requestor.

6.7 Material Storage

Storage is very limited. The Buyer of Service will assess each request for storage on an individual basis

6.8 Noise/Vibration

It is inevitable that there will be a certain amount of noise created with any type of work. However, the facility occupants of this building are sensitive to noise and because of this, it may be required that some tasks or work shall be conducted after regular business hours, or in some cases, it may have to be scheduled around the occupant's schedule. The Buyer of Service shall arrange accordingly

6.9 Core Drilling

Before any core drilling can take place through a wall, floor or roof slab, verification shall be made as to ensure that no wiring or piping is embedded.

A scan of locates is also mandatory for outdoor project work that involves excavating or trenching

6.10 Smoking

Smoking is not permitted in any federal government building including roof tops or in the immediate area of any entrances/exits.

6.11 Washrooms

There are a number of washrooms in this facility. If project work is taking place on the grounds or on the exterior of the building, personnel do require clearance to enter the facility. Contractors are not permitted to clean their tools in the

washrooms or janitor's closets for any reason. Should the facility cleaners have to clean up a mess left behind by the contractor, the contractor will be charged back the costs associated with the cleanup.

6.12 On Site Parking

Parking in this facility at a first come first serve basis. If designated parking area is full, contracted employees are responsible for their own parking and payment of any parking infractions

6.13 Elevators/Freight Elevator

The tenant/client has priority access to all elevators. Do not exceed the posted loading capacities for the elevator being used.

There is 14 passenger elevator and 2 freight elevator in the facility and 1 shuttle elevator. Close coordination with BGIS personnel and entry into the "time & space" calendar is essential.

If there is any damage to the interior of the elevator is to be immediately reported to either your BGIS contact or to Security during afterhours work.

6.14 Unattended Packages/Equipment

Any item that can be perceived as a suspicious package (i.e. tool boxes, boxes, bags of yard waste, knapsack or purse), unattended inside or outside of the Lester B Pearson Building and property are at risk of being interpreted as a suspicious package and could result in an emergency incident involving DFATD Domestic Security and City of Ottawa Emergency Response services. Should a situation of this nature occur, JSCD will be providing the City of Ottawa with the information on the owner of the package for them to follow-up with and to deal with any such matter and could result in fines of up to \$10,000.

6.15 Liaison with Client

All correspondence or inquires between the facilities management groups are to be directed through the work requestor. Only the previously mentioned can authorize changes in the scope of work. The contractor or service provider, his/her employees and/or sub-contractors are to refrain from discussing any details of the scope of work with anyone other than those individuals directly involved with the maintenance or service requirements. The correct communication path is the work requestor to the property manager

7.0 Roles & Responsibilities

All persons in the workplace share the responsibility for ensuring a safe working environment. Employers and Owners alike must take every precaution reasonable for the protection of a worker. Managers and supervisors are accountable for carrying out their responsibilities in accordance with the regulations, and as outlined in this plan.

While BGIS will be providing oversight from an OHS Control Authority standpoint, all other parties remain fully responsible for maintaining their own health and safety programs, procedures, and safe work practices as required by the regulations.

7.0 BGIS: Managers, Supervisors & Workers

- In the role of OHS Control Authority, fulfill all of the obligations of the Owner and the Employer as defined under the regulations
- Maintain Control of the workplace, reviewing and approving all work activities prior to the start of any work
- Ensure all work activities are properly coordinated and appropriately separated via time or space
- Use the BGIS Hazard Library (if applicable) to identify all site-specific hazards and associated controls
- Participate in tenant Health & Safety Committee meetings if invited by tenant
- Ensure workers have with them: all required personal protective equipment (PPE) and are competent in the use of that PPE; that workers have access to a first aid kit and a fire extinguisher if appropriate, and that SDS are available for any hazardous materials associated with the work.
- Provide clear written instruction (safe work procedures) to BGIS workers, prior to the start of the work.
- Provide an adequate level of supervision for BGIS work and inspect the work and the worksite on a regular frequency.
- Ensure workers have been instructed on Job Hazard Analysis (JHA) and that they conduct a JHA prior to the start of the work.

- Arrange for monitoring of chemical, physical and biological agents in the workplace, as needed
- Prevent damage to the Clients' property, equipment and environment
- Participate in accident investigations as required and where possible
- Report all Hazardous Occurrences/Hazardous Conditions. Take action to resolve such concerns when they are specifically associated with tenant operations.

7.1 PSPC

- Obtain a Third Party Work Notification Permit from BGIS prior to conducting work.
- Ensure that PSPC Contractors are aware of their responsibilities as defined herein.

7.2 Tenant

- Host health and safety committee meetings as required by the regulations.
- Report all Hazardous Occurrences/Hazardous Conditions. Take action to resolve such concerns when in tenant space.
- Conduct regular inspections of all areas occupied by the tenant as required by the regulations.
- Obtain a Third Party Work Notification Permit from BGIS for every work activity that will, or could affect base building
- Ensure that the tenant's contractors are aware of their responsibilities as defined immediately below

7.3 Contractors

- Obtain a Work Permit from BGIS as described further in this document.
- Ensure all workers have read through this Building OHS plan and are familiar with all hazards and associated controls laid out herein.
- Extend an invitation to BGIS for all on site safety meetings.
- Ensure workers have with them: all required personal protective equipment (PPE) and are competent in the use of that PPE; that workers have access to a first aid kit and a fire extinguisher if appropriate, and that SDS are on hand for any hazardous materials associated with the work.
- Provide clear written instruction (safe work procedures) to the workers, prior to the start of the work.
- Provide an adequate level of supervision for the work and inspect the work and the worksite on a regular frequency.
- Ensure workers have reviewed the Site Specific Safety Plan (SSSP) and risk analysis and mitigation for the work they will be performing
- Participate in Prime Contractor Safety Committee Meetings, or other relevant BGIS initiated meetings (All Resident Service Contractors as well as Project Contractors who will be on-site greater than 30 days)

8.0 Site Hazards & Controls (See Appendix 2 to Annex A)

- Contractors must visit the BGIS hazard station/document library first before starting the work to familiarize themselves with any site-specific hazards and required controls. This should include at a minimum hazardous substance surveys and asbestos management plans
- The location of the hazard station/document library is identified directly below. Work Orders will also direct Contractors to the location of the hazard station/document library.
- Contractors will augment controls and adjust their safety plans accordingly relative to any identified hazards.

**The Hazard Station/Document Library for this Site
is located at:**

BGIS Office – BG-162

9.0 Accident Incident Investigation

In the event of any accident or incident on site BGIS must be notified immediately and the third party/contractor will agree to share details on the accident/incident investigation that will support BGIS implementing lessons learned, preventive and corrective actions to prevent any future reoccurrence.

Employers and Team Leader/Supervisors have primary responsibility for accident prevention in the workplace. When an accident occurs; specific duties are legislatively applied, including investigation and reports.

Information obtained from an accident investigation can be of vital assistance to an employer and a Joint Committee, by ensuring precautionary steps are taken to eliminate similar circumstances, and therefore similar accidents. The more comprehensive the information is then the more effective the prevention measures can be.

The goal of Accident and Incident investigation is to discover any unsafe practices or conditions that may have led to the accident in order to eliminate the cause or to institute appropriate precautionary measures to prevent similar occurrences.

IN ALL CASES OF Contractor ACCIDENT/INCIDENT:

THE EMPLOYER SHALL

- 1) Notify BGIS of accident/incident

THE WORKER SHALL:

- 1) Promptly obtain the necessary and proper first aid;

Notify their Team leader/supervisor or Manager immediately of any injury; and if medical aid is required

BGIS team members shall adhere to internal BGIS accident/incident reporting procedures including notifying team leader immediately of any accident/incident

10.0 Project Activity Safety

- As the OHS Control Authority, BGIS will have overall responsibility for coordinating all project and construction activity occurring at this site.
- Site Specific Safety Plans will be required for all project activities and require the approval of BGIS.
- Site Specific Safety Plans are a supplement to the Building OHS Plan.
- BGIS will conduct regular inspections of ongoing project work to ensure all work activities are being carried out in a safe and responsible manner, and as per the approved BGIS Work Permit and approved Site Specific Safety Plans.
- Contractors must adhere to the time and space (location) requirements as identified on the approved Work Permit. In the event of any change to the above a new Work Permit is required.
- If contractor identifies any risk to infringement to Time and Space (conflict between projects), work shall cease and contractor shall notify BGIS immediately.

11.0 Work Permit Process

The Work Permit is used by BGIS in the role of OHS Control Authority so as to remain fully aware of all work activities occurring on site, as well as to appropriately coordinate and separate work activities from a safety standpoint. The Work Permit also allows BGIS to review the work plans to ensure that all risks, hazards and controls have been considered relative to any planned work activity.

Upon review of submitted Work Permits, BGIS may also request to see evidence of qualification, training, instrument calibration, etc. so as to ensure that the workers are qualified and properly equipped relative to the task.

Requirement

- Work Permits are mandatory for all work activities, including project work and are issued for one week time frames. In extremely rare cases work permits may be granted for longer than one week. High risk work may require daily

permits.

- In the event of any modification of work, space, time or risks the Work Permit must be resubmitted to BGIS.
- A copy of the work permit (hardcopy or electronic) must be available at the work site. Workers unable to produce a copy of an approved Work Permit will be required to cease all work activity until it can be produced.
- In relation to project work only, a single permit will be sufficient in relation to all planned work activities and for any givenday.
- Project Managers will require a single permit for the project under their management.
- All Work Permits expire at midnight. If work will extend past midnight, a new Work Permit will be required.
- Work Permit authorization can be obtained up to one week in advance of the planned work activity.
- A Work Permit is also required for any after-hours urgent work. Emergency work is exempt, urgent work still requires a work permit. Work permits should be submitted in 2 business days in advance.

How do I obtain a Work Permit?

- First visit the BGIS on-site hazard station/document library so as to become familiar with the applicable hazards and controls
- Workers should receive a blank Work Permit form from BGIS during the job approval process.
- The permit holder (contractor or technician) will complete the work permit ahead of the job start time and send to the work permit mailbox for the specific region:

| REGION | E-MAIL |
|--------|----------------------------|
| NCA | NCA-RP1workpermit@bgis.com |

- The HSE Coordinators will review the work permits submitted to the mailbox and approve or reject as appropriate. Communication shall occur between the Buyer of Service and the Contractor. If rejected, the HSE Coordinator will work with Buyer of Service to communicate with the e-mail sender with reason for rejection and request correction.

12.0 Hazardous Occurrence/Hazardous Conditions Reporting

- All Hazardous Occurrences or Hazardous Conditions must be reported to BGIS Buyer of Service and/or Property Manager for follow-up.
- Immediate hazards or occurrences involving injury must be reported to BGIS immediately
- In all cases BGIS will follow-up with the reporting party to ensure that concern has been resolved.

13.0 Stop Work

- BGIS policy is to initiate a Stop Work whenever a potentially dangerous circumstance is identified.
- The situation will then be investigated fully by BGIS, who will work with management and all parties involved ensuring that the identified hazard is controlled to the satisfaction of the party who reported the concern as well as the Health & Safety Committee.

14.0 Emergency Procedures

Call 9-1-1 for all life-threatening emergencies
After calling 911, report the incident to BGIS, as well as notifying your immediate supervisor.

All Project and Construction activity will require a posted project-specific emergency response plan.

15.0 Workplace Inspections

Workplace inspections are a key element of any effective health and safety program and internal responsibility system in the identification of potential workplace hazards or unsafe conditions.

The contractor acknowledges that BGIS may visit projects sites, however will not enter the site without permission from the Supervisor. Photographs, video may be taken to support observations

The BGIS HSE Coordinator, Buyer of Service and Property Manager for this facility will conduct regular workplace inspections of the entire facility as well as regular audits of all work in progress. Although BGIS in their role as OHS Control authority for this facility will be conducting regular inspections,

The tenant through their Health & Safety Committee will also be required to conduct monthly inspections of all areas occupied by the tenant as required by theregulations; and contractors are expected to provide an adequate level of supervision for the work and inspect the work and the worksite on a regular frequency.

16.0 Training & Qualifications

- As identified in the Roles and Responsibilities section of this document, it is the responsibility of each employer to ensure all workers have appropriate competency, qualifications and training prior to assigning the work.
- As noted in the Work Permit Process section of this document, BGIS reserves the right to request proof of competency and training prior to authorizing the work to proceed.

17.0 Vehicle and Equipment Responsibilities

General

Without limiting the Contractor/employer's legislated obligations, all work will be performed in full compliance with these requirements.

- All personnel using mobile equipment and motorized vehicles shall be in possession of a valid driver's license for that class of vehicle.
- Workers will not start any mechanical equipment unless they are thoroughly familiar with its operation and they have been authorized to do so.
- All equipment shall be operated by qualified, competent personnel.
- All operators of personnel hoists and platforms shall be adequately trained in the operation thereof,
- Safety devices shall not be tampered with, modified, or bypassed. All vehicles one ton and over shall have backup alarms and be equipped with provincial regulatory required alarms and lights.

Inspection before Use

- Operators will inspect the unit at the start of the shift to ensure operating reliability and proper functioning of all safety alarms and features.
- The operator will not operate the unit if in his opinion it is unsafe to do so. Units with improperly working safety features will be taken out of service until repaired.

Operation

- Loads shall not be left suspended while the equipment is left unattended. All vehicles left unattended will have the parking brake applied and the motor turned off and any moveable parts such as booms, forks, and buckets shall be lowered to the ground.

18.0 Personal Protective Equipment

The proper use of Personal Protective Equipment (PPE) such as respirators, safety boots, gloves, or hard-hats decreases the likelihood of harm to an employee's health or safety who may become exposed to a hazard in the workplace. The employee must review the SDS before handling a controlled product to determine the appropriate PPE required to perform the job safely.

All appropriate PPE in the circumstances shall be used ensuring all PPE is in good condition and meets CSA standards.

DEFINITIONS

Personal Protective Equipment (PPE): Personal Protective Equipment is one of the methods of controlling exposure to hazards in the workplace.

Safety Data Sheet (SDS): An SDS gives technical and hazard information about a controlled product.

19.0 Monitoring, Review, and Records

Metrics associated with hazardous occurrences, hazardous conditions, near misses, minor occurrences, operational incidents and injuries of all types are analyzed and trended by BGIS HSE. This data is utilized by BGIS for the purposes of identifying opportunities for program improvement. Upon request this information will be available to all parties of this Site-Specific Occupational Health Safety Plan.

20.0 How can I get Involved?

All workers will be afforded the Right to Participate. All workers are encouraged to contact their HSE representative to understand more about the work they will be doing and to contact the BGIS Buyer of Service with any questions or concerns relating to the building or BGIS processes, or to make a report of a hazard or unsafe condition.



Site Hazards and Controls

This table identifies the existing hazards in the facility. BGIS shall provide this document to contractors performing work in the facility. For construction projects the PM shall ensure to include this document in the contractor tender package.

THE CONTRACTOR MUST COMPLETE THEIR OWN DOCUMENTED HAZARD ASSESSMENT BASED ON THE HAZARDS IDENTIFIED BELOW APPLICABLE TO THE PROJECT WORK AREA IN THE FACILITY.

| | | | |
|---|-----------------------------|--------------|---|
| Site | Lester B Pearson | | |
| Site Address | 125 Sussex Drive, Ottawa ON | | |
| Primary Site Contact | | | |
| Site Contact | | | |
| Completed By | Heather Kewley | Title | Health Safety & Environmental Coordinator |
| Date Completed: (DD-MM-YYYY) | 05-06-2020 | | |

| | Type of Hazard | Hazard Present | Explanation of Hazard (If needed) | Controls currently in place |
|----|--|----------------|---|--|
| 1 | Access to Facility and Project Area | ✓ | Water at entrances due to inclement weather | Wet floor signs, Restricted access |
| 2 | Loading dock area | | No Fresh air supply, Limited overhead space, vehicle traffic, Carbon monoxide | Carbon Monoxide sensor installed, Designated walkways, Vehicles to be shut down while loading/unloading |
| 3 | Hallways | ✓ | Slip Hazards | Wet floor signs |
| 4 | Tenant space | ✓ | | Work in occupied spaces to be completed after hours |
| 5 | Vehicle traffic on property | ✓ | High Traffic exiting loading dock and parking areas | “Slow” signs posted, designated cross walk |
| 6 | Fire Exits clear and unobstructed | ✓ | Some stairwells do not lead to exits | Maintain minimum clearances in the hallways, signs posted indicating “no exit” |
| 7 | Washrooms Locations | ✓ | | Minimum amount of washrooms must remain open |
| 8 | Lighting | ✓ | Limited lighting in stairwells when there is a power outage | Battery powered emergency lighting |
| 9 | Heating | ✓ | Hot surfaces in penthouse and mechanical rooms, steam heating lines in the building | Restricted access |
| 10 | Fire Alarm Systems | ✓ | No fire alarm siren/light on roof | Maintain means of contact with fire watch inside building |
| 11 | Fire Alarm Panel monitored | ✓ | | Remote monitoring, If work requires the system to be shut down work must be completed after hours with fire watch. Panel to be monitored |
| 12 | Smoke detectors | ✓ | | Present |
| 13 | Heat Detectors | ✓ | | Present |
| 14 | Storage areas | ✓ | | Present |

| | | | | |
|----|------------------------|---|---------|---|
| 15 | Certified Roof Anchors | ✓ | Present | Certificate of inspection posted on access point. |
|----|------------------------|---|---------|---|

| | Type of Hazard | Hazard Present | Explanation of Hazard (If needed) | Controls currently in place |
|----|---------------------------------------|----------------|---|--|
| 16 | Access Ladders | ✓ | Present | Hazard poster attached. Warning signs posted |
| 17 | Pinch Points | | | |
| 18 | Controlled Products | ✓ | Various | Updated SDS sheets on site |
| 19 | Hazardous Substances | ✓ | Various | Updated SDS sheets on site |
| 20 | Mould | ✓ | | If observed, notify building operator |
| 21 | Asbestos Present | ✓ | Various | Refer to the on-site Asbestos Management Plan, Contractor acknowledge form |
| 22 | Vibration | | | |
| 23 | Radiation | ✓ | Microwaves on the Roof | Controlled/Restricted access to certain areas of the roof |
| 24 | Excavation | ✓ | Ground Level Air Intakes, carbon monoxide, diesel fumes | Intake to be shut down when working near ground level units |
| 25 | Overhead Electrical | ✓ | Close to Roadways None on-site | |
| 26 | Buried Utilities Requires Locating | ✓ | Buried steam, hydro, water, and sewer lines | Areas to be marked by the contractor |
| 27 | Uneven Surfaces | ✓ | Potential outside building | |
| 28 | Slippery Surfaces | ✓ | | Caution signs |
| 29 | Noise | ✓ | | Noise generating work to be completed after hours |
| 30 | Confined Space BGIS | ✓ | Sump pit, Elevator pits | Rescue plan required, spaces identified. Lock out tag out procedures |
| 31 | Confined Space PWGSC | | | |
| 32 | Oxygen deficient / enriched | ✓ | Potential sump pit, elevator pit | Air monitoring required, refer to Workspace Identification Posters |
| 33 | Permit system required | ✓ | Confined Space | Entry permit required |
| 34 | HVAC | ✓ | Dust, fumes, asbestos if disturbed. Access panel doors on rooftop AC units must be secured. Potential fall hazard inside units. | HVAC unit to be shut down when working in/around or when potential intake of dust/fumes/asbestos. Fall protection may be required inside HVAC units. Lock out tag out procedures |
| 35 | Hot Work on/in Facility | ✓ | Fire/burn Hazard | Follow BGIS Policy |
| 36 | PCB's | | | |
| 37 | Roof | ✓ | Microwaves on roof, weather conditions. | Restricted access |
| 38 | Mechanical | ✓ | Moving parts, Machines start automatically | Guards in place, lock out tag out procedures |
| 39 | Electrical room | ✓ | | Lock Out Tag Out Procedure strictly enforced, no conducting ladders permitted within area |
| 40 | Electrical Panels | ✓ | Some circuits not identified | Lock out tag out procedures |
| 41 | Elevator Machine room | ✓ | Rotating parts | Controlled access |
| 42 | Glycol system | ✓ | | SDS, BGIS Procedures |
| 43 | Top of pipe chase in Penthouse | ✓ | Open flooring | |
| 44 | Exterior | ✓ | | |



Acknowledgement Notification

Building(s): Lester B Pearson Building - OHS Plan Revision 7 (August 2020)

Service provided: _____

Company Name: _____

I acknowledge that I have read and understand the following documents:

- **BGIS OHS Building Plan**
- **BGIS Contractor Handbook**

During orientation I will communicate these documents to all my employees and sub-contractors. I will abide by the rules and regulations stated in these documents. I shall also abide by the Occupational Health & Safety Act, Industrial Regulations 851, as well as all other pertaining regulations and required permits (i.e. window washer Regs.)

| | |
|---|-----------------------------------|
| Contractor/Service Provider: _____ | |
| Company Phone Number: _____ | |
| Supervisor's name: | Supervisor's Phone Number: |
| Location(s) of work: | |
| Signature: | Date: |

If Required:

Sub-Contractor Name: _____

Representative's Name: _____ **Cell:** _____

Signature: _____ **Date:** _____

Sub-Contractor Name: _____

Representative's Name: _____ **Cell:** _____

Signature: _____ **Date:** _____

Appendix A – Required To Be Posted

| Project Name & Number | Inspected By | Date |
|-----------------------|--------------|------|
| | | |

The following documents must be POSTED or available at the job site

| Section # | Occupational Health & Safety Act | Yes | No | N/A |
|---------------------|--|-----|----|-----|
| 25(2)(i) 25(3.1) | Occupational Health & Safety Act, Construction Regulations, and any extracts posted (eg. MOL's <i>Health & Safety at Work: Prevention Starts Here poster</i>) | | | |
| 57(10) | Copy of MOL Inspectors orders, inspection reports (posted) | | | |
| 25(2)(k) | Employer occupational health & safety policy (posted) | | | |
| 38(1)(a) | Material Safety Data Sheets (available) | | | |
| 32.0.1(2) | Violence & Harassment policies (posted) | | | |
| Section # | Construction Regulation 213/91 | Yes | No | N/A |
| 6(6) | MOL approved notification form for the project (posted) | | | |
| 13(1) | Constructors name and head office information (posted) | | | |
| 13(1)(c) | Address, telephone number of nearest MOL office (posted) | | | |
| 44 | DANGER signs in hazardous areas (posted) | | | |
| 13(2) | Name, trade and employer of health & safety rep (posted) | | | |
| 29(10) | Location of toilet facilities (posted) | | | |
| 5(2)(b) | MOL approved registration forms for all employers (form 1000) (available) | | | |
| S14 | Name of Supervisor on site, also names of workers & subcontractors | | | |
| Section # | Emergency Planning | Yes | No | N/A |
| 17(3) | Emergency procedures (posted) | | | |
| 26.1(4) | Fall arrest rescue procedures (available) | | | |
| N/A | Location & directions to nearest hospital | | | |
| Section # | First Aid Requirements (WSIB Reg. 1101) | Yes | No | N/A |
| 1(1)(b)(i) | In case of injury poster (form 82) (posted) | | | |
| S1(1)(a) | First Aid Kit | | | |
| S1(1)(b)(i) | Valid First Aid Certificate of first aider on duty (posted) | | | |
| S1(1)(b)(ii) | Inspection card for first aid kit (posted) | | | |
| 5 | Employer records of first aid treatment given (available) | | | |
| Other Documents | | Yes | No | N/A |
| | Work Permit | | | |
| | Site Specific Safety Plan & Hazard Assessment | | | |
| | Hot Work Permit | | | |
| | Emergency Phone Numbers | | | |
| | Designation of Project | | | |

ANNEX G

LEED REQUIREMENTS

Lester B. Pearson Rehabilitation Project

LEED Requirements

LEED Requirements & Waste Management

1. Manufacturer is required to provide third-party documentation required by LEED v. 4.1 to illustrate that all product has been tested in accordance with ANSI/BIFMA Standard Method M7.1–2011 (R2016) and complies with ANSI/BIFMA e3-2014e Furniture Sustainability Standard.
2. This Subcontractor is responsible for the removal of all furniture packaging and wrapping materials from site. As the Construction Manager is aiming for a 95% diversion ratio of waste materials, this Subcontractor is responsible for properly separating and diverting this material from site. This Subcontractor shall provide the Construction Manager with all required paperwork so they can accurately track and include the diverted materials in their waste audit. This includes, but is not limited to, the following; disposal way bills and waste summary sheet, which clearly indicate the weight of each material being diverted, as well as letters from each waste receiving facility describing how the materials are recycled.

ANNEX H

Construction Site Access

Subcontractor, 3rd Party Contractor, Consultant Site Access Protocol

Company Security Officer is to provide the EllisDon Security Manager (mlaurin@ellisdon.com) a copy of the CISD granting letter or Security Status Report which will validate that the company requesting access to the project has clearance at the appropriate level.

The EllisDon Security Manager would also require the names, date of births, and clearance information for any workers that require access to perform work on site. Once clearances have been verified, the names will be added to the site access list.

Every company performing work on the project will be required to review the EllisDon Safety Guidelines package and complete all associated safety documentation for their scope of work.

The following safety documents are to be submitted to EllisDon **prior** to commencing work:

- 1) Initial WSIB clearance certificate
- 2) Employers Registration in Construction (Form 016-1000E – Ontario, <https://www.labour.gov.on.ca/english/hs/forms/>)
- 3) Company Safety Policy
- 4) Company Safety Program
- 5) Subcontractor Pre-Qualification Summary (Form A)
- 6) Subcontractor Safety Acknowledgement & Declaration Of Competent Supervision (Form B)
- 7) A site specific Job Hazard Assessment for the scope of work
- 8) A site specific Fall Protection and Rescue Plan (as applicable to scope).
- 9) Current Safety Data Sheets (SDS) for products that are to be brought to site (less than 3 years old).
- 10) Review of the EllisDon Site Specific Safety Plan and BGIS OHS Building Plan and completion of the associated Acknowledgement Form.

All workers will be required to complete the EllisDon Site Specific Safety Orientation & Security Briefing prior to commencing any work on site. Provide EllisDon at least 24 hours' notice prior to orientation training. All workers will be required to provide **hard copy proof of training** for the following at time of orientation:

- 1) WHMIS training (**Mandatory**)
- 2) MOL 4-Step Worker Awareness or MOL 5-Step Supervisor Awareness training (<https://www.labour.gov.on.ca/english/hs/training/>)(**Mandatory**)
- 3) Fall Protection Awareness Training (**Mandatory**)
- 4) Working at Heights Training – As of April 1st, 2017. This training requirement is for workers on construction projects in Ontario who use any of the following methods of fall protection: travel restraint systems, fall restricting systems, fall arrest systems, safety nets and work belts or safety belts. (**Based on scope of work**)
- 5) Certificates of Qualifications (**Based on scope of work**)

- 6) All other required training (ex. Aerial Work Platform, Powder Actuated Tools, etc) that is pertinent to the scope of work.

A copy of safety training must be made available at the time of Orientation. Those individuals who do not provide safety training records shall be refused access to the site.

Any individual on site must wear, at minimum, the following PPE:

- A minimum of long pants, shirt with minimum 4 inch sleeve (no sleeveless shirts, tank tops or netshirts)
- 6" CSA "Green Triangle" Safety Boots
- CSA Hi-Visibility garment (ex. vest, shirt or jacket)
- Hard Hat
- Safety Glasses
- Any other PPE pertinent to their tasks

Individuals who have successfully completed the EllisDon safety & security orientation and provided all safety training records will have a site-specific security badge created at the security trailer located off of Sussex Drive. This security trailer will also be the designated access point for signing in/out of the project.