Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

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

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Title - Sujet Furniture Furniture	
Solicitation No. - N° de l'invitation EH990-210745/A	**Amendment No. - N° modif.** 003
Client Reference No. - N° de référence du client 20210745	**Date** 2021-03-26
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 2021-03-29 Heure Avancée de l'Est HAE

F.O.B. - F.A.B.
Plant-Usine: ☐ **Destination:** ☐ **Other-Autre:** ☐

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:

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	**Delivery Offered - Livraison proposée**

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature **Date**

Canada

Solicitation Amendment 003 is raised to :

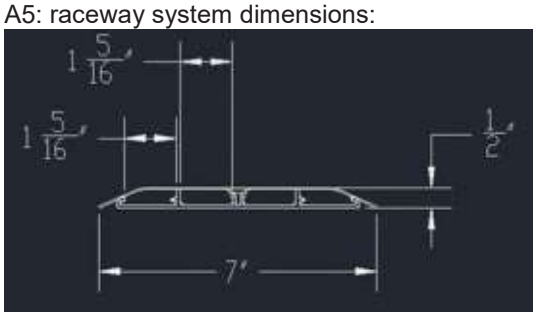
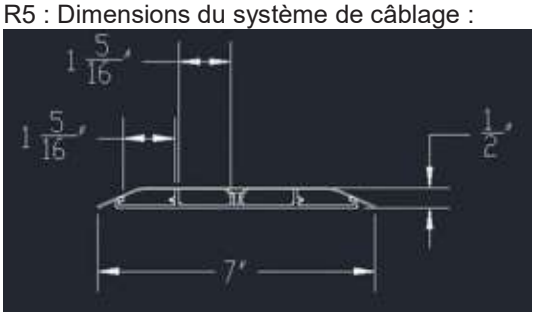
- Respond to questions;
- Update the solicitation.

See questions and Answers below:

File no.: EH990-210745

Project: LBP - Furniture

English	French	Answered in Solicitation Amendment
Q1: Re Package 6D item 4.2. It stated the table base finish must match the stool, however, the stool options include chrome and the table finishes do not. please advise.	Q1 : Au sujet de l'ensemble 6D, article 4.2. Il a été mentionné que le fini de la base des tables devait correspondre à celui des tabourets, mais les options pour les tabourets comprennent le fini chrome, ce qui n'est pas le cas pour le fini des tables. Veuillez nous faire part de vos instructions.	AMD001
A1: Chrome is acceptable for both the stool and the chair base. Preference is for the stool and table bases to have matching bronze finish. Additional points, from point rated criteria two, will be given for a bronze finish.	R1 : Le fini chrome est acceptable pour les bases des tabourets et des chaises. La préférence est donnée aux bases de tabourets et de tables avec un fini bronze assorti. Des points supplémentaires, à partir du critère coté deux, seront accordés pour un fini bronze.	
Q2: Q2. Re Package D Item 4.1, seat and back description states "...or upholstered seat" and the next line says "Fully upholstered chair; back, seat", Please confirm which specification you want as the prices of one option are less than the other and will not be a fair comparison?	Q2 : Au sujet de l'ensemble D, article 4.1. La description du siège et du dossier indique « ...ou siège rembourré », et à la ligne suivante, il est indiqué « Chaise entièrement rembourrée; dossier, siège ». Veuillez confirmer les spécifications que vous voulez, car les prix d'une option sont inférieurs à l'autre. Aussi, la comparaison ne sera pas équitable.	AMD001
A2: both seat and back should be upholstered	R2 : Le siège et le dossier doivent tous deux être rembourrés	
Q3: Q3. Re Package 6C item B2 that the desired finish is Chrome and not Bronze?	Q3 : Au sujet de l'ensemble 6C, article B2. Quel est le fini souhaité entre bronze et chrome?	AMD001
A3: Finish of base should be - Metal: Dark Bronze Powder coated finish or Dark Bronze metal finish. Chrome is not acceptable.	R3 : Le fini de la base doit être - Métal : bronze foncé – fini thermolaqué ou métallisé Le fini chrome n'est pas acceptable.	
Q4: Q4. Re Package 6C item E2, i) please confirm the quantity required. ii) Please further clarify the 3 leg loop base on chairs that are being made reference too iii) Description says "Tops to be glass", is a glass top to be placed onto the top of the wood or metal top? iv) standard coffee table height is 15-17" not 13-15", will you also accept a range of 15-17"H? v) the graphic representation	Q4 : Au sujet de l'ensemble E2, article 6C. i) Veuillez confirmer la quantité requise. ii) Veuillez préciser davantage le piètement à trois pieds recourbés pour les bases de chaises auquel on fait référence. iii) La description indique que « les dessus doivent être en verre ». Le dessus en verre doit-il être placé par-dessus le dessus en bois ou en métal? iv) La hauteur standard d'une table à	AMD001

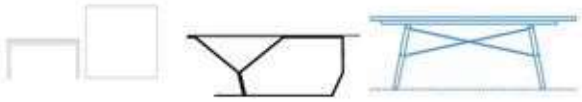
did not appear on the RFP document, please provide. vi) Please clarify the finish of the base and if it needs to match item B2?	café est de 15 à 17 po, et non de 13 à 15 po. Accepteriez-vous également une hauteur de 15 à 17 po? v) La représentation graphique n'apparaissait pas dans le document de la DP, veuillez la fournir. vi) Veuillez clarifier le fini de la base et s'il doit correspondre à celui l'article B2?	
A4: Quantity of item E2 is 4. 3 leg loop base description not relevant and will be removed. Top to be glass (bronze glass finish), wood veneer stained to match control sample, or painted metal in black/brown finish. Height range of 15"-17" is acceptable	R4 : La quantité de l'article E2 est de 4. La description du piètement à trois pieds recourbés n'est pas pertinente et sera retirée. Le dessus doit être en verre (fini bronze), en placage de bois teint (agencé avec l'échantillon) ou en métal peint (fini noir/brun). Une hauteur de 15 à 17 po est acceptable,	
Q5: Q5. Re Package 6E item D1. i) Can you please send room plans DWG as well as details and elevations of the Connectrac system ii) Please confirm the number of AV boxes per table D-604 and D1-605? iii) please send the cut-out dimensions of the AV box, we do not recommend cutting this on-site at risk of damaging the product.	Q5 : Au sujet de l'ensemble 6E, article D1. i) Pouvez-vous envoyer des dessins des plans de salles ainsi que les détails et les élévations du système Connectrac ii) Veuillez confirmer le nombre de boîtes pour les appareils audiovisuels conformément aux tableaux des salles D-604 et D1-605? iii) Veuillez envoyer les dimensions des découpes de ces boîtes. Nous ne recommandons pas de procéder à ces découpes sur place, car il y a des risques d'endommager le produit.	AMD001
A5: raceway system dimensions:  AV box quantity will be determined by client at the time of installation. Client will be butting their own holes for AV boxes onsite, risks of damage have been reviewed and excepted by client	R5 : Dimensions du système de câblage :  la quantité de boîtes pour les appareils audiovisuels sera déterminée par le client au moment de l'installation. Le client fera ses propres trous pour ces boîtes sur place; il a évalué et accepté les risques de dommages.	
Q6: Q6. Re Package 6E Item D2, will you also accept a 60" square table in order to accommodate the required AV box?	Q6 : Au sujet de l'ensemble 6E, article D2. Accepterez-vous également une table carrée de 60 po pour accueillir la boîte pour les appareils audiovisuels requise?	AMD001
A6: No, Table must be round to accommodate required clearances in room	R6 : Non, la table doit être ronde pour permettre un dégagement dans la pièce.	
Q7: Q7: Re Package 6E. There is a spec for D5 Commissionaires Table but it does not appear in the pricing table, please advise if this is required.	Q7 : Au sujet de l'ensemble 6E. Il existe une spécification pour la table des commissionnaires D5, mais elle n'apparaît pas dans le tableau des prix. Veuillez l'indiquer si elle est nécessaire.	AMD001
A7: Commissionaires Table is required, Quantity 2. Pricing table added under Annex B	R7 : La table des commissionnaires est requise (quantité de 2). Le tableau des prix a été ajouté	

	dans l'annexe B.	
Q8: Q8: Re Package 7 Item 6.5 Free Standing White Board. Would you also respectfully accept a non-porcelain surface but where all other requirements are met? This will allow us to bid complete Package 7.	Q8 : Au sujet de l'ensemble 7, article 6.5 : Tableau blanc autoportant. Accepteriez-vous respectueusement un tableau dont la surface n'est pas en porcelaine, mais dont toutes les autres exigences sont respectées? Cela nous permettra de soumissionner pour l'ensemble 7 au complet.	AMD001
A8: Yes, we will accept additional whiteboard surface such as glass, but not anything such as painted metal.	R8 : Oui, nous accepterons des surfaces de tableau blanc supplémentaires comme des surfaces en verre, mais pas en métal peint.	
Q9: The requirement of "Fabric Finish to be a minimum of three grades above manufacturer's lowest standard" will not be equal for all bidders. Grade simply indicates the cost to procure the fabric, not the quality or performance. Additionally, some manufacturers have many grades while others only have a few options. Please remove this requirement or provide specific performance criteria/minimum number of selections, or allow for a design upgrade post award similar to the Workspaces Supply Arrangement. In order to receive an equal/ fair BID from all Bidders, please allow bidders to offer their base grade fabric for all of the seating products for evaluation purposes	Q9 : L'exigence selon laquelle la « finition du tissu de recouvrement proposé doit être de trois degrés de qualité au-dessus de la norme minimale du fabricant » ne sera pas équivalente pour tous les soumissionnaires. Le degré de qualité indique simplement le coût d'approvisionnement en tissu, et non la qualité ou le rendement. De plus, certains fabricants proposent plusieurs degrés de qualité, alors que d'autres n'offrent que quelques options. Veuillez supprimer cette exigence ou fournir des critères de rendement précis/un nombre minimal de choix, ou permettre une mise à niveau de la conception après l'attribution, semblable à l'arrangement en matière d'approvisionnement pour les espaces de travail. Afin de recevoir une SOUMISSION équivalente ou équitable de la part de chacun des soumissionnaires, veuillez leur permettre d'offrir leur tissu de base pour tous les produits pour sièges aux fins d'évaluation.	AMD002
A9: Intention was to have bidders to price using grade 3 fabric from running line to give client a broader range of choice. See Annex A specifications Fabric to be cleanable and durable – stain repellant and have a minimum abrasion resistance rating of 75,000 double rubs.	R9 : L'intention était de demander aux soumissionnaires de proposer un prix pour l'utilisation de tissu de qualité 3 à partir d'un échantillon de tissu selon les spécifications choisies, afin de donner au client une plus grande variété de choix. Voir les spécifications de l'Annexe A. Le tissu doit être lavable et durable, résistant aux taches et avoir une cote minimale de résistance aux frottements de 75 000 frottements doubles.	
Q10: Please confirm that bidders are not required to bid on all packages and that multiple awards may be possible.	Q10 : Veuillez confirmer que les soumissionnaires ne sont pas tenus de soumissionner pour tous les ensembles et que plusieurs attributions pourraient être possibles.	AMD002
A10: Please see bid evaluation procedures, multiple contracts may be awarded under this solicitation.	R10 : Veuillez consulter les procédures d'évaluation des soumissions; plusieurs contrats peuvent être attribués dans le cadre de cette demande de propositions.	
Q11: Package 6A, Bench Seating B3 has a requirement of "with legs to be no more than 229 mm (9 in.) in height". The Frame/ Leg on our bench seating meets the underside of	Q11 : Ensemble 6A, banquettes B3 – il y a une exigence selon laquelle les « pattes ne doivent pas dépasser 229 mm (9 po) de hauteur ». Le cadre/la patte de	AMD002

the seating frame which is higher than 9in. If our bench seating meets all of the other dimensional requirements, please confirm legs higher than 9in. in height is acceptable?	notre banquette atteint le dessous du cadre du siège qui est supérieur à 9 po. Si notre banquette répond à toutes les autres exigences en matière de dimensions, veuillez confirmer qu'une hauteur de patte supérieure à 9 po est acceptable.	
A11: Yes, if all other dimensions are met, legs higher then 9" are acceptable.	R11 : Oui, si toutes les autres dimensions sont respectées, des pattes d'une hauteur supérieure à 9 po sont acceptables.	
Q12: Package 6A, Bench Seating B3, Our Four-Seater Bench meets the Overall width/ range noted on the RFP as shown in the Graphic Representation. Please confirm Four-Seater Bench meeting the all the dimensional requirement is acceptable?	Q12 : Ensemble 6A, banquettes B3 – notre banquette à quatre places correspond à la largeur ou la gamme globale indiquée dans la DP, comme le montre la représentation graphique. Veuillez confirmer que la banquette à quatre places qui répond à toutes les exigences dimensionnelles est acceptable.	AMD002
A12: Yes, if all other dimensions are met a four-seater bench is acceptable.	R12 : Oui, si toutes les autres dimensions sont respectées, une banquette à quatre places est acceptable.	
Q13: Package 6B, 2.2 Coffee Table, these tables are very specific to certain manufacturers and we would not be able to bid on this package if additional alternatives are not accepted.	Q13 : Ensemble 6B, Table basse 2.2 – ces tables sont très spécifiques à certains fabricants et nous ne serions pas en mesure de soumissionner sur cet ensemble si aucune autre solution de rechange n'est acceptée.	AMD002
A13: Images are for graphic representation; the specifications do not change. Additional alternatives are not accepted.	R13 : Les images sont destinées à la représentation graphique; les spécifications ne changent pas. Aucune autre solution de rechange n'est acceptée.	
Q14: Package 6C, Lobby Chair B2: We have a chair that resembles the images provided, please confirm: a. If seat height requested is at 17" +/-2", will you accept arm height 25"-26" from floor, (9"-10" from Seat Height)? b. Will you accept Overall Back Height of 30"-31" from Floor? c. Will you accept a Chair with Metal Legs in Bronzed Nickel Finish?	Q14 : Ensemble 6C, Fauteuil du hall d'entrée B2 – Nous avons un fauteuil qui ressemble à celui des images fournies; veuillez confirmer : a. Si la hauteur du siège demandée est de 17 po plus ou moins 2 po, accepterez-vous une hauteur des bras de 25 po à 26 po à partir du sol (9 po à 10 po du niveau du siège)? b. Accepterez-vous une hauteur globale du dos de 30 à 31 po à partir du sol? c. Accepterez-vous une chaise avec pattes en métal et finition au nickel bronzé?	AMD002
A14: A. Yes, arm height of 25"-26" from floor is acceptable. B. Yes, back height of 30"-31" from floor is acceptable C.	R14 : A. Oui, la hauteur des bras de 25 à 26 po à partir du sol est acceptable. B. Oui, la hauteur du dos de 30 à 31 po à partir du sol est acceptable. C.	
Q15: Package 6C, E2: Please provide images of this Table as not all images came up on the BID Package.	Q15 : Ensemble 6C, E2 – Veuillez fournir des images de cette table, car ce ne sont pas toutes les images qui figurent dans le dossier de la SOUMISSION.	AMD002

E2 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Tower D Lobby - D1-000 **Graphic Representation :**

A15: See below	R15 : Voir ci-dessous.	

E2 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Tower D Lobby - D1-000 **Graphic Representation :** 

Q16: Package 6D, 4.1 Bar Height Stool: The Seat height for our Bar Height Stool is 32”h. If our Bar Height Stool meets all the other dimensional and finishes requirements and corresponds with Table Height, will you accept a Stool with Seat Height at 32”h?	Q16 : Ensemble 6D, Tabouret de bar 4.1 – La hauteur du siège de nos tabourets de bar est de 32 po. Si notre tabouret de bar répond à toutes les autres exigences en matière de dimensions et de finis et correspond à la hauteur de la table, accepterez-vous un tabouret dont la hauteur du siège est de 32 po de hauteur?	AMD002
A16: Yes, bar height stool seat height of 32” is acceptable as long as it works with the table.	R16 : Oui, une hauteur de siège de 32 po est acceptable pour les tabourets, à condition qu’elle corresponde à celle de la table.	
Q17: Package 7: 6.4 Focus Pod/ Lounge Chair – FP, we have a lounge chair that closely resembles the image provided under graphic representation on the RFP, but the written specifications do not allow for us to bid on this item. Please confirm if you will accept the dimensional ranges noted below. Please note that our chair was shown as acceptable in the images and meets all applicable testing standards. a. Will you accept an Overall Width of 45”-46” for this lounge chair if it resembles the image in the graphic representation? b. Will you accept a Minimum depth of 35”? c. Will you accept Metal 3 legs on glides?	Q17 : Ensemble 7, article 6.4 : Fauteuil de salon/de l’espace de concentration. Nous avons une chaise qui ressemble beaucoup à celle qui figure sur l’image fournie dans la représentation graphique de la DP, mais selon le cahier des charges écrit, nous ne pouvons soumettre d’offre pour cet article. Veuillez indiquer si vous acceptez les plages de dimensions ci-dessous. Veuillez noter que notre chaise a été jugée acceptable sur les images et qu’elle répond à toutes les normes d’essai applicables. a. Accepterez-vous une largeur globale entre 45 po et 46 po pour ce fauteuil s’il ressemble à l’image dans la représentation graphique? b. Accepterez-vous une profondeur minimale	AMD002

	de 35 po? c. Accepterez-vous trois pieds en métal sur patins?	
A. Yes, we will accept width of 45”-46” B. Yes, we will accept depth of 35” C. Yes, we will accept 3 metal legs on glides	A. Oui, nous accepterons une largeur entre 45 po et 46 po. B. Oui, nous accepterons une profondeur de 35 po. C. Oui, nous accepterons trois pieds en métal sur patins.	
Q18: The RFP Submission requires custom stained samples to be submitted as a mandatory requirement. In order to produce and submit custom stained samples, we request for the due date for the RFP Submission to be extended by a week.	Q18 : L’une des exigences obligatoires de la DP impose la soumission d’échantillons teintés personnalisés. Afin de préparer et de soumettre des échantillons teintés personnalisés, nous demandons une prolongation d’une semaine de la date limite de soumission de la DP.	AMD002
A18: Extension of RFP due date by 1 week to March 29 2021 is approved.	A18 : La prolongation de la date limite pour la DP d’une semaine jusqu’au 29 mars 2021 est approuvée.	
Q19: Package 7: 6.5 Free-Standing White Board – WB: a. Our whiteboard has legs that extend to 34”d. Please confirm that this is acceptable. b. Will you also accept Two-sided white magnetic back-painted glass surface?	Q19 : Ensemble 7, article 6.5 : Tableau blanc autoportant : a. Notre tableau blanc a des pattes qui s’étendent jusqu’à 34 po de profondeur. Veuillez confirmer que c’est acceptable. b. Accepterez-vous également une surface en verre avec endos peinturé magnétique blanche des deux côtés?	AMD002
A19: A. Yes 34” is acceptable B. Yes, Two-sided white magnetic back-painted glass surface is acceptable	A19 : A. Oui, 34 po est acceptable. B. Oui, la surface en verre avec endos peinturé magnétique blanche des deux côtés est acceptable.	
Q20 If we choose to submit the BID through epost, please confirm how the samples are to be submitted?	Q20 : Si nous décidons de soumettre notre offre par l’intermédiaire de postel, veuillez nous informer de la façon dont les échantillons doivent être envoyés?	AMD002
A20: Samples can be sent to the bid receiving unit described on the front page of the solicitation. For submission of bids, see article 2.2 Submission of Bids under Part 2. For bid preparation instructions, see PART 3 - BID PREPARATION INSTRUCTIONS, article 3.1 Bid Preparation Instructions, bullet #3.	A20 : Les échantillons peuvent être envoyés à l’unité de réception des offres, tel qu’indiqué à la première page de la demande de proposition. Pour la soumission des offres, consultez l’article 2.2 Présentation des soumissions dans la Partie 2. Pour les instructions relatives à la préparation des	

	offres, consultez le point 3 de l'article 3.1 Instructions pour la préparation des soumissions de la PARTIE 3 – INSTRUCTIONS POUR LA PRÉPARATION DES SOUMISSIONS.	
Q21 Annex B, Table 1 – Package 6C does not state the quantity required for Coffee table (E2). Please confirm quantity required.	Q21 : Annexe B, tableau 1 – L'ensemble 6C ne précise pas la quantité de tables basses (E2) demandée. Veuillez indiquer la quantité demandée.	AMD002
A21: Quantity of item E2 is 4.	A21 : La quantité de l'article E2 est de 4.	
Q22 Annex B, Table 1 – Package 6E does not include the D5 Commissionaires Table that is listed under the Specifications of Package 6E, 5.5 on page 37 of the RFP. Please confirm that this item to be added to this Annex B Pricing Table. Please also confirm the quantity required.	Q22 : Annexe B, tableau 1 – L'ensemble 6E ne comprend pas la table des commissionnaires D5 qui est mentionnée dans les spécifications de l'ensemble 6E, article 5.5, à la page 37 de la DP. Veuillez confirmer que cet élément sera ajouté au tableau des prix de l'annexe B. Veuillez également indiquer la quantité requise.	AMD002
A22: Commissionaires Table is required, Quantity 2. Pricing table added under Annex B	A22 : La table des commissionnaires est requise (quantité de 2). Le tableau des prix a été ajouté dans l'annexe B.	
Q23 : In order to match a custom wood stain as requested on the RFP, we require an actual wood sample to match this finish. Matching a custom stain/ finish is not generally done using a photo. We ask that an actual sample of the Teak Wood is provided in order for us to match and provide our samples for the BID Submission. This matching process could take several weeks, so the previous request for an extension is quite important. We are able to pick up the Client's Teak wood sample or it can be mailed to us. If to be mailed, please advise as this will take additional few days to get the samples to our facility to produce a matching stain.	Q23 : Afin de fournir une teinture de bois personnalisée tel que demandé dans la DP, nous avons besoin d'un échantillon de bois pour procéder à des tests de correspondance. Le choix d'une teinture/finition qui correspond au fini original ne se fait généralement pas au moyen d'une photo. Nous vous demandons donc de nous fournir un échantillon du bois de teck utilisé, afin que nous puissions trouver la bonne teinture et fournir nos échantillons pour la soumission. Ce processus de test de teinture pourrait prendre plusieurs semaines; par conséquent, la demande de prolongation précédemment communiquée est très importante. Nous pouvons nous déplacer pour récupérer l'échantillon de bois de teck du client. Il peut nous être envoyé par la poste. Si cette deuxième option est retenue, veuillez nous en informer, car il faudra quelques jours de plus pour que les échantillons arrivent à notre installation pour la procédure de test.	
A23 : 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	A23 : Les produits ayant des finis en bois énumérés à l'Annexe A doivent correspondre le mieux possible à l'échantillon de contrôle en bois de teck de l'Apendice 3 de l'Annexe A	

Q24: MTC4 & PRC1c - Stain samples requested to match Appendix 3: a) The stain name and colour are provided in Appendix 3, but this bidder attempted to order a sample from the stain manufacturer, but was told a sample may not match due to variations in application method, stain type (i.e. solvent vs. water base) and wood type (available only on red oak and maple, not white oak or teak). Therefore, bidders samples based on the information provided in the RFP would be a subjective match and not demonstrate the true ability of a bidder to match finishes based on an actual sample. Therefore, can wood samples be provided by the client, to bidders, in order to demonstrate the ability to match finishes and create samples for bid submission? b) Alternatively, can points be awarded to bidders who demonstrate the ability to match samples by providing the process in place to make such a match, in lieu of supplying samples.	Q24: CTO 4 et CC 1c – Échantillons de teinture requis pour correspondre aux critères de l'Annexe 3 : a) Le nom et la couleur de la teinture sont fournis à l'Annexe 3, mais ce soumissionnaire a tenté de commander un échantillon au fabricant de teinture; on lui a mentionné qu'un échantillon pourrait ne pas correspondre en raison de variations dans la méthode d'application, du type de teinture (c.-à-d. à base d'eau/de solvant) et du type de bois (disponible uniquement sur du chêne rouge et de l'érable, pas du chêne blanc ou du teck). Par conséquent, les échantillons des soumissionnaires basés sur l'information fournie dans la DP constitueraient une correspondance subjective et ne démontreraient pas la véritable capacité d'un soumissionnaire à apparier les finis en fonction d'un échantillon réel. Or, le client peut-il fournir des échantillons de bois aux soumissionnaires afin de démontrer la capacité de faire correspondre les finis et de créer des échantillons pour la soumission? b) Autrement, des points peuvent-ils être attribués aux soumissionnaires qui démontrent la capacité de faire correspondre les échantillons en fournissant le processus pour faire une telle correspondance, au lieu de fournir des échantillons?	
A24 : a) see question answer 23 b) samples to be provided as per MTC 4	R24: a) Voir la réponse à la question 23. b) les échantillons à être fourni conformément au CTO 4	

Delete: the solicitation in its entirety

Insert: the following

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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):

   ☒ before award of a contract.

   (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 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) 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). To assist Canada in reaching its objectives, bidders should:

1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

Section II: Financial Bid
Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.2 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~~	~~The Bidder must certify that all the products offered at Annex A, conform to the specifications detailed in Annex A Requirement.~~ - ~~To demonstrate MTC1, the Bidder must complete, sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation~~	
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	Products that include wood finishes listed under Annex A, must closely match as best as possible the wood control sample under appendix 3 to Annex A - 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) The bidder must submit with the bid, a wood finish that matches the wood control sample under appendix 3 to Annex A The sample must contain the	

	following: - Finish: matte to 30% sheen; - Wood type: warm like wood (grain and colour) or wood veneer (grain and colour over substraight; - Colour: match sample as provided ; - Wood grain: closed grain. **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"	

4.1.1.2 Point Rated Technical Criteria

Item	Point-Rated Criteria	Points Breakdown	Points	Demonstrated Compliance,
PRC 1	The bidder provided 4 wood veneer samples under MTC 4	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: a) Finish: matte to 30% sheen – 3 points ; b) Wood type : warm like wood (grain and colour) or wood veneer (grain and colour over substraight - 3 points c) Colour: match sample as provided - 3 points; and d) Wood grain: closed grain - 3 points Points will be awarded as follows: 0 points – no match 1 point – low match 2 points – mid match 3 points – exact match	Maximum 12 Pass mark 7 (70%)	cross reference to sample provided
PRC2	From MTC 2 The bidder is able to provide additional product finishes	Painted Metal Finish or Bronze metal 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: - B1 - 2.1 Lounge Chair - Vestibule - B2 - 6.1 Lounge chair (only if bidder is specifying a chair with 4-legged wood base)	Maximum 6	

		- 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) Points will be awarded as follows: a) Bronze Paint Finish: - 3 points ; b) Bronze metal bases – 3 points ;	Pass mark 3 (70%)	

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(s) with the lowest evaluated price will be recommended for award of a contract.
3. Multiple contracts may be awarded from this solicitation.

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 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), 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) 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)*

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

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 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 - Complied 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 Manufactures 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”

Arm Height : N/A
Back rest height from seat : 11 ½" – 13" +/-
Over all height (floor to top of back rest) : 28 ¾" – 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 repellant 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 :

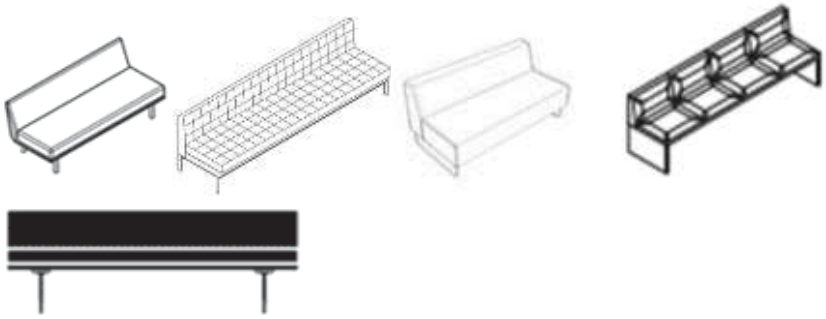


Image (for reference only)

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 repellant 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 ¾”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

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 De*pth - 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.~~ Bronze metal
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 repellant and have a minimum abrasion resistance rating of 75,000 double rubs.

1.5 Product Reference

Product being referenced

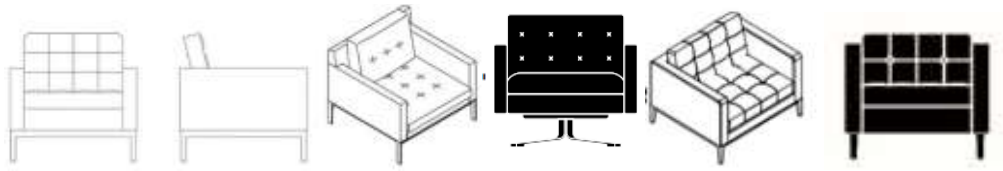
B2 Location – 125 Sussex Drive, Ottawa Ontario, K1A, First Floor – Tower D Lobby - D1-000
Graphic Representation : 

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 ½"-2" thick solid wood top
4 leg base in metal or wood stained to match ~~3 leg loop base on~~ chair base, or decorative metal frame base to match metal bases on chairs
~~Tops to be glass~~
Tops can be glass, wood, or metal.

Dimension

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

Acceptable Variance: Dia. – 37"- 48" +/-
W – 45" – 47"
D - 30" – 45"
H – 15" – 17""

Finishes

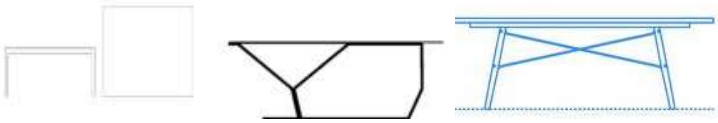
Wood veneer top - wood stained to match wood control sample or painted metal top in bronze or black/brown
Metallic bronze/ black metal or wood stained to match wood control sample.
Cleanable and durable – stain and scratch resistant
Glass top to be bronze.

Support/Bases

- Wood or metal decorative base

N/A

Product Reference

Product being referenced
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 repellant 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 wood 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 : 	

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 wood 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

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 wood 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

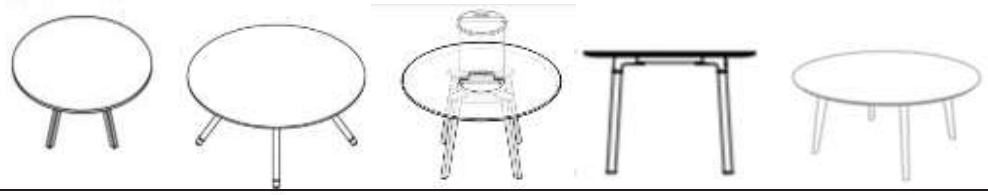
Concealed cable tray provided by furniture vendor and installed under table

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 wood 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

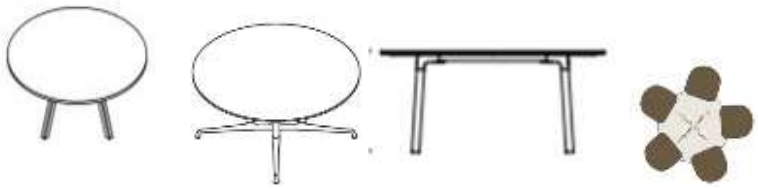
Concealed cable tray provided by furniture vendor and installed under table

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

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 wood 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

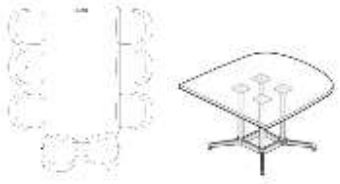
Concealed cable tray provided by furniture vendor and installed under table

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 wood control sample and conference tables, or back painted glass top,
Wood veneer or solid wood edge, sides and door stained to match wood control sample, or black / brown metal or lacquered finish
Cleanable and durable – stain and scratch resistant

Support/Bases

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 wood 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 repellant, 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 wood 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 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 wood control sample (Image provided in Appendix 3 to Annex A).

1.D.1 Product Reference

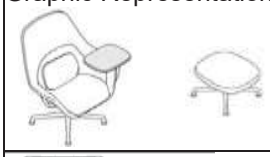
Product being referenced	
G1 (A,B&C) Location – 125 Sussex Drive, Ottawa Ontario, K1A, First, Second, Third, Fourth Floor Tower D	
Graphic Representation : 	

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

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 wood 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 repellant, 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 wood 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 wood 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

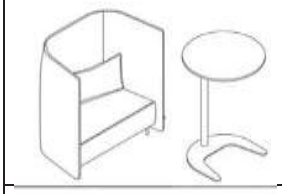
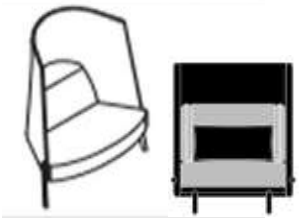
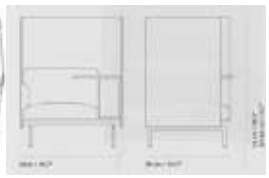
FP (A, B) Location – 125 Sussex Drive, Ottawa Ontario, K1A, First, Second, Third, Fourth Floor Tower D
Graphic Representation :
  

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, or glass
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

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.

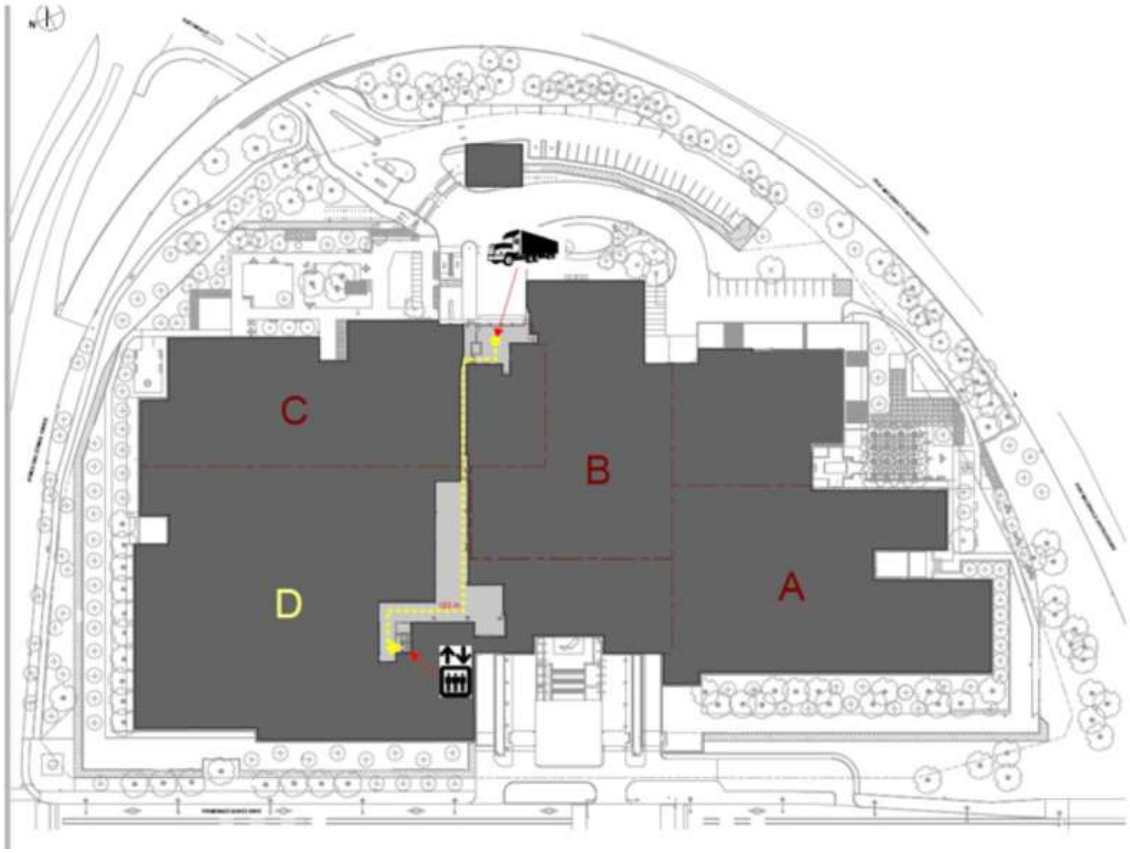
k) While performing services under this Contract, the Contractor and its personnel must at no time engage in the following activities, including but not limited to:

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

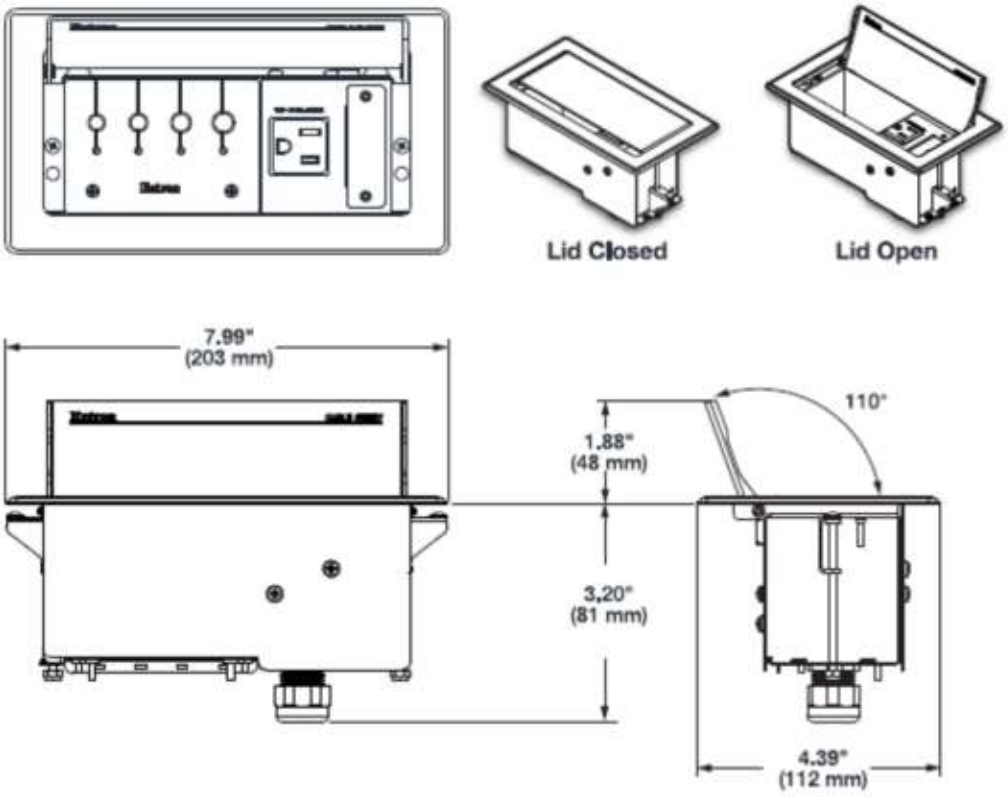
Freight Elevator located approx. 100m from loading dock



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)

APPENDIX 3 to ANNEX A

Image 1 : 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 $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Outside 4pm – 10pm*			
*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 *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.*	
Loading Dock/Location	
Location Hours	Lester B. Pearson 125 Sussex Drive, Ottawa, ON
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 36 foot trailer & tractor (56ft total) or straight trucks up to 45 feet (28ft box) fit in the loading dock with no issue at all.

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) $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Normal 8am – 4 pm*			
**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): *[applicable at contract award only]*	$
	Total Estimated Cost : *[applicable at contract award only]*	$

*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 $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Outside 4pm – 10pm*			
*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 *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.*	
Loading Dock/Location	
Location Hours	Lester B. Pearson 125 Sussex Drive, Ottawa, ON
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 36 foot trailer & tractor (56ft total) or straight trucks up to 45 feet (28ft box) fit in the loading dock with no issue at all.

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) $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Normal 8am – 4 pm*			
**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):** *[applicable at contract award only]*	$
10	**Total Estimated Cost :** *[applicable at contract award only]*	$

*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	4			
				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 $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Outside 4pm – 10pm*			
*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 *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.*	
Loading Dock/Location	
Location Hours	Lester B. Pearson 125 Sussex Drive, Ottawa, ON
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 36 foot trailer & tractor (56ft total) or straight trucks up to 45 feet (28ft box) fit in the loading dock with no issue at all.

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) $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Normal 8am – 4 pm*			
**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):** *[applicable at contract award only]*	$
10	**Total Estimated Cost :** *[applicable at contract award only]*	$

*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 $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Outside 4pm – 10pm*			
*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 *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.*	
Loading Dock/Location	
Location Hours	Lester B. Pearson 125 Sussex Drive, Ottawa, ON
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 36 foot trailer & tractor (56ft total) or straight trucks up to 45 feet (28ft box) fit in the loading dock with no issue at all.

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) $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Normal 8am – 4 pm*			
**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):** *[applicable at contract award only]*	$
10	**Total Estimated Cost :** *[applicable at contract award only]*	$

*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			
	Commissionaire Table	2			
				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 $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Outside 4pm – 10pm*		
*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 *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.*	
Loading Dock/Location	
Location Hours	Lester B. Pearson 125 Sussex Drive, Ottawa, ON
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 36 foot trailer & tractor (56ft total) or straight trucks up to 45 feet (28ft box) fit in the loading dock with no issue at all.

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) $
125 Sussex, Ottawa, Ontario *Level 1-4*	*May 10th, 2021*	*Normal* *8am – 4 pm*		
**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): *[applicable at contract award only]*	$
	Total Estimated Cost : *[applicable at contract award only]*	$

*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 $
125 Sussex, Ottawa, Ontario Level 1-4	*May 10th, 2021*	*Outside 4pm – 10pm*			
*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 *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.*	
Loading Dock/Location	
Location Hours	Lester B. Pearson 125 Sussex Drive, Ottawa, ON
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 36 foot trailer & tractor (56ft total) or straight trucks up to 45 feet (28ft box) fit in the loading dock with no issue at all.

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 8am – 4 pm*			
**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):** *[applicable at contract award only]*	$
10	**Total Estimated Cost :** *[applicable at contract award only]*	$

*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? ☑ No / Non ☐ Yes / Oui
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 :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
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 :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☐ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET– SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

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? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

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? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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? ☑ No / Non ☐ Yes / Oui
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?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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	2. Branch or Directorate / Direction générale ou Direction Real Property Services
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	

4. Brief Description of Work / Brève description du travail

Procurement, Delivery and installation of the furniture lot that cannot be obtained through SA

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	☑ No / Non	☐ Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? 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
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or 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 en 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 areas? No 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 des 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 / Etranger ☐
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion ☐ Not releasable À ne pas diffuser ☐ Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN ☐ Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion ☐ Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A ☐ PROTECTED B / PROTÉGÉ B ☐ PROTECTED C / PROTÉGÉ C ☐ CONFIDENTIAL / CONFIDENTIEL ☐ SECRET / SECRET ☐ TOP SECRET / TRÈS SECRET ☐ TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐ NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐ NATO SECRET / NATO SECRET ☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	PROTECTED A / PROTÉGÉ A ☐ PROTECTED B / PROTÉGÉ B ☐ PROTECTED C / PROTÉGÉ C ☐ CONFIDENTIAL / CONFIDENTIEL ☐ SECRET / SECRET ☐ TOP SECRET / TRÈS SECRET ☐ TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

Government of Canada / Gouvernement du Canada

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				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	PROTECTED / PROTÉGÉ B	PROTECTED / PROTÉGÉ C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements / 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, classifier 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, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEXE C

Additional Security Requirements

See attached

ANNEX D

Additional Security Requirements

See attached

ANNEX E

Additional Project Requirements

See attached

ANNEX F

Lester B Pearson OHS Building Plan

See attached

ANNEX G

LEED REQUIREMENTS

See attached

ANNEX H

Construction Site Access

See attached