



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

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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**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 7<sup>e</sup> étage,  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Focus Pods, Chairs, Whiteboards Focus Pods, Chairs, Whiteboards	
<b>Solicitation No. - N° de l'invitation</b> EP916-212055/C	<b>Date</b> 2021-04-22
<b>Client Reference No. - N° de référence du client</b> 20212055	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$PQ-999-79974	
<b>File No. - N° de dossier</b> pq999.EP916-212055	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-05-10</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacCuaig, Shannon	<b>Buyer Id - Id de l'acheteur</b> pq999
<b>Telephone No. - N° de téléphone</b> (613) 697-0956 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Solicitation No. - N° de l'invitation  
EP916-212055/B  
Client Ref. No. - N° de réf. du client  
EP916-212055

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq999.EP916-212055

Buyer ID - Id de l'acheteur  
pq999  
CCC No./N° CCC - FMS No./N° VME

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## SECURITY REQUIREMENTS CHECK LIST

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. There is no security associated with this requirement.  
Contractor may be escorted; possession of a security clearance not required.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Requirement**

The Work to be performed is detailed under Annex 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 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

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

[tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-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.

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

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## 2.3 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.

## 2.4 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

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

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

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

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

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

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

- 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
- 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 and 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 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

Mandatory Technical Criteria (MTC)	
<b>MTC 1</b>	<p>The Bidder must certify that the products offered at Annex B – Basis of Payment conform to the specifications detailed in Annex A – Statement of Requirement.</p> <p>To demonstrate MTC1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 – Certifications of this solicitation.</p>
<b>MTC 2</b>	<p>The Bidder's proposed product must meet the dimensions in Annex A.</p> <p>To demonstrate compliance with MTC 2, the bidder must submit a cut sheet with dimensions and a drawing or product image in hard copy or electronic copy of the proposed products listed in Annex A of items R1-R9.</p> <p>Phone booths must also include the seat and work surface dimensions.</p>

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. Up to two contracts may be awarded from the 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Product Conformance

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

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1 Security Requirements

There is no security requirement applicable to the Contract.

Contractor may be escorted; possession of security clearance not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

### 6.2 Requirement

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

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."

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

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

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

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## 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: Shannon MacCuaig  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: L'Esplanade Laurier, 140 O'Connor, Street, Ottawa, Ontario, K1A 0R5  
Telephone: (613) 697-0956  
E-mail address: Shannon.MacCuaig@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)*.

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## 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) 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.

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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**

#### **1. REQUIREMENT**

The department of Public Services and Procurement Canada (PSPC), on behalf of Natural Sciences and Engineering Research Council of Canada/ Social Sciences and Humanities Research Council (NSERC/SSHRC), has a requirement for the supply, delivery and installation of furniture products and prefabricated private phone booths.

#### **2. SCOPE**

Furniture specifications have been crafted to obtain furniture that enhances the design principles of GCworkplace. Furniture should meet the needs of providing additional work points within the m<sup>2</sup> identified for each work point as well as enhance the acoustic and visual acoustic isolation with screens and textiles.

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

The supplier is responsible for supplying all necessary hardware, connectors, supports, components (including electrical components) and wall mounts etc. required for furniture installation. The supplier will also be responsible for the delivery and installation of the product. All products must be new.

#### **3. RESPONSIBILITY**

The Contractor will supply, deliver and install the Work detailed in all parts of Annex A. The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract and in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex A. In the event the Contractor omitted 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.

#### **4. GENERAL CONDITIONS**

##### **4.1 Schedule**

- a) The furniture installation for floors 2 through 8,.
- b) The Contractor will need to coordinate the furniture installation with the Contractor, and the Project Authority (PA).

##### **4.2 Building Access**

- a) Contractor must identify use of a third party installation company if applicable.
- b) All deliveries are to be done after normal business hour and brought through the Loading Dock.
- c) Installation to be completed during regular business hours.
- d) Personal protection safety equipment must be worn by the furniture installers at all times.
- e) Contractor site orientation is required for all installers and affiliated personnel who require site access.
- f) Installers and affiliated personnel who require site access will need to pass security screening as well as obtain site specific access badges

##### **4.3 Security**

- a) The Contractor must be responsible for securing their equipment and materials.

##### **4.4 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) The Contractor must follow all site ZIBI requirements for the disposal of waste products

## 5. REFERENCES AND TEST REQUIREMENTS for Collaborative furniture

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

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

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

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

### 5.3 American Association of Textile Chemists and Colorists (AATCC)

1. AATCC EP001-EP-1 - Grey Scale for ColorChange

### 5.4 Association for Contract Textiles (ACT)

1. ACT Voluntary Performance Guidelines for Upholstery.

### 5.5 Business and Institutional Furniture Manufacturers Association (BIFMA)

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

### 5.6 Canadian General Standards Board (CGSB)

1. GreenGuard Certification Standards for Low-Emitting Products.
2. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.

### 5.7 Underwriter Laboratory Inc.

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

### 5.8 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.

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

### 5.10 ASTM International (formerly American Society for Testing and Materials)

1. ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
2. ASTM D523- Standard Test Method for Specular Gloss
3. ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test

4. ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.

5.11 Revised Test Standard(s):. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).

5.12 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.

5.13 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.

**6. STANDARDS for phone booths**

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

- CARB Phase 2 part of California's Composite Wood Products Regulation (CWP Regulation).
- CAL-TB 117 - California Technical Bulletin 117 - Flammability Standard Requirements for Upholstered Furniture
- CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
- CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.
- ICES-005 Radio Frequency Lighting Devices
- Sustainability: products to be certified by independent third-party in accordance with BIFMA e3 – minimum Level 1
- Environmental: product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and not to exceed emissions concentration limits in accordance with ANSI/BIFMA X7.1-[R2016], Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating or SCS Indoor Advantage and Indoor Advantage™ Gold.
- ASTM C423 - Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method
- ULC-S102-2018, Standards Method of Test for Surface Burning Characteristic of Building Materials and Assemblies

**7. TEST AND EVALUATION REPORTS for phone booths**

7.1 Test reports must be provided for examination *upon request* and be not more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.

7.2 All tests must be completed by an *acceptable test facility*.<sup>1</sup>

7.3 Revised Test Standard(s): Reference is made to the testing standards listed within this spec and to the requirement that all products offered have successfully passed the referenced testing standards where applicable. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).

7.4 Product Changes: When physical changes are made to products already tested against the referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an *acceptable test facility*.<sup>1</sup>

7.5 Must be able to provide test report within 5 days upon request.

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

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

## 8. MANUALS & DATA

The Contractor must provide the manufacturer's written instructions for maintenance of operable components and cleaning procedures. The documentation provided must include the name of the original installation company and contact information.

## 9. PRIORITY OF DOCUMENTS

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

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

## 10. PERFORMANCE REQUIREMENTS

10.1 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.

10.1.1 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.

10.1.2 Doors must fit squarely and evenly into the openings on all sides.

10.1.3 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.

10.1.4 Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.

10.2 Style and finish must coordinate between all pieces unless otherwise indicated.

## 11. ENVIRONMENTAL REQUIREMENTS

11.1 Materials Chemistry:

11.1.1 Must be constructed free of environmentally hazardous materials such as CFC (chlorofluorocarbon), solvent- based adhesives, heavy metals (chrome, lead, and mercury) and

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benzene.

11.1.2 Shall be constructed free of environmentally hazardous processes such as those that produce VOC's and deplete ozone.

11.1.3 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.

11.1.4 A power cord which doesn't contain PVC plastic shall be standard.

11.1.5 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.

**12. LEED Requirements & Waste Management:**

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

**13. PACKAGING AND DISTRIBUTION**

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

13.2 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).

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

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

## List of Products

### Package 1

- 1 Bar-height table at back of 60 ° Curvilinear Bench – R1a & R1b

### Package 2

- 2 Fixed Reclined Posture Lounge Chair with Table Arm and Ottoman – R2a & R2b

### Package 3

- 3 Fixed Relined Posture Lounge Chair without arms and with Ottoman – R3a & R3b

### Package 4

- 4 L-Shaped Lounge Seating - R4

### Package 5

- 5 Lounge Seat with high back and sides – R5

### Package 6

- 6 Free Standing Mobile White Board – R6

### Package 7

- 7 Focus Pod Lounge Chair– R7

### Package 8

- 8 Focus Pod Desk – R8

### Package 9

- 9 Phone Booths

## Detailed Product Descriptions

### **1. R1a & R1b – Bar-Height table at back of curvilinear Bench**

Location: Teaming Areas

#### **1.A.1 R1a - Bar-Height table**

##### 1.A.1. Description

- .1 Freestanding or supported by curvilinear bench (item 1.B.1.).
- .2 Curve to match bench curve (item 1.B.1.).
- .3 Post Legs or cantilevered from curvilinear bench (item 1.B.1.).
- .4 Come with cable management kit.
- .5 Allow for two (2) grommets per unit.
- .6 Flat edge profile or seamless.

##### 1.A.2 Dimension

- .1 Table overall width must be within the following range: 1285 mm (51 in.) to 1867 mm (73.5 in.) inclusive.
- .2 Table depth must be within the following range: 254 mm (10 in.) to 508 mm (20 in.) inclusive.
- .3 Table height from floor must be within the following range: 1041 mm (41 in.) to 1092 mm (43 in.) inclusive.

##### 1.A.3 Finishes

- .1 Table top to be high pressure laminate with self or seamless edge.
- .2 Legs or brackets to be factory painted metal.

### **1.B.1 R1b - 60° Curvilinear Bench**

#### **1.B.1 Description**

- .1 Arc/curve of bench must be 60°.
- .2 Must be individual units which gang together.
- .3 Must seat two (2) persons.
- .4 Must have an integral upholstered high back.
- .5 No Bolster.

#### **1.B.2 Dimension**

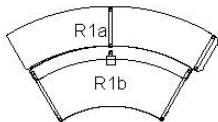
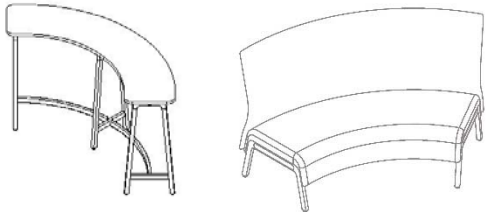
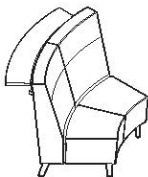
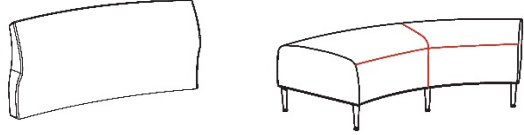
- .1 Bench overall width must be within the following range: 1285 mm (51 in.) to 1867 mm (73.5 in.) inclusive.
- .2 Bench overall depth must be within the following range: 762 mm (30 in.) to 889 mm (35 in.) inclusive.
- .3 Bench back height must be within the following range: 1041 mm (41 in.) to 1270 mm (50 in.) inclusive.
- .4 Seat depth must be no less than 483 mm (19 in.) +/- 25 mm (1 in.) inclusive.
- .5 Seat height must be within the following range: 381 mm (15 in.) to 483 mm (19 in.) inclusive.

#### **1.B.3 Finishes**

- .1 Seat and backrest must be fully upholstered with stitch detailing for a *tailored appearance*.
- .2 Seat back must allow for different fabric option than the seat.
- .3 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)
- .4 Bench supports on floor must be chrome, painted metal or wood.

#### **1.B.4 Support/Bases**

- .1 If manufacturer's standard offering requires legs for stability, the legs must not be higher than 152 mm (6 in.) +/- 25 mm (1 in.) inclusive.

<b>Product being referenced</b>	<b>Quantity</b>
R1a & R1b Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Levels 3 to 7	Levels 3 to 7 – Qty. 3 at one location each level  <b>Total: 15</b>
<b>Graphic Representation :</b>  Plan	
	

Note - Image (for reference only) and Quantities

## **2. R2a & R2b – Fixed Reclined Posture Lounge Chair with Table Arm and Ottoman**

Location: Focus Rooms

### **2.A.1 Fixed Reclined Posture Lounge Chair with Table Arm (R2a)**

#### 2.A.1 Description

- .1 Fixed Inclined Back with a degree tilt of approximately 8°.
- .2 Must have arms that are integral to the design of the chair.
- .3 Must be *modern* and tailored in appearance.
- .4 Tablet arm must be fixed to the unit and have a 360° turning radius or the ability to move in and out or can be a separate table that can be slid over arm. Tablet arm must be available in right or left handed.
- .5 Chair must have sled, post or star base with glides or pedestal base.

#### 2.A.2 Dimensions

- .1 Tablet surface must have a *footprint* of no less than 929 cm<sup>2</sup> (144 in.<sup>2</sup>).
- .2 Seat height must be between 406 mm (16 in.) to 508 mm (21 in.) inclusive.
- .3 Chair must have an overall height within the following range: 1041 mm (41 in.) to 1112 mm (44 in.) inclusive.

#### 2.B.3 Finishes

- .1 Seat, backrest and arms must be fully upholstered with stitch detailing for a *tailored appearance*.
- .2 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)
- .3 Tablet arm or table must be laminate, glass or wood finish with metal support to match chair support.

#### 2.B.4 Support/Bases

- .1 Base to be chrome, painted metal or wood finish.

### **2.B.1 Ottoman or Foot Stool (R2b)**

#### 2.B.1 Description

- .1 Must be from same series as chair (item 2.A.1).
- .2 Support must match chair (2.A.1) or be a solid upholstered base.

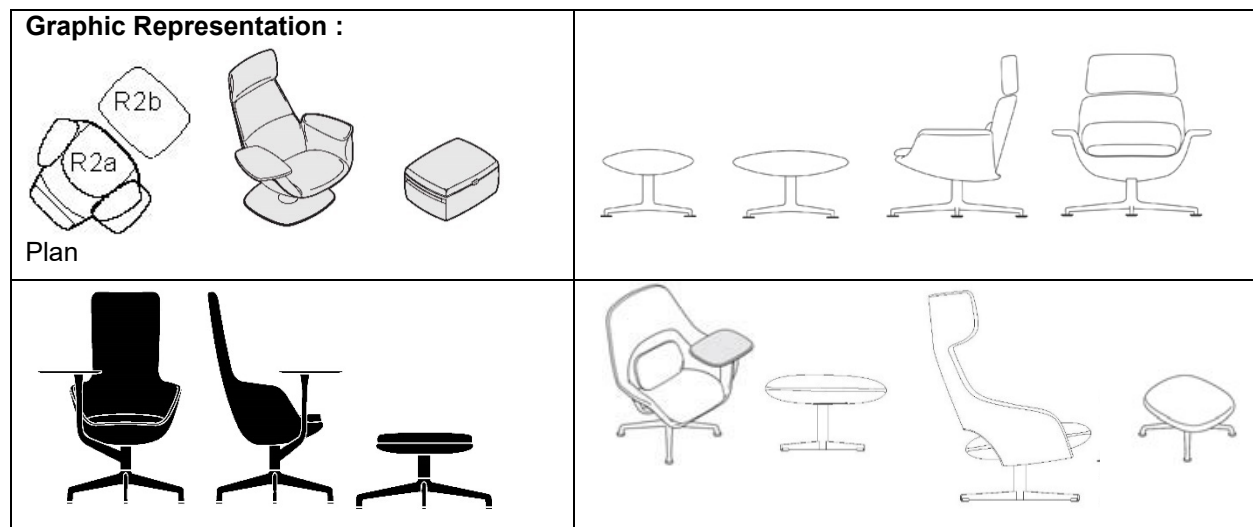
#### 2.B.2 Dimensions

- .1 Width must be within the following range: 610 mm (24 in.) to 914 mm (36 in.) inclusive.
- .2 Depth must be within the following range: 610 mm (24 in.) to 762 mm (30 in.) inclusive.
- .3 Must have a have an overall height within the following range: 356 mm (14 in.) to 419 mm (16.5 in.) inclusive.

#### 2.B.3 Finishes

- .1 Must be fully upholstered except support (if support matches chair).
- .2 Must be available in the same fabrics as the chair (item 2.A.1).
- .3 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)
- .4 Must have stitch detailing for a *tailored appearance*.

Product being referenced	Quantity
<b>R2a &amp; R2b</b> Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Levels 2 to 8	Level 2 – Qty. 1 Levels 3 & 5 – Qty. 4 each level Level 4 – Qty. 3 Levels 6 & 7 – Qty. 2 each level Level 8 – Qty. 1 <b>Total: 17</b>



Note - Image (for reference only) and Quantities

### **3. R3a & R3b – Fixed Reclined Posture Lounge Chair and Ottoman**

Location: Relaxation Points

#### **3.A.1 Fixed Reclined Posture Lounge Chair (R3a)**

##### 3.A.1 Description

- .1 Fixed Inclined Back with a degree tilt of approximately 8°.
- .2 Must not have arms.
- .3 Must be *modern* and tailored in appearance.
- .4 Base may be swivel or fixed.

##### 3.A.2 Dimensions

- .1 Seat overall width must be within the following range: 635 mm (25 in.) to 927 mm (36.5 in.) inclusive.
- .2 Back height must be within the following range: 990 mm (39 in.) to 1270 mm (50 in.) inclusive.
- .3 Seat height must be within the following range: 381 mm (15 in.) and 508 mm (20 in.) above floor +/- 13 mm (1/2 in.) inclusive.

##### 3.B.3 Finishes

- .1 Seat, backrest and arms must be fully upholstered with stitch detailing for a *tailored appearance*
- .2 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)

##### 3.B.4 Support/Bases

- .1 Base to be chrome, painted metal or wood finish.

#### **3.B.1 Ottoman or Foot Stool (R3b)**

##### 3.B.1 Description

- .1 Must be from same series as chair (item 3.A.1).
- .2 Support must match chair (item 3.A.1) or be a solid upholstered base.

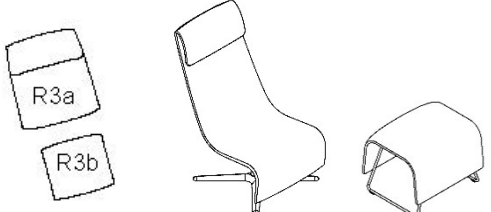



### 3.B.2 Dimensions

- .1 Width must be within the following range: 610 mm (24 in.) to 914 mm (36 in.) inclusive.
- .2 Depth must be within the following range: 508 mm (20 in.) to 762 mm (30 in.) inclusive.
- .3 Must have a have an overall height within the following range: 356 mm (14 in.) to 419 mm (16.5 in.) inclusive.

### 3.B.3 Finishes

- .1 Must be fully upholstered except support (if support matches chair).
- .2 Must be available in the same fabrics as the chair (item 3.A.1).
- .3 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)
- .4 Must have stitch detailing for a *tailored appearance*.

Product being referenced	Quantity
<b>R3a &amp; R3b</b> Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Levels 3 to 8	Levels 3 to 7 – Qty. 5 each level Level 8 – Qty. 2 <b>Total: 27</b>
<b>Graphic Representation :</b> 	

Note - Image (for reference only) and Quantities

## 4. R4 – L-Shaped Seating

Location: Huddles

### 4.1 L-Shaped Seating (R4)

#### 4.1 Description

- .1 Must come without bolster,
- .2 Back must be fixed and mid-height and run continuous length of all seating including corner piece.
- .3 Must come without arms.
- .4 Each "L" must be able to seat a minimum of a two persons comfortably.
- .5 May be constructed with a corner piece, either curved or square, to form "L" shape between two straight pieces.
- .6 If made of multiple components, they must gang together.
- .7 Must have legs.

#### 4.2 Dimensions

- .1 Overall width must be within the following range: 1168 mm (46 in.) to 1498 mm (59 in.) inclusive.
- .2 Overall height must be within the following range: 813 mm (32 in.) to 840 mm (33 in.) inclusive.
- .3 Overall depth of each straight component (seat and back) must be within the following range: 686 mm (27") to 762 mm (30 in.) inclusive.

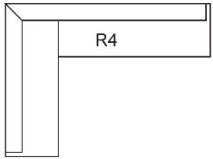
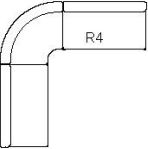
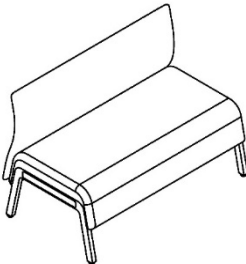
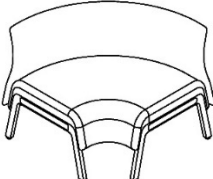
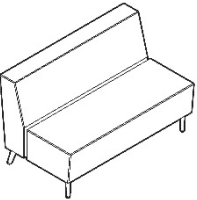
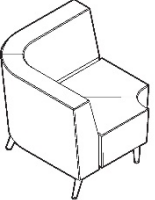
- .4 Overall depth of curved corner piece (if applicable) must be within the following range: 940 mm (37 in.) to 1016 mm (40 in.) inclusive.
- .5 Inside seat depth must be no less than 508 mm (20 in.) +/- 25 mm (1 in.) inclusive for all components.
- .6 Seat height must be within the following range: 406 mm (16 in.) and 508 mm (20 in.) above floor +/- 13 mm (1/2 in.) inclusive.

#### 4.3 Finishes

- .1 Seat and back must be fully upholstered with stitch detailing for a *tailored appearance*.
- .2 Seat and back must allow for different fabric option than the seat.
- .3 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)

#### 4.4 Support/Bases

- .1 Legs must be chrome, factory painted metal or wood.

Product being referenced	Quantity
<b>R4</b> Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Levels 3 to 8	Levels 3 to 7 – Qty. 3 each level Level 8 – Qty. 2 <b>Total: 17</b>
<b>Graphic Representation :</b>    Plan	 
 	

Note - Image (for reference only) and Quantities

### **5. R5 – Lounge Seat with High Back and Sides**

Location: Floor 2 phone areas

#### **5.1 Lounge Seat with high Back and Sides (R5)**

##### 5.1 Description

- .1 Back and sides must be affixed to seat.
- .2 Must have legs.
- .3 Can be with or without a fixed bolster.
- .4 Side panels must be within 76 mm (3 in.) with front edge of seat.
- .5 Side panels to provide visual and acoustic privacy for user.
- .6 Back and sides must stop at top of legs.

## 5.2 Dimensions

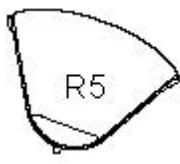
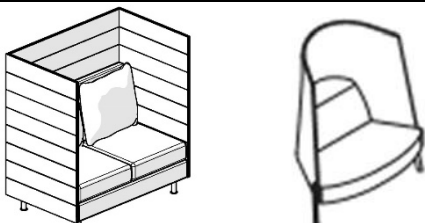
- .1 Overall width must be within the following range: 686 mm (37 in.) to 1321 mm (52 in.) inclusive.
- .2 Overall height must be within the following range: 1194 mm (47 in.) to 1372 mm (54 in.) inclusive.
- .3 Overall depth must be within the following range: 762 mm (30 in.) to 940 mm (37 in.) inclusive.
- .4 Seat height must be within the following range: 406 mm (16 in.) and 508 mm (20 in.) above floor +/- 13 mm (1/2 in.) inclusive.

## 5.3 Finishes

- .1 Seat and back must be fully upholstered with stitch detailing for a *tailored appearance*.
- .2 Seat and back must allow for different fabric option than the seat.
- .3 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)

## 5.4 Support/Bases

- .1 Legs must be chrome, factory painted metal or wood.

Product being referenced	Quantity
<b>R5</b> Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Level 02 Only	Level 02 – 4  <b>Total: 4</b>
<b>Graphic Representation :</b>  <b>Plan</b>	

Note - Image (for reference only) and Quantities

## 6. R6 - Free Standing Mobile White Board

Location: Teaming Areas, Project Rooms, Huddles

### 6.1 Free Standing Mobile White Board (R6)

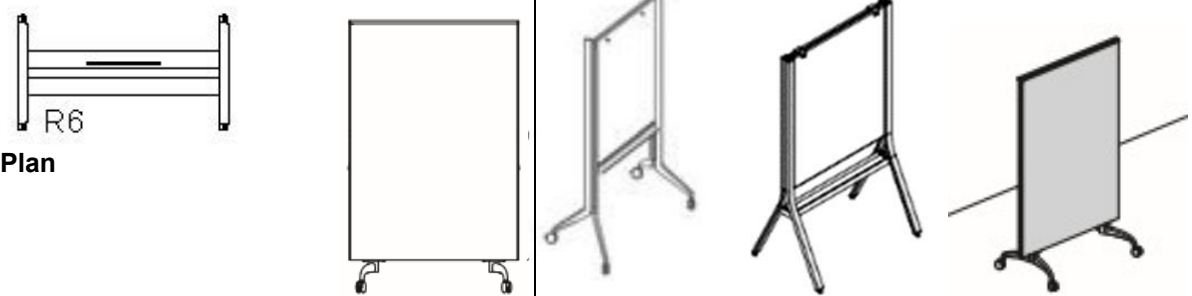
#### 6.1 Description

- .1 Magnetic porcelain surface on both sides which also allows for dry erase.
- .2 Fully framed surfaces
- .3 Must have lockable casters on base for use on carpet
- .4 Must have an integrated marker and eraser storage or tray.

#### 6.2 Dimension

- .1 Overall width to be within the following range: 1143 mm (45 in.) and 1372 mm (54 in.) inclusive.
- .2 Overall depth to be within the following range: 610 mm (24 in.) and 762 mm (30 in.) inclusive.
- .3 Overall height to be within the following range: 1372 mm (54 in.) and 1956 mm (77 in.) inclusive.

- 6.3 Finishes
- .1 Two-sided white magnetic porcelain surface.
  - .2 Metal frame to be chrome or factory painted metal.
  - .3 Cleanable and durable.

Product being referenced	Quantity
<b>R6</b> Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Levels 03 to 07	Levels 3 to 7 – Qty. 2 each level  <b>Total: 10</b>
<b>Graphic Representation :</b>  	

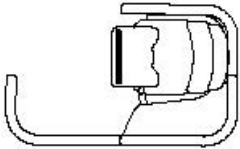
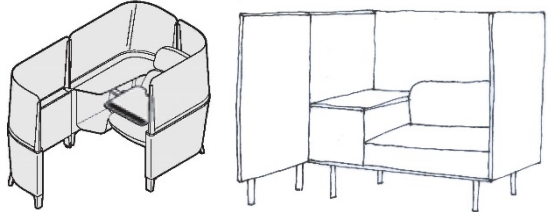
Note - Image (for reference only) and Quantities

## **7. (R7) - Focus Pod Lounge Chair with Integral Screens and Tablet**

Location: Focus Pods

### **7.1 Focus Pod Lounge Chair with Screens and Tablet**

- 7.1 Description
- .1 Upholstered reclined posture lounge chair with high back and built in laptop table.
  - .2 Metal 4 legs with glides.
  - .3 Fully upholstered chair; back and seat.
  - .4 Fully upholstered sides and back or upholstered sides and back with translucent screens at top to make up full overall height.
  - .5 Must have option to lengthen/add screens on one side.
  - .6 Screens/enclosure must not be continuous to floor but be supported by legs.
- 7.2 Dimension
- .1 Overall width to be within the following range: 940 mm (37 in.) and 1200 mm (47.25 in.) inclusive.
  - .2 Overall length/depth to be within the following range: 920 mm (36 in.) and 1829 mm (72 in.) inclusive.
  - .3 Overall height to be within the following range: 1143 mm (45 in.) and 1372 mm (54 in.) inclusive.
- 7.3 Finishes
- .1 Seat and back must be fully upholstered with stitch detailing for a *tailored appearance*.
  - .2 Tablet or table to be high pressure laminate or wood veneer.
  - .3 Upholstery must be manufacturer's grade 5 or above (or approved equivalent)
  - .4 Cleanable and durable – stain repellant and minimum of 80,000 double rubs.
- 7.4 Support/Bases
- .1 Legs to be chrome, factory painted metal or wood.

Product being referenced	Quantity
<b>R7</b> Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Levels 03 to 08	Level 3 – Qty. 12 Level 4 – Qty. 11 Level 5 – Qty. 12 Levels 6 & 7 – Qty. 11 each level Level 8 – Qty. 7 <b>Total: 64</b>
<b>Graphic Representation :</b>  <b>Plan</b>	

Note - Image (for reference only) and Quantities

## **8. (R8) - Focus Pod Desk**

Location: Focus Pods

### **8.1 Focus Pod Desk with Screens**

#### 8.1 Description

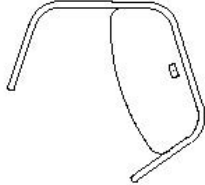
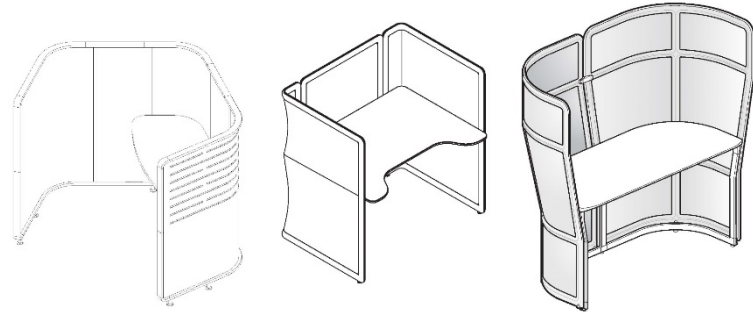
- .1 Freestanding unit must include a *work surface* for a single user and be enclosed on three sides with screens.
- .2 *Work surface* and screens must be from the same product line.
- .3 Screens must extend beyond the front edge of the *work surface* on both sides.
- .4 Screen must be provided along the entire back side of the *work surface*.
- .5 Slots are permitted in screens.
- .6 Seat will be provided separately and does not form part of this specification.

#### 8.2 Dimension

- .1 Overall width to be within the following range: 1245 mm (49 in.) and 1930 mm (76 in.) inclusive.
- .2 Overall depth to be within the following range: 1676 mm (66 in.) and 1930 mm (76 in.) inclusive.
- .3 Overall height to be within the following range: 1270 mm (50 in.) and 1371 mm (54 in.) inclusive.
- .4 Depth of *work surface* to be within the following range: 686 mm (27 in.) and 940 mm (37 in.) inclusive.
- .5 Screens must extend beyond the front edge of the *work surface* a minimum of 76 mm (3 in.) +/- 13 mm (1/2 in.) inclusive on one side.
- .6 Screens must extend beyond the front edge of the *work surface* a minimum of 914 mm (36 in.) +/- 13 mm (1/2 in.) inclusive on the other side.

#### 8.3 Finishes

- .1 Screens must be fabric covered or wood veneer.
- .2 *Work surface* must be high pressure laminate or wood veneer.
- .3 Fabric must be manufacturer's grade 3 or above (or approved equivalent).

Product being referenced	Quantity
<b>R8</b> Location – 125 Zaida Eddy Private, Ottawa Ontario, K1A, Levels 03 to 08	Levels 3 to 7 – Qty. 6 each level Level 8 – Qty. 1  <b>Total: 31</b>
<b>Graphic Representation :</b>  <b>Plan</b>	
	

Note - Image (for reference only) and Quantities

## **9. (R9) – Phone Booths**

### **List of Phone Booth Products**

Single occupant – Prefabricated Private Phone Booth

### **Detailed Product Description**

#### **1 – Single occupant – Prefabricated Private Phone Booth**

##### **1.1 Description**

1.1.1 – Prefabricated private phone booth is a private compact freestanding booth that can be placed in an office design and relocated as required. Units to be self-contained with ventilation fan, lighting, electrical and data outlets. Powered by plug-in standard wall outlet.

1.1.2 Units may be provided with integrated floor or be mounted over existing floor.

1.1.3 Booth must include an integrated or freestanding seat.

1.1.4 Booth must include a work surface and a minimum of one (1) power and one (1) USB outlets.

.1 Outlet locations to be integrated into work surface or wall panel.

1.1.5 Door swing must pivot right or left handed. It can be a glass door or a framed door with glass. Door must be enabled with one releasing operation.

.1 Clearance width for door opening: minimum 812 mm (32 in.) +/- 25 mm (1 in.) inclusive.

.2 Door seals: could be brush or foam receiver at closer side for sound isolation

.3 Glass – tempered or laminated to CAN/CGSB-12.1 - Safety Glazing or ANSI  
Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance  
Specifications and Methods of Test

## 1.2 Dimension

1.2.1 Perimeter dimensions – minimum front 1016mm (40 in) +/- 25 mm (1 in.) inclusive, minimum depth 737mm (29 in) +/- 25 mm (1 in.) inclusive

1.2.2 Floor Covering Area – minimum 0.88sq.m (9.5 sq ft), maximum 1.485 sq.m (16 sq.ft)

1.2.3 Height of unit – minimum 2032mm (80 in) +/- 25 mm (1 in.) inclusive, maximum 2311mm (91 in) +/- 25 mm (1 in.) inclusive

## 1.3 Finishes

1.3.1 The manufacturer or Contractor to provide sample/selections of exterior and interior finishes upon contract award.

## 1.4 Other requirements

### 1.4.1 Acoustic Performance:

- .1 Noise Insulation Class (NIC) - Average minimum NIC 25 measured in accordance to ASTM E596 - Laboratory measurement of noise reduction of sound-isolating enclosures. The testing unit must be tested as delivered with no modification or special additional sound treatment applied during test.
- .2 Interior wall, floor covering material and acoustic requirement:
  - .1 Ceiling: Minimum 50% of ceiling surface area must be covered with sound absorption material (exclude Lights, and Fan areas).
  - .2 Walls: Minimum 25% of interior wall cover area must be covered with sound absorption materials.
  - .3 Units with integrated floor are to be provided anti-static and stain-resistant carpet.
- .3 Fire Alarm System - The sound pressure level inside the prefabricated phone booth for a fire alarm audible signal device shall be not less than 65 dBA and not more than 110 dBA.

### 1.4.2 Comfort:

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

### 1.4.3 Fire protection

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

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

.2 Smoke Development: less than 450.

.2 Sprinkler knockout as requested by local authority

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

1.4.4 Seismic qualification report and anchoring requirements prepared by professional engineer registered or licensed in [Provincial] [Territories] [Canada] as requested by local authority as per project basis

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



## **APPENDIX 1 to Annex A**

### **Delivery and Installation Schedule**

The delivery and installation will be carried out in accordance with the Schedule listed below:

#### **Sequence of the Work:**

The delivery and installation will be staggered over several working days to ensure the sequences of delivery and/or installation flows accordingly and each Contractor is given sufficient time to proper their work.

NOTE: The following dates maybe subject to changes and are dependent on the building construction schedule. It is the Contractors responsibility to validate the delivery and installation dates with the Contractor, and the Project Authority.

#### **Schedule of Floors:**

Refer to Annex B

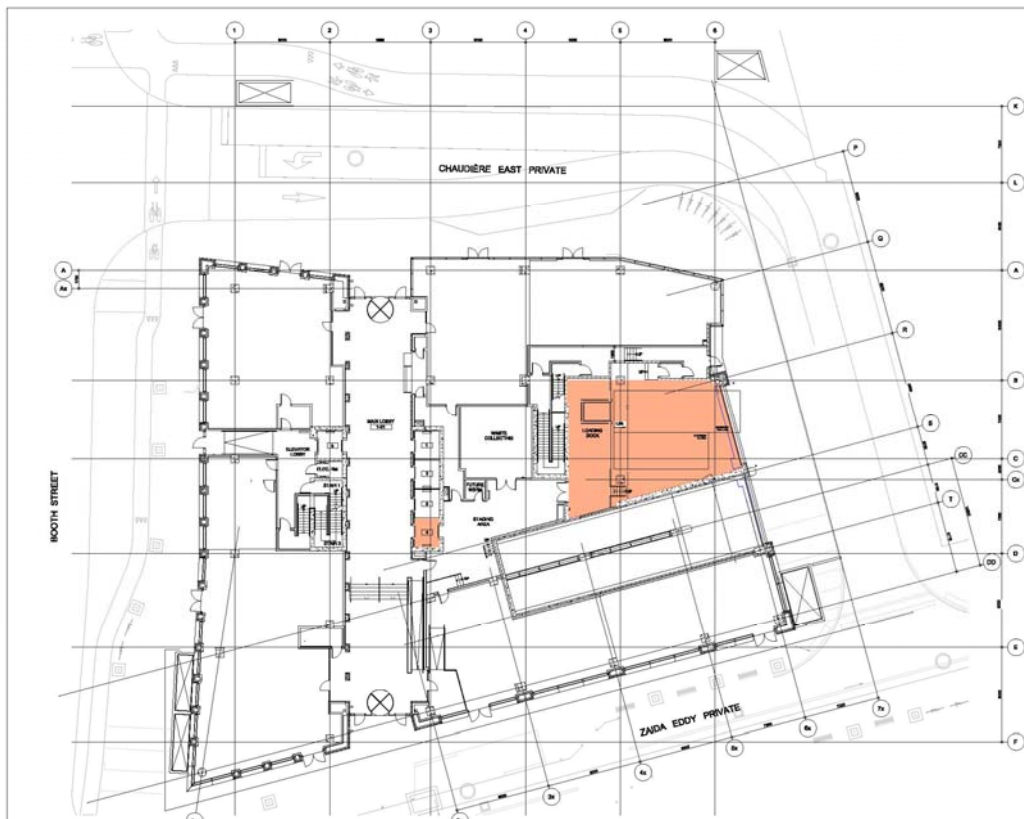
#### **Delivery & Installation Instructions**

- a) Delivery as per Project Authority pre-determined authorize time and schedule – Delivery will happen outside normal business hours and Installations during normal business hours unless instructed otherwise by Project Authority.
- b) All deliveries and installations without exception must be scheduled and coordinated with the Project Authority.
- c) All deliveries must be through loading dock area only, not pedestrian entrances.
- 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.
- g) LOADING/UNLOADING AREAS: Contractor must use only the loading and unloading areas approved by the Project Authority. 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's 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
- k) 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.
  - i. 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:

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

- l) Delivery and Installation specifically for the Phone Booth's
  - a. Product is to be received and unloaded at all site location after business hours defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm.
  - b. Install in accordance with the manufacturers written instructions using trained personnel at the site location after business hours, defined as Monday to Friday 5:00 pm to 12:00 am and Saturday to Sunday 8 am to 5pm.
- m) Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.

### Loading dock & Freight Elevator Key Plan



## ANNEX B

### BASIS OF PAYMENT

**Table 1 – Package 1**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
1	R1a – Bar-Height table	15		\$	\$
1	R1b - curvilinear Bench	15		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 1**

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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
<p>*Normal Business Hours are 8:00 – 17:00  ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am &amp; Saturday to Sunday 8 am to 5pm.  ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.</p>			Subtotal for Deliveries:		\$

**Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 1**

<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i> <i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location

Lift	N/A
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 for location
Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.

**Table 3 – Installation – Package 1**

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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.		Subtotal for Installations:			\$

**Table 4 - Bid Evaluation – Package 1**

(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 1**

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

**Table 1 – Package 2**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
2	Fixed Reclined Posture Lounge Chair with Table Arm R2a	17		\$	\$
2	Ottoman –R2b	17		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 2**

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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Deliveries:		\$

**Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 2**

Canada's Facilities to Accommodate the Delivery	
<i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>	
<i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i>	
<i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**Table 3 – Installation – Package 2**

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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Installations:		\$

**Table 4 - Bid Evaluation – Package 2**  
(Canada may complete if not completed by the Bidder)

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

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

**Table 5 – Bidder's Authorized Representative – Package 2**

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

**Table 1 – Package 3**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
3	Fixed Reclined Posture Lounge Chair (R3a)	27		\$	\$
3	Ottoman or Foot Stool (R3b)	27		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 3**

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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Deliveries:		\$

**Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 3**

Canada's Facilities to Accommodate the Delivery	
<i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>	
<i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i>	
<i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**Table 3 – Installation – Package 3**

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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Installations:		\$

**Table 4 - Bid Evaluation – Package 3**  
(Canada may complete if not completed by the Bidder)

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

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

**Table 5 – Bidder's Authorized Representative – Package 3**

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



**Table 1 – Package 4**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
4	L-Shaped Seating (R4)	17		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 4**

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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Deliveries:		\$

**Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 4**

Canada's Facilities to Accommodate the Delivery	
<i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>	
<i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i>	
<i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**Table 3 – Installation – Package 4**

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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Installations:		\$

**Table 4 - Bid Evaluation – Package 4**

*(Canada may complete if not completed by the Bidder)*

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

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

**Table 5 – Bidder's Authorized Representative – Package 4**

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

**Table 1 – Package 5**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
5	Lounge Seat with high Back and Sides (R5)	4		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 5**

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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
<p>*Normal Business Hours are 8:00 – 17:00  ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am &amp; Saturday to Sunday 8 am to 5pm.  ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.</p> <p>Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.</p>			Subtotal for Deliveries:		\$

**Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 5**

Canada's Facilities to Accommodate the Delivery	
<p>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.</p> <p>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.</p> <p>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.</p>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**Table 3 – Installation – Package 5**

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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Installations:		\$

**Table 4 - Bid Evaluation – Package 5**  
(Canada may complete if not completed by the Bidder)

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

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

**Table 5 – Bidder's Authorized Representative – Package 5**

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

**Table 1 – Package 6**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
6	R6 - Free Standing Mobile White Board	10		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 6**

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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Deliveries:		\$

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

Canada's Facilities to Accommodate the Delivery	
<i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>	
<i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i>	
<i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**Table 3 – Installation – Package 6**

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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Installations:		\$

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

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

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

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

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		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
7	Focus Pod Lounge Chair with Integral Screens and Tablet	64		\$	\$
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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
<p>*Normal Business Hours are 8:00 – 17:00  ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am &amp; Saturday to Sunday 8 am to 5pm.  ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.</p>			Subtotal for Deliveries:		\$

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

<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i> <i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Installations:		\$

**Table 4 - Bid Evaluation – Package 7**  
(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 7**

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



**Table 1 – Package 8**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
item	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
8	Focus Pod Desk with Screens	31		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 8**

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 Zaida Eddy Private, Ottawa, Ontario, Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Deliveries:		\$

**Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 8**

<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i> <i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**Table 3 – Installation – Package 8**

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 Zaida Eddy Private, Ottawa Ontario, K1A Levels 2 to 8 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.			Subtotal for Installations:		\$

**Table 4 - Bid Evaluation – Package 8**  
(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 8**

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

**Table 1 – Package 9**

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)
	Single occupant – Prefabricated Private Phone Booth	5		\$	\$
Subtotal:					\$

**Table 2 – Delivery – Package 9**

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 \$
ZIBI – BLOCK 211 125 Zaida Eddy Private K1A Ottawa Level 2Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
<p>*Normal Business Hours are 8:00 – 17:00</p> <p>** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am &amp; Saturday to Sunday 8 am to 5pm.</p> <p>***If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p> <p>Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.</p>			Subtotal for Deliveries:		\$

**Table 2.1 - Canada's Facilities to Accommodate the Delivery – Package 9**

<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses.</i> <i>Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location Hours	4pm-10pm
Dock	Yes – see APPENDIX 1 to Annex A for location
Lift	N/A
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 for location

Other (specify, if any)	Loading Dock is ~12 m from freight elevator Canada DOES NOT recommend a 53 ft trailer for delivery. A moving truck 20ft – 26ft with lift gate is recommended.
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**Table 3 – Installation – Package 9**

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) \$
ZIBI – BLOCK 211 125 Zaida Eddy Private K1A Ottawa Level 2 Refer to Floor Plan in Annex A	July 14, 2021 to August 10, 2021	Outside Normal Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00 ** Outside Normal Business Hours is defined as Monday to Friday 5:PM to 12:00 am & Saturday to Sunday 8 am to 5pm. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.  Delivery and installation dates to be confirmed by Project Authority prior to manufacturing.		Subtotal for Installations:			\$

**Table 4 - Bid Evaluation – Package 9**

(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 9**

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

## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

Not applicable