



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

**Canada Revenue Agency
Agence du revenu du Canada**

Proposal to: Canada Revenue Agency

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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

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

**Bidder's Legal Name and Address (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

**Bidder MUST identify below the name and title of the individual authorized to sign on behalf of the Bidder –
Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire**

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)
(____)

Telephone No. – No de téléphone
(____)

Fax No. – No de télécopieur

E-mail address – Adresse de courriel

**REQUEST FOR PROPOSAL /
DEMANDE DE PROPOSITION**

Title – Sujet Furniture Products	
Solicitation No. – No de l'invitation 1000357679	Date (yyyy-mm-dd) (aaaa-mm-jj) 2021-06-09
Solicitation closes – L'invitation prend fin on – le (yyyy-mm-dd) (aaaa-mm-jj) 2021-07-08 at – à 2:00 P.M. / 14:00 h	Time zone – Fuseau horaire EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
Contracting Authority – Autorité contractante Paul Wren 250 Albert Street, Ottawa ON K1P1H1 paul.wren@cra-arc.gc.ca	
Telephone No. – No de téléphone 613-716-6636	
Fax No. – No de télécopieur n/a	
Destination - Destination See herein / Voir dans ce document	



Request for Proposal (RFP)

Title: Furniture Products

Part 1 General Information

1.1 Introduction

The solicitation is divided into seven parts plus appendices and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the solicitation;
- Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation and Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications to be submitted with the bid and before contract award
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Appendices

- Appendix 1: Mandatory Criteria
- Appendix 2: Point Rated Criteria
- Appendix 3: Financial Proposal

- Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

Annexes

- Annex A: STATEMENT OF WORK
- Annex B: BASIS OF PAYMENT
- Annex C: Synergy 2.0 Solution



1.2 Summary

The Canada Revenue Agency (CRA) has a requirement for the supply, delivery, and installation of new furniture products, on an as and when requested basis, to support its current and evolving work environments. Its variety of work environments is the result of changing workplace standards as well as new pressures prompting the CRA to re-evaluate where and how its employees are doing their work.

The requirement is divided into three (3) categories as follows:

- 1) Category 1: Freestanding Desking
- 2) Category 2: Panel systems
- 3) Category 3: Collaborative and support space furniture

Bidders may submit a proposal for one Category or multiple Categories. The CRA will evaluate bids for each Category separately. The Bidder with the highest ranked responsive bid in each Category and meeting all the mandatory requirements will be recommended for award of a contract for the respective Category.

The CRA reserves the right to award one (1) contract for the Categories that a Bidder is successful in. For example, if Bidder 1 submits bids for each of Categories 1, 2, and 3, and is the highest ranked responsive bid for all three Categories, then the CRA may award one (1) contract to Bidder 1 for Categories 1, 2, and 3.

A resulting contract will have:

- i. a firm two-year period and two (2) one-year option periods;
- ii. the option to add, remove, or modify products or locations from the Contract, if the need arises, due to a shift in legislation, policy, or program requirements; and
- iii. a minimum spend commitment in the amount of
 - a. Category 1 Freestanding Desking - \$500,000
 - b. Category 2 Panel systems - \$60,000 and
 - c. Category 3 Collaborative and support space furniture - \$250,000

All amounts are in Canadian currency. The minimum spend commitment may be satisfied by CRA over the entire period of the resulting contract, which includes any exercised option periods.

1.2.1 e-Procurement Solution

1.2.1.1 CRA e-Procurement Solution

The CRA's e-procurement solution for ordering, receiving and reconciling goods and services is an SAP Ariba tool which has been branded internally as Synergy 2.0. Synergy 2.0 will be used to place orders under any resulting contract.

The highest-ranked responsive Bidder must be a member of the Ariba Network (AN) prior to contract award, and maintain membership in the AN throughout the period of any resulting Contract, including any exercised option periods. All costs associated with this membership shall be borne by the Bidder.

1.2.1.2 Government of Canada e-Procurement Solution (EPS)

Canada is currently developing a government-wide EPS for ordering of goods and services. In support of the anticipated transition to this solution and how it may impact any resulting contract that is issued under this



solicitation, refer to Part 7, article 7.3.5 of the Model Contract, Synergy 2.0 Modifications or Transition To Government of Canada e-Procurement Solution (EPS).

The [Government of Canada's press release](#) provides additional information.

1.3 Glossary of Terms

TERM	DEFINITION
CRA	Canada Revenue Agency
DDP	Delivered Duty Paid
Manufacturer's Published List Price	Manufacturer's published or displayed price, in Canadian funds, on which quantity, seasonal, or other discounts are computed.
Proposal	A solicited submission by one party to supply certain goods or services. The word "proposal" is used interchangeably with "bid"
Solicitation	An act or instance of requesting proposals/bids on specific products and/or services.

1.4 Debriefings

Bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) business days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.

1.5 Canadian International Trade Tribunal

As a general rule, a complaint regarding this procurement process must be filed with the Canadian International Trade Tribunal (the Tribunal) within 10 working days from the date on which a bidder becomes aware, or reasonably should have become aware, of a ground of complaint. Alternatively, within that time frame, a bidder may first choose to raise its ground of complaint by way of an objection to the CRA; if the CRA denies the relief being sought, a bidder may then file a complaint with the Tribunal within 10 working days of that denial. In certain exceptional circumstances, a 30-day time frame may be applicable for filing a complaint with the Tribunal. More information can be obtained on the Tribunal's Web site (www.citt-tcce.gc.ca) or by contacting the Registrar of the Tribunal at 613-990-2452. Reference: section 6 of the Canadian International Trade Tribunal Procurement Inquiry Regulations (S.O.R./93-602).

Also consult [Bid Challenge and Recourse Mechanisms](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms) (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>)



Part 2 Bidder Instructions

2.1 Mandatory Requirements

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will receive no further consideration.

2.2 Standard Instructions, Clauses and Conditions A0000T (2012-07-16)

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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

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

The standard instructions and conditions 2003 (2020-05-28) are incorporated by reference into and form part of the bid solicitation.

The following clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A3015T	Certifications	2014-06-26
C3011T	Exchange Rate Fluctuation	2013-11-06

2.2.1 Revisions to Standard Instructions 2003

Standard Instructions - Goods or Services – Competitive Requirements 2003 (2020-05-28) are revised as follows.

Section 01 titled “Integrity provisions– bid”, is deleted in its entirety and replaced with the following:

Section 01 Integrity provisions– bid

1. The *Supplier Integrity Directive* (SID) dated May 24, 2016, is incorporated by reference into, and forms a binding part of the bid solicitation. The Bidder must comply with the SID, which can be found on the Canada Revenue Agency’s website at <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/procurement-cra/supplier-integrity-directive.html>
2. Under the SID, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The SID describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:



- a. by the time stated in the SID, all information required by the SID described under the heading “Mandatory Provision of Information”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Forms for the Integrity Regime](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- a. it has read and understands the SID (<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/procurement-cra/supplier-integrity-directive.html>)
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the SID, will or may result in a determination of ineligibility or suspension under the SID;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID;
 - e. none of the domestic criminal offences, and other circumstances, described in the SID that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the SID, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

Section 02 titled “Procurement Business Number”, is hereby deleted in its entirety and replaced with:

Section 02 Procurement Business Number

Suppliers should obtain a Business Number (BN) before contract award. Suppliers may register for a BN online at <https://www.canada.ca/en/services/taxes/business-number.html>.

Section 03 titled “Standard instructions, clauses and conditions”, “Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c.16),” is hereby deleted.

Section 05 titled “Submission of bids”, paragraph 2 (d) is deleted in its entirety and replaced with the following:

(d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.3.

Section 05 titled “Submission of bids” paragraph 4, delete sixty “60 days” and replace with “120 days”.

Section 06, titled “Late bids”, is deleted in its entirety and replaced with the following:



Section 06 Late bids

The CRA will return or delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07.

Section 07 titled "Delayed bids", all references to "PWGSC" are hereby deleted and replaced with "CRA". In addition paragraph 1(b) is deleted in its entirety.

Section 08 titled "Transmission by facsimile or by epost Connect" is deleted in its entirety.

Section 12 titled "Rejection of bid", delete subsections 1(a) and 1(b) in their entirety.

Section 20 titled "Further information", paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.

Section 21 titled "Code of Conduct for Procurement-bid" is hereby deleted in its entirety.

2.3 Submission of Proposals

When responding, the proposal MUST be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency
Bid Receiving Unit
Ottawa Technology Centre
Receiving Dock
875 Heron Road, Room D-95
Ottawa, ON K1A 1A2
Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 0730 and 1530, excluding those days that the federal government observes as a holiday.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

2.4 Communications - Solicitation Period SACC A0012T (2014-03-01)

All enquiries must be submitted to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws SACC A9070T (2014-06-26)

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



The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

2.6 Terms and Conditions

The Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Work (SOW). Any modifications or conditional pricing by the Bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOW will render the bid non-responsive and the bid will receive no further consideration.



Part 3 Proposal Preparation Instructions

3.1 Bid – Number of Copies CRA MODA0055T (2007-11-30)

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (one soft copy on USB flash drive and one hard copy)

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the Work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial (one soft copy on USB flash drive and one hard copy)

Bidders must submit their financial bid in accordance with the format outlined in Appendix 3: Financial Proposal. The total amount of applicable taxes must be shown separately.

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

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

Section III: Certifications (one soft copy on USB flash drive and one hard copy)

Bidders must submit the certifications required under Part 5.

3.2 Bid Format and Numbering System CRA MODA0054T (2007-11-30)

Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- a. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b. use recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- c. avoid the use of colour and glossy formats
- d. use a numbering system corresponding to that of the bid solicitation;
- e. include the certification as a separate section of the bid.



Part 4 Evaluation and Selection

4.1 General

A committee composed of representatives of the CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. The CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Appendices 1 and 2 and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

4.2 Steps in the Evaluation Process

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Steps 1 and 2 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Steps 1 and 2. Should CRA elect to conduct Step 3 prior to the completion of Step 2, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Steps 1 and 2. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Steps 1 and 2 despite the statement "All bids meeting the minimum thresholds in Step 2 will proceed to Step 3".

Bids will be ranked in accordance with the Selection Methodology.

Step 1 – Evaluation against Mandatory Criteria

All bids will be evaluated to determine if the mandatory requirements detailed in Appendix 1 "Mandatory Criteria" have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.

Step 2 – Evaluation against Point-Rated Criteria

All bids meeting the criteria from Step 1 will be evaluated and scored, in accordance with the point-rated criteria detailed in Appendix 2 "Point-Rated Criteria", to determine the Bidder's Total Technical Merit Score.

Bids will then be evaluated in accordance with Step 3 below

Step 3 – Evaluation of Financial Proposals

Only technically responsive bids meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

For each Category, prices submitted will be evaluated to determine the bid evaluation score as defined in Appendix 3: "Financial Proposal". Once the bid evaluation scores are determined under Step 3, the proposals will proceed to Step 4. Bidders must provide a price, percentage, or weight, as applicable, for each item identified in the format specified in Appendix 3: Financial Proposal. Ranges (e.g., \$10-\$13) are not acceptable.



Step 4 – Basis of Selection

SACC Manual Clause [A0027T](#) (2012-07-16), Basis of Selection – Highest Combined Rating of Technical Merit and Price

For each of Category 1, Category 2, and Category 3:

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.

Bids not meeting (a) or (b) will be declared non-responsive.
2. The bids for each Category will be ranked by CRA based on the highest responsive combined rating of technical merit and price. The ratio will be 20% for the technical merit and 80% for the price.
3. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 20%.
4. To establish the pricing score, each responsive bid will be prorated against the highest Bid Evaluation Score and the ratio of 80%.
5. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
6. Neither the responsive bid obtaining the highest technical score nor the one with the highest Bid Evaluation Score will necessarily be accepted. For each Category, the responsive bid with the highest combined rating of technical merit and price will be considered the highest ranked responsive bid for that Category. The other bids will be ranked accordingly.
7. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the highest Bid Evaluation Score is 45.

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Bid Evaluation Score		36.82	40.5	45
Overall Technical Score		115/135	89/135	92/135
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$36.82/45 \times 40 = 32.73$	$40.5/45 \times 40 = 36.00$	$45/45 \times 40 = 40.00$



Total Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

For each Category, the Bidder with the highest total combined rating will be considered to be the highest ranked responsive bid for that Category and, subject to meeting the conditions precedent to Contract award outlined in Step 5, will be recommended for award of the Contract for that Category.

Step 5 – Conditions Precedent to Contract Award

i) Certifications and Additional Information

For each Category, the Bidder with the highest ranked responsive bid must meet the requirements provided in Part 5 Certifications and Additional Information of this RFP.

ii) Product Certification

a) Product Listings

For each Category, the Bidder with the highest ranked responsive bid must submit their most recent published catalogues demonstrating that they are capable of supplying all products and features listed in Appendix A: Detailed List of Furniture Products to Annex A: Statement of Work. All documentation must be submitted within five (5) business days of a written request from the Contracting Authority.

b) Test Reports

For each Category, the Bidder with the highest ranked responsive bid must submit applicable performance test reports demonstrating that furniture products proposed meet the specified performance criteria listed in Appendix C: Furniture Technical Requirements to Annex A: Statement of Work, when requested by the CRA. All reports must be submitted within five (5) business days of a request from the Contracting Authority.

Test reports must be no more than five (5) years old, and must be accompanied by a copy of the laboratory's valid accreditation certificate or acceptable alternative that allows the CRA to independently confirm its accreditation, such as a link to the accreditation body's website with a public listing of accredited labs and the reference or registration number for the lab for the purposes of lookup.

At a minimum, test reports must include the following information:

- name and address of laboratory;
- unique identification of the report (such as order or customer and test number);
- client identification, such as the name and address of the manufacturer (where applicable);
- identification of the type of testing being performed;
- description and unambiguous identification of the product sample to be used for testing;
- characterization and condition of the product sample;
- date(s) of the performance of test;
- identification of the test methods and specific tests used;
- confirmation that the product sample has passed each test, with comments as applicable;
- identification and credentials of the technician who completed the report; and
- date of the test report

c) Detailed Product Specifications

For each Category, the Bidder with the highest ranked responsive bid must demonstrate that the proposed products meet the requirements listed in Appendix C: Furniture Technical Requirements under Annex A:



Statement of Work, when requested by the CRA. All documentation must be submitted within five (5) business days of a request from the Contracting Authority. Documentation must include published information such as product or specification guides, or information certified by the manufacturer such as design drawings or schematics, photo images, or other material signed off by its engineering team.

d) Product markings

The Bidder with the highest ranked responsive bid must submit a sample of the marking and labels that will be applied to the proposed products in accordance with section 7.2.33 of Appendix C: Furniture Technical Requirements to Annex A: Statement of Work, when requested by the CRA. Samples must be submitted within five (5) business days of a written request from the Contracting Authority.

This must include:

- An image of the manufacturer's recognized name or trademark label (for each manufacturer if more than one manufacturer's products are proposed), and, if not obvious from the marking itself, the full trade name of the manufacturer associated with the marking; and
- An image of the label to support product identification for warranty purposes, with an explanation of each of the information elements shown on the label including its meaning and purpose related to product identification and warranty claim submission by an end user.

IMPORTANT: Failure to provide the information requested within the specified timelines will render the bid non-responsive. If a proposal is deemed non-compliant, the CRA will invite the Bidder with the next highest ranked responsive bid to participate in the product certification phase of the evaluation. Bidders are invited to prepare all information in advance and to submit their product information, tests and all other documentation as soon as possible after the written request from the Contracting Authority to provide every opportunity to ensure that all required information have been submitted by the end of the request period (of five business days).

Step 6 - Basis of Selection – Proof of Synergy Compliance (PoSC)

The highest-ranked responsive Bidder will undergo Proof of Synergy 2.0 Compliance testing (PoSC) prior to contract award, as described in Annex C: Synergy 2.0 Solution. The CRA reserves the right to test the proposed solution in whole or in part against all of the PoSC test requirements set out in Annex C: Synergy 2.0 Solution.

Claims of future compliance with CRA's Synergy 2.0 requirements in software or hardware releases will not be accepted.

Step 7 – Contract Entry

For each Category, the Bidder with the highest ranked responsive bid and meeting all the requirements listed above will be recommended for award of a contract for that Category.

The CRA reserves the right to award one (1) contract for the Categories that a Bidder is successful in.

For example, if Bidder 1 submits bids for each of Categories 1, 2, and 3, and is the highest ranked responsive bid for all three Categories, then the CRA may award one (1) contract to Bidder 1 for Categories 1, 2, and 3.



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. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required To Be Submitted At Time of Bid Closing

5.1.1 Joint Venture Certification

Only complete this certification if a joint venture is being proposed

The Bidder represents and warrants the following:

- (a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.
- (b) The name of the joint venture is: _____ (if applicable).
- (c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary): _____
- (d) The Business Numbers (BN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional BNs, as necessary):

- (e) The effective date of formation of the joint venture is: _____
- (f) Each member of the joint venture has appointed and granted full authority to _____ (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the solicitation and any resulting contract.
- (g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by each member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised. The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.

Signature of an authorized representative of each member of the joint venture

(the Bidder is to add signatory lines as necessary):



Signature of Duly Authorized Representative

Name of Individual (Please Print)

Legal Name of Business Entity

Date

Signature of Duly Authorized Representative

Name of Individual (Please Print)

Legal Name of Business Entity

Date

5.2 Certifications Precedent to Contract Award and Associated Information

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certification within the time frame provided will render the bid non responsive and the bid will receive no further consideration.

5.2.1 Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2.2 Employment Equity

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#afed)" list (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#afed>) available from [Employment and Social Development Canada \(ESDC\)-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#afed) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#afed)" list at the time of contract award.

5.2.3 Former Public Servant CRA Mod A3025T 2014-06-26

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions:

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

5.2.4 Vendor Reporting Information

The following information should be provided to enable CRA compliance with paragraph 221(1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.) and report payments made to contractors under applicable services contracts (including contracts involving a mix of goods and services) on a T1204 Government Service Contract Payments slip.

For the purpose of this clause:

“Legal Name” means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.

“Operating Name” means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.

The Bidder is requested to provide the following:

Legal Name: _____

Operating Name: _____

Address: _____

Payment/T1204 Address (if different) Payment address is same as above

City: _____

Province: _____

Postal Code: _____

Telephone: _____

Fax: _____

Type of Business (Select only one)

- Corporation
- Partnership
- Sole Proprietor
- Non-Profit Organization
- US or International Co.



All registered companies (excluding Non-Profit organizations and US or International companies) must provide their Goods and Services Tax (GST) or Business Number (BN). Additional details on how to obtain a BN can be found at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>

If the services will be rendered by an individual, please provide the Social Insurance Number (SIN).

Goods and Services Tax (GST) Number:

Business Number (BN):

If a SIN number is being provided, the information should be place in a sealed envelope marked "Protected".

Social Insurance Number (SIN):

N/A Reason:

Note: If you select "N/A", then you must give a reason.

Date: _____

Name: _____

Signature: _____

(Signature of duly authorized representative of business)

Title: _____

(Title of duly authorized representative of business)



Part 6 Security, Financial and Other Requirements

Not applicable



Appendices

Appendix 1: Mandatory Criteria

Evaluation Procedures

Bids will be evaluated in accordance with the process outlined in Part 4 Evaluation and Selection. The Bidder must provide supporting documentation in its proposal as requested by CRA to demonstrate that each technical mandatory requirement has been met. To assist with the evaluation process, CRA requests that the Bidder complete the table included below to indicate where in its proposal the information can be found. Bids that fail to meet all mandatory requirements will be declared non-responsive and the bid will receive no further consideration.

The Bidder's proposal must clearly identify the categories of furniture for which it is submitting a proposal in response to this solicitation. If submitting a proposal for more than one category, the Bidder should submit a separate technical proposal for each category.



Column A Item #	Column B Mandatory Requirement	Column C Page Reference (BIDDER USE ONLY)	Column D (CRA USE ONLY)	
			Column D (Met)	Column E (Not Met)
	AT THE TIME OF BID CLOSING, THE FOLLOWING CRITERIA MUST BE MET:			
M1	Financial Proposal For each Category that the Bidder chooses to submit a proposal for, the Bidder must provide a financial proposal in accordance with Appendix 3: Financial Proposal.			
M2	The Bidder's proposal must clearly identify the Categories it is submitting a proposal for in response to this solicitation. If submitting a proposal for more than one Category, the Bidder is requested to submit a separate and complete technical proposal and financial proposal for each Category. The categories are: Category 1 – Freestanding desking Category 2 – Panel systems Category 3 – Collaborative and support space furniture			
M3	The Bidder must be the manufacturer or be an authorized reseller by the manufacturer of the products proposed. If the Bidder is an authorized reseller, the Bidder must provide a letter from the manufacturer certifying that authorization.			
M4	For each Category that the Bidder chooses to submit a proposal for, all products proposed by the Bidder for that Category must be of the same manufacturer.			
M5	The Bidder must provide the unique order code for each of the products proposed that identifies the specific features and configuration of each product offered in accordance with its published order and specification guide.			
M6	The Bidder must provide the manufacturer's published specification guide or equivalent detailed product documentation for all products offered. The guide or documentation must, show the range of dimensions and measurements, features, and product configurations.			
M7	The Bidder must have a corporate environmental policy in place. To be responsive, the Bidder must include its environmental policy statement on corporate letterhead and signed by an authorized officer of the company. If the supplier is not the manufacturer, a copy of the manufacturer's environmental policy in place must also be supplied.			



Appendix 2: Point Rated Criteria

Technical bids will be assessed separately against the evaluation criteria identified below. Point-rated criteria not addressed in the bid will result in a score of zero being assigned against that particular criterion.



Appendix 2.A. Category 1 – Freestanding desking

Criterion	Name	Value
R1	Improved Delivery and Installation Timeframe	150
R2	Environmental performance	50
R3	Furniture quality and testing program	45
R4	Supplying Multiple Categories of Furniture	30
R5	Adjustability	90
R6	Quick Ship	30
	Total available points	395

R1 Improved Delivery and Installation Timeframe (150 points)

Bidders will be awarded points if they offer a faster delivery and installation timeframe for all its products than the maximum timeframe of six (6) weeks, or 42 calendar days.

To obtain the highest score possible out of a maximum of **150 points**, the Bidder should offer the shortest delivery and installation timeframe possible. This is any timeframe less than the maximum of **42 calendar days**. This improved delivery and installation timeframe will apply when products are ordered in quantities of up to 100 units. When a product is ordered in a quantity of 101 units or greater, the maximum timeframe of six (6) weeks will apply.

The Bidder will be awarded points for each calendar day it will reduce the delivery and installation timeframe from the maximum timeframe. Where required, Bidders may also specify to which quantities of products this improved delivery and installation timeframe will apply as follows:

- 1 to 2
- 3 to 10
- 11 to 25
- 26 to 50
- 51 to 100

The Bidder’s proposed delivery and installation timeframe under this criterion must be applicable to all CRA Locations listed in Appendix B of Annex A: Statement of Work and to employee homes.

Column 1 in Table R1.1a should be filled out by the Bidder, entering the proposed improved delivery and installation timeframe, in calendar days, for each quantity tier that applies. **All blank cells in column 1 will be given a score of zero (0) points for that quantity range.**

Table R1.1b outlines the points that are available by matching the proposed delivery time(s) to the quantity of products being delivered.

The Bidder with the highest number of points will receive the maximum score (150), with all other Bidders receiving a pro-rated score based on the highest score awarded among all bids, as shown in Table R1.2.



Table R1.1a. Delivery Points (shaded areas for CRA use only)

1 Proposed timeframe (calendar days)	2 Quantity for proposed delivery	3 Points Awarded (from Table R1.1b) CRA USE ONLY
	<input type="checkbox"/> 1 to 2	
	<input type="checkbox"/> 3 to 10	
	<input type="checkbox"/> 11 to 25	
	<input type="checkbox"/> 26 to 50	
	<input type="checkbox"/> 51 to 100	

Table R1.1b. Delivery and Installation Timeframe Points Allocation Chart

Proposed Timeframe (from R1.1.a)	Quantity				
	1 to 2	3 to 10	11 to 25	26 to 50	51 to 100
42	0.0	0.0	0.0	0.0	0.0
41	0.2	0.3	0.4	0.5	1.0
40	0.4	0.6	0.9	1.0	2.0
39	0.9	1.1	1.3	1.5	3.0
38	1.0	1.6	1.8	2.0	4.0
37	1.5	2.4	2.7	3.0	5.0
36	2.0	3.2	3.6	4.0	6.0
35	2.5	4.0	4.5	5.0	7.0
34	3.0	4.8	5.4	6.0	8.0
33	3.5	5.6	6.3	7.0	9.0
32	4.0	6.4	7.2	8.0	10.0
31	4.5	7.2	8.1	9.0	11.0
30	5.0	8.0	9.0	10.0	12.0
29	5.5	8.8	9.9	11.0	13.0
28	6.0	9.6	10.8	12.0	14.0
27	6.5	10.4	11.7	13.0	15.0
26	7.0	11.2	12.6	14.0	16.0
25	7.5	12.0	13.5	15.0	17.0
24	8.0	12.8	14.4	16.0	18.0
23	8.5	13.6	15.3	17.0	19.0
22	9.0	14.4	16.2	18.0	20.0
21	9.5	15.2	17.1	19.0	21.0
20	10.0	16.0	18.0	20.0	22.0



Table R1.2 Delivery Score (CRA use only)

1 Delivery Points (from Table R1.1.a)	<i>divided by</i>	2 Highest Delivery Points (from all Bidders)	<i>multiplied by</i>	3 Available Score	<i>equals</i>	4 Final Delivery Score
	/		x	150	=	

Example:

Bidder A offers an improved standard delivery and installation timeframe of 30 days on all quantities (1 to 100). From the chart, Bidder A receives **44 points** by adding up all points for 30 delivery days.

Bidder B offers an improved standard delivery and installation timeframe of 20 days on quantities of 1-25 units, and 35 days for quantities of 26 up to 100. From the chart Bidder B receives 44 points for 1-25 units and 12 points for 26-100 units for a total of **56 points**.

In this scenario, Bidder B has the highest number of points and receives a full score of **150** (56/56 x 150). Bidder A receives a pro-rated score of **118** (44/56 x 150).



R2. ENVIRONMENTAL CERTIFICATIONS (50 points)

The Bidder should have an integrated set of strategies, programs, policies, processes to measure and continuously improve the environmental performance associated with the design, sourcing, production and supply of office furniture that is founded on compliance with recognized industry standards. This integrated set of strategies, programs, policies, processes should include the following nine (9) attributes:

1. Reduction or elimination of environmentally hazardous or sensitive materials where feasible
2. Designs that favour reuse (upcycling, repair, reupholstery), and recycling or recovery of materials where appropriate
3. Energy efficiency and renewable energy sources where available
4. Sourcing and use of renewable, recyclable or sustainable materials
5. Options to facilitate responsible end of life management, including re-use and recycling
6. Environmental stewardship in the manufacturing process
7. Efficiency and sustainability in the use and selection of packaging
8. Reduction of environmental impacts associated with incoming and outgoing supply chains
9. An emphasis on third-party industry certifications covering multiple attributes of environmental performance of products, materials, processes or systems

To receive points for their proposal under this criterion, Bidders should provide both of the following:

- A detailed description or report detailing the targets and results achieved through the implementation of the manufacturer’s environmental programs, and evidence of its ongoing commitment through its integration of testing and continuous improvement to achieve improved environmental performance. This should include its schedule of testing or re-testing completed over the previous 24 months, and upcoming testing in the next 12 months, AND
- A copy of the dated certificate or report identifying the third party laboratory or firm that conducted the analysis for furniture products offered in this proposal. This certificate or report must confirm compliance with the industry standard(s) and clearly identifies the specific attributes or performance measures assessed for the systems or products. Points will be awarded as follows:

Number of qualifying attributes	Points Available
1	0
2 to 3	10
4 to 5	20
6 to 7	30
8	40
9	50

Some product certifications may address multiple attributes, so that a single certification may result in points for more than one attribute. Bidders are responsible for providing the detailed information of specific attributes associated with their products or systems which were assessed for the certification. Providing a menu of possible qualifying attributes without the detailed information showing which attributes contributed to the compliance certificate for the Bidder will result in zero (0) points.

All compliance certificates must pertain to the products, facilities and systems related to products offered for this Category. When multiple products or product lines are offered that may not yet be qualified, full points may still be awarded if the Bidder demonstrates its ongoing commitment to third-party certification and continuous improvement as noted above.



R3 Furniture quality and testing program (45 points)

The Bidder should have a demonstrated history of its commitment to quality and safety in the design of the furniture products offered in this proposal. Proposals will be awarded points for each of the following criterion, as indicated below:

Criterion	Points
The Bidder should provide a dated certificate within the last three (3) years demonstrating the commitment of the manufacturer to quality and continuous improvement of its processes. An example would be the ISO 9001 certification program.	15
The Bidder should provide copies of one or more of its CGSB, ANSI/BIFMA or other mechanical test reports covering products offered in its proposal dated within the last five (5) years, a description of its product review and testing schedules, and the role of third party labs in helping to identify areas for improvement in its designs.	15
The Bidder should provide a description of its documented deficiency reporting, assessment and correction process, including service level commitments in accordance with section 3.7 of the Statement of Work.	15

R4 Supplying Multiple Categories of Furniture (30 points)

Proposals will be allocated additional points if Bidders submit a responsive proposal for more than one category of furniture.

Additional points will be allocated as follows:

Number of Category	Points Awarded
Responsive proposal for one of three categories	0
Responsive proposal for two of three categories	15
Responsive proposal for three of three categories	30



R5 Adjustability (90 points) – applies to Category 1 only

Bidders should propose products that offer adjustability that is inclusive of the estimated range of needs of the Canadian adult user population. In order to earn points, the Bidder must provide the height adjustment ranges for the adjustable desk that has been proposed, with supporting documentation from the manufacturer’s specification guide or equivalent documentation.

Part A: Scoring grid for seated height adjustable work surfaces (45 points)

This section applies to crank and incremental height adjustable surfaces only, designed for seated height adjustment.

Criteria	Max. Available Points	Rating Scale	Bidder Score												
<p><u>Seated Height Adjustment – LOW Position (crank)</u> The main (primary) surface of the seated height unit can be adjusted lower than 610 mm (24.0 in).</p>	10	<p>Lowest seated height adjustment setting (select one):</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>559 mm (22.0 in) or less</td> <td>10</td> </tr> <tr> <td>584 mm (23.0 in) or less</td> <td>6</td> </tr> <tr> <td>Higher than 584 mm (23.0 in)</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	559 mm (22.0 in) or less	10	584 mm (23.0 in) or less	6	Higher than 584 mm (23.0 in)	0					
Measure	Points														
559 mm (22.0 in) or less	10														
584 mm (23.0 in) or less	6														
Higher than 584 mm (23.0 in)	0														
<p><u>Seated Height Adjustment – HIGH Position (crank)</u> The main (primary) surface of the seated height unit should be adjustable higher than 737 mm (29.0 in).</p>	10	<p>Highest seated height adjustment setting (select one):</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>838 mm (33.0 in) or higher</td> <td>10</td> </tr> <tr> <td>813 mm (32.0 in) or higher</td> <td>9</td> </tr> <tr> <td>787 mm (31.0 in) or higher</td> <td>7</td> </tr> <tr> <td>762 mm (30.0 in) or higher</td> <td>5</td> </tr> <tr> <td>Less than 762 mm (30.0 in)</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	838 mm (33.0 in) or higher	10	813 mm (32.0 in) or higher	9	787 mm (31.0 in) or higher	7	762 mm (30.0 in) or higher	5	Less than 762 mm (30.0 in)	0	
Measure	Points														
838 mm (33.0 in) or higher	10														
813 mm (32.0 in) or higher	9														
787 mm (31.0 in) or higher	7														
762 mm (30.0 in) or higher	5														
Less than 762 mm (30.0 in)	0														
<p><u>Seated Height Adjustment – LOW Position (incremental)</u> The main (primary) surface of the seated height unit can be adjusted lower than 610 mm (24.0 in).</p>	10	<p>Lowest seated height adjustment setting (select one):</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>559 mm (22.0 in) or less</td> <td>10</td> </tr> <tr> <td>584 mm (23.0 in) or less</td> <td>6</td> </tr> <tr> <td>Higher than 584 mm (23.0 in)</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	559 mm (22.0 in) or less	10	584 mm (23.0 in) or less	6	Higher than 584 mm (23.0 in)	0					
Measure	Points														
559 mm (22.0 in) or less	10														
584 mm (23.0 in) or less	6														
Higher than 584 mm (23.0 in)	0														
<p><u>Seated Height Adjustment – HIGH Position (incremental)</u> The main (primary) surface of the seated height unit should be adjustable higher than 737 mm (29.0 in).</p>	10	<p>Highest seated height adjustment setting (select one):</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>838 mm (33.0 in) or higher</td> <td>10</td> </tr> <tr> <td>813 mm (32.0 in) or higher</td> <td>9</td> </tr> <tr> <td>787 mm (31.0 in) or higher</td> <td>7</td> </tr> <tr> <td>762 mm (30.0 in) or higher</td> <td>5</td> </tr> <tr> <td>Less than 762 mm (30.0 in)</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	838 mm (33.0 in) or higher	10	813 mm (32.0 in) or higher	9	787 mm (31.0 in) or higher	7	762 mm (30.0 in) or higher	5	Less than 762 mm (30.0 in)	0	
Measure	Points														
838 mm (33.0 in) or higher	10														
813 mm (32.0 in) or higher	9														
787 mm (31.0 in) or higher	7														
762 mm (30.0 in) or higher	5														
Less than 762 mm (30.0 in)	0														



Criteria		Max. Available Points	Rating Scale	Bidder Score						
	Both incremental and crank products are available in a split surface configuration with integrated full-width keyboard/mouse surface including widths 36, 42 and 48 inches	5	<table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Split surface available</td> <td>5</td> </tr> <tr> <td>No split surface available</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	Split surface available	5	No split surface available	0	
Measure	Points									
Split surface available	5									
No split surface available	0									
			Total Points							

Part B: Scoring grid for sit-stand height adjustable work surfaces (45 points)

This section applies to electric height adjustable surfaces intended to accommodate frequent changes in posture from sitting to standing.

Criteria		Max. Available Points	Rating Scale	Bidder Score												
	<p>Sit-Stand Height Adjustment – LOW Position The main (primary) surface of the sit-stand unit with single surface should be adjustable lower than 610 mm (24.0 in).</p>	20	<p>Lowest sit-stand height adjustment setting for a <u>single</u> surface (select one):</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>559 mm (22.0 in) or less</td> <td>20</td> </tr> <tr> <td>584 mm (23.0 in) or less</td> <td>12</td> </tr> <tr> <td>Higher than 584 mm (23.0 in)</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	559 mm (22.0 in) or less	20	584 mm (23.0 in) or less	12	Higher than 584 mm (23.0 in)	0					
Measure	Points															
559 mm (22.0 in) or less	20															
584 mm (23.0 in) or less	12															
Higher than 584 mm (23.0 in)	0															
	<p>Sit-Stand Height Adjustment – HIGH Position The main (primary) surface of the sit-stand unit should be adjustable higher than 1168 mm (46.0 in).</p>	20	<p>Highest sit-stand height adjustment setting (select one):</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1270 mm (50.0 in) or higher</td> <td>20</td> </tr> <tr> <td>1245 mm (49.0 in) or higher</td> <td>18</td> </tr> <tr> <td>1219 mm (48.0 in) or higher</td> <td>14</td> </tr> <tr> <td>1194 mm (47.0 in) or higher</td> <td>10</td> </tr> <tr> <td>Less than 1194 mm (47.0 in)</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	1270 mm (50.0 in) or higher	20	1245 mm (49.0 in) or higher	18	1219 mm (48.0 in) or higher	14	1194 mm (47.0 in) or higher	10	Less than 1194 mm (47.0 in)	0	
Measure	Points															
1270 mm (50.0 in) or higher	20															
1245 mm (49.0 in) or higher	18															
1219 mm (48.0 in) or higher	14															
1194 mm (47.0 in) or higher	10															
Less than 1194 mm (47.0 in)	0															
	Sit-stand product is available in a split surface configuration with integrated full-width keyboard/mouse surface including widths 36, 42 and 48 inches	5	<table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Split surface available</td> <td>5</td> </tr> <tr> <td>No split surface available</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	Split surface available	5	No split surface available	0							
Measure	Points															
Split surface available	5															
No split surface available	0															
			Total points													



R6 Quick Ship Program (30 points) – applies to Category 1 only

Bidders should offer a quick ship program for freestanding desk products at no additional cost to the CRA. In order to earn points, the quick ship program offered by a Bidder must include at a minimum:

- The supply of freestanding desks, including fixed, incremental, seated crank and electric sit-stand products in three sizes from 36 to 72 inches in six-inch increments, and 24 to 30 inches deep
- The supply of box-file pedestals in depths 18, 22 to 24 and 28 to 30 inches deep
- At least three (3) work surface finish options
- A delivery and installation timeframe that is less than half of the maximum delivery and installation timeframe offered in this proposal

Bidders offering a program that meets these requirements will be awarded **30 points**.



Appendix 2.B. Category 2 –Panel Systems

Criterion	Name	Value
R1	Improved Delivery and Installation Timeframe	150
R2	Environmental performance	50
R3	Furniture quality and testing program	45
R4	Supplying Multiple Categories of Furniture	30
	Total available points	275

R1 Delivery and Installation Timeframe (150 points)

Bidders will be awarded points if they offer a faster delivery and installation timeframe for its products than the maximum timeframe of six (6) weeks, or 42 calendar days.

To obtain the highest score possible out of a maximum of **150 points**, the Bidder should offer the shortest delivery and installation timeframe possible. This is any timeframe less than the maximum of **42 calendar days**. This improved delivery and installation timeframe will apply when products are ordered in quantities of up to 100 units. When a product is ordered in a quantity of 101 units or greater, the maximum timeframe of six (6) weeks will apply.

The Bidder will be awarded points for each calendar day it can reduce the delivery and installation timeframe from the maximum timeframe. Where required, Bidders may also specify to which quantities of products this improved delivery and installation timeframe will apply as follows:

- 1 to 2
- 3 to 10
- 11 to 25
- 26 to 50
- 51 to 100

The Bidder’s proposed delivery and installation timeframe under this criterion must be applicable to all CRA Locations listed in Appendix B of Annex A: Statement of Work.

Column 1 in Table R1.1a should be filled out by the Bidder, entering the proposed improved delivery and installation timeframe, in calendar days, for each quantity tier that applies. **A score of zero (0) will be awarded if column 1 is left blank.**

Table R1.1b outlines the points that are available by matching the proposed delivery time(s) to the quantity of products being delivered.

The Bidder with the highest number of points will receive the maximum score (150), with all other Bidders receiving a pro-rated score based on the highest score awarded among all bids, as shown in Table R1.2.



Table R1.1a. Delivery Points (shaded areas for CRA use only)

1 Proposed timeframe (calendar days)	2 Quantity for proposed delivery	3 Points Awarded (from Table R1.1b) CRA USE ONLY
	<input type="checkbox"/> 1 to 2	
	<input type="checkbox"/> 3 to 10	
	<input type="checkbox"/> 11 to 25	
	<input type="checkbox"/> 26 to 50	
	<input type="checkbox"/> 51 to 100	

Table R1.1b. Delivery and Installation Timeframe Points Allocation Chart

Proposed Timeframe (from R1.1.a)	Quantity				
	1 to 2	3 to 10	11 to 25	26 to 50	51 to 100
42	0.0	0.0	0.0	0.0	0.0
41	0.2	0.3	0.4	0.5	1.0
40	0.4	0.6	0.9	1.0	2.0
39	0.9	1.1	1.3	1.5	3.0
38	1.0	1.6	1.8	2.0	4.0
37	1.5	2.4	2.7	3.0	5.0
36	2.0	3.2	3.6	4.0	6.0
35	2.5	4.0	4.5	5.0	7.0
34	3.0	4.8	5.4	6.0	8.0
33	3.5	5.6	6.3	7.0	9.0
32	4.0	6.4	7.2	8.0	10.0
31	4.5	7.2	8.1	9.0	11.0
30	5.0	8.0	9.0	10.0	12.0
29	5.5	8.8	9.9	11.0	13.0
28	6.0	9.6	10.8	12.0	14.0
27	6.5	10.4	11.7	13.0	15.0
26	7.0	11.2	12.6	14.0	16.0
25	7.5	12.0	13.5	15.0	17.0
24	8.0	12.8	14.4	16.0	18.0
23	8.5	13.6	15.3	17.0	19.0
22	9.0	14.4	16.2	18.0	20.0
21	9.5	15.2	17.1	19.0	21.0
20	10.0	16.0	18.0	20.0	22.0



Table R1.2 Delivery Score (CRA use only)

1 Delivery Points (from Table R1.1.a)	<i>divided by</i>	2 Highest Delivery Points (from all Bidders)	<i>multiplied by</i>	3 Available Score	<i>equals</i>	4 Final Delivery Score
	/		x	100	=	

Example:

Bidder A offers an improved delivery and installation timeframe of 30 days on all quantities (1 to 100). From the chart, Bidder A receives **44 points** by adding up all points for 30 delivery days.

Bidder B offers an improved delivery and installation timeframe of 20 days on quantities of 1-25 units, and 35 days for quantities of 26 up to 100. From the chart Bidder B receives 44 points for 1-25 units and 12 points for 26-100 units for a total of **56 points**.

In this scenario, Bidder B has the highest number of points and receives a full score of **150** (56/56 x 120). Bidder A receives a pro-rated score of **119** (44/56 x 150).



R2. ENVIRONMENTAL CERTIFICATIONS (50 points)

The Bidder should have an integrated set of strategies, programs, policies, processes to measure and continuously improve the environmental performance associated with the design, sourcing, production and supply of office furniture that is founded on compliance with recognized industry standards. This integrated set of strategies, programs, policies, processes should include the following nine (9) attributes:

1. Reduction or elimination of environmentally hazardous or sensitive materials where feasible
2. Designs that favour reuse (upcycling, repair, reupholstery), and recycling or recovery of materials where appropriate
3. Energy efficiency and renewable energy sources where available
4. Sourcing and use of renewable, recyclable or sustainable materials
5. Options to facilitate responsible end of life management, including re-use and recycling
6. Environmental stewardship in the manufacturing process
7. Efficiency and sustainability in the use and selection of packaging
8. Reduction of environmental impacts associated with incoming and outgoing supply chains
9. An emphasis on third-party industry certifications covering multiple attributes of environmental performance of products, materials, processes or systems

To receive points for their proposal under this criterion, Bidders should:

- Provide a detailed description or report detailing the targets and results achieved through the implementation of the manufacturer’s environmental programs, and evidence of its ongoing commitment through its integration of testing and continuous improvement to achieve improved environmental performance. This should include its schedule of testing or re-testing completed over the previous 24 months, and upcoming testing in the next 12 months.
- Provide a copy of the dated certificate or report identifying the third party laboratory or firm that conducted the analysis for furniture products offered in this proposal. This certificate or report must confirm compliance with the industry standard(s) and the breakdown of specific attributes or performance measures assessed for the systems or products. Additional points will be awarded as follows:

Number of qualifying attributes	Points Available
1	0
2 to 3	10
4 to 5	20
6 to 7	30
8	40
9	50

Some product certifications may address multiple attributes, so that a single certification may result in points for more than one attribute. Bidders are responsible for forwarding the breakdown of specific attributes associated with their products or systems which were assessed for the certification. Providing a menu of possible qualifying attributes without the breakdown showing which attributes contributed to the compliance certificate for the Bidder will result in zero (0) points.

All compliance certificates must pertain to the products, facilities and systems related to products offered in this proposal. When multiple products or product lines are offered that may not yet be qualified, full points may still be awarded if the bidder demonstrates its ongoing commitment to third-party certification and continuous improvement as noted above.



R3 Furniture quality and testing program (45 points)

The Bidder should have a demonstrated history of its commitment to quality and safety in the design of the furniture products offered in this proposal. Proposals will be awarded points for each of the following criterion, as indicated below:

Criterion	Points
The Bidder should provide a dated certificate within the last three (3) years demonstrating the commitment of the manufacturer to quality and continuous improvement of its processes. An example would be the ISO 9001 certification program.	15
The Bidder should provide copies of one or more of its CGSB, ANSI/BIFMA or other mechanical test reports covering products offered in its proposal dated within the last five (5) years, a description of its product review and testing schedules, and the role of third party labs in helping to identify areas for improvement in its designs.	15
The Bidder should provide a description of its documented deficiency reporting, assessment and correction process, including service level commitments in accordance with section 3.7 of the Statement of Work.	15

R4 Supplying Multiple Categories of Furniture (30 points)

Proposals will be allocated additional points if Bidders submit a responsive proposal for more than one category of furniture.

Additional points will be allocated as follows:

Number of Categories	Points Awarded
Responsive proposal for one of three categories	0
Responsive proposal for two of three categories	15
Responsive proposal for three of three categories	30



Appendix 2.C. Category 3 – Collaborative and support space furniture

Criterion	Name	Value
R1	Improved Delivery and Installation Timeframe	150
R2	Environmental performance	50
R3	Furniture quality and testing program	45
R4	Supplying Multiple Categories of Furniture	30
	Total available points	275

R1 Delivery and Installation Timeframe (150 points)

Bidders will be awarded points if they offer a faster delivery and installation timeframe for its products than the maximum timeframe of eight (8) weeks, or 56 calendar days.

To obtain the highest score possible out of a maximum of **150 points**, the Bidder should offer the shortest delivery and installation timeframe possible. This is any timeframe less than the maximum of **56 calendar days**. This improved delivery and installation timeframe will apply when products are ordered in quantities of up to 100 units. When a product is ordered in a quantity of 101 units or greater, the maximum timeframe of eight (8) weeks will apply.

The Bidder will be awarded points for each calendar day it can reduce the delivery and installation timeframe from the maximum timeframe. Where required, Bidders may also specify to which quantities of products this improved delivery and installation timeframe will apply as follows:

- 1 to 2
- 3 to 10
- 11 to 25
- 26 to 50
- 51 to 100

The Bidder’s proposed delivery and installation timeframe under this criterion must be applicable to all CRA Locations listed in Appendix B of Annex A: Statement of Work.

Column 1 in Table R1.1a should be filled out by the Bidder, entering the proposed improved delivery and installation timeframe, in calendar days, for each quantity tier that applies. **A score of zero (0) will be awarded if column 1 is left blank.**

Table R1.1b outlines the points that are available by matching the proposed delivery time(s) to the quantity of products being delivered.

The Bidder with the highest number of points will receive the maximum score (150), with all other Bidders receiving a pro-rated score based on the highest score awarded among all bids, as shown in Table R1.2.



Table R1.1a. Delivery Points (shaded areas for CRA use only)

1 Proposed timeframe (calendar days)	2 Quantity for proposed delivery	3 Points Awarded (from Table R1.1b) CRA USE ONLY
	<input type="checkbox"/> 1 to 2	
	<input type="checkbox"/> 3 to 10	
	<input type="checkbox"/> 11 to 25	
	<input type="checkbox"/> 26 to 50	
	<input type="checkbox"/> 51 to 100	

Table R1.1b. Delivery and Installation Timeframe Points Allocation Chart

Proposed Timeframe (from R1.1.a)	Quantity				
	1 to 2	3 to 10	11 to 25	26 to 50	51 to 100
56	0.0	0.0	0.0	0.0	0.0
55	0.2	0.3	0.4	0.5	1.0
54	0.4	0.6	0.9	1.0	2.0
53	0.9	1.1	1.3	1.5	3.0
52	1.0	1.6	1.8	2.0	4.0
51	1.5	2.4	2.7	3.0	5.0
50	2.0	3.2	3.6	4.0	6.0
49	2.5	4.0	4.5	5.0	7.0
48	3.0	4.8	5.4	6.0	8.0
47	3.5	5.6	6.3	7.0	9.0
46	4.0	6.4	7.2	8.0	10.0
45	4.5	7.2	8.1	9.0	11.0
44	5.0	8.0	9.0	10.0	12.0
43	5.5	8.8	9.9	11.0	13.0
42	6.0	9.6	10.8	12.0	14.0
41	6.5	10.4	11.7	13.0	15.0
40	7.0	11.2	12.6	14.0	16.0
39	7.5	12.0	13.5	15.0	17.0
38	8.0	12.8	14.4	16.0	18.0
37	8.5	13.6	15.3	17.0	19.0
36	9.0	14.4	16.2	18.0	20.0
35	9.5	15.2	17.1	19.0	21.0
34	10.0	16.0	18.0	20.0	22.0



Table R1.2 Delivery Score (CRA use only)

1		2		3		4
Delivery Points (from Table R1.1.a)	<i>divided by</i>	Highest Points (from all Bidders)	<i>multiplied by</i>	Available Score	<i>equals</i>	Final Delivery Score
	/		x	100	=	

Example:

Bidder A offers an improved delivery and installation timeframe of 44 days on all quantities (1 to 100). From the chart, Bidder A receives **44 points** by adding up all points for 44 delivery days.

Bidder B offers an improved delivery and installation timeframe of 34 days on quantities of 1-25 units, and 49 days for quantities of 26 up to 100. From the chart Bidder B receives 44 points for 1-25 units and 12 points for 26-100 units for a total of **56 points**.

In this scenario, Bidder B has the highest number of points and receives a full score of **150** (56/56 x 120). Bidder A receives a pro-rated score of **119** (44/56 x 150).



R2. ENVIRONMENTAL CERTIFICATIONS (50 points)

The Bidder should have an integrated set of strategies, programs, policies, processes to measure and continuously improve the environmental performance associated with the design, sourcing, production and supply of office furniture that is founded on compliance with recognized industry standards. This integrated set of strategies, programs, policies, processes should include the following nine (9) attributes:

1. Reduction or elimination of environmentally hazardous or sensitive materials where feasible
2. Designs that favour reuse (upcycling, repair, reupholstery), and recycling or recovery of materials where appropriate
3. Energy efficiency and renewable energy sources where available
4. Sourcing and use of renewable, recyclable or sustainable materials
5. Options to facilitate responsible end of life management, including re-use and recycling
6. Environmental stewardship in the manufacturing process
7. Efficiency and sustainability in the use and selection of packaging
8. Reduction of environmental impacts associated with incoming and outgoing supply chains
9. An emphasis on third-party industry certifications covering multiple attributes of environmental performance of products, materials, processes or systems

To receive points for their proposal under this criterion, Bidders should:

- Provide a detailed description or report detailing the targets and results achieved through the implementation of the manufacturer’s environmental programs, and evidence of its ongoing commitment through its integration of testing and continuous improvement to achieve improved environmental performance. This should include its schedule of testing or re-testing completed over the previous 24 months, and upcoming testing in the next 12 months.
- Provide a copy of the dated certificate or report identifying the third party laboratory or firm that conducted the analysis for furniture products offered in this proposal. This certificate or report must confirm compliance with the industry standard(s) and the breakdown of specific attributes or performance measures assessed for the systems or products. Additional points will be awarded as follows:

Number of qualifying attributes	Points Available
1	0
2 to 3	10
4 to 5	20
6 to 7	30
8	40
9	50

Some product certifications may address multiple attributes, so that a single certification may result in points for more than one attribute. Bidders are responsible for forwarding the breakdown of specific attributes associated with their products or systems which were assessed for the certification. Providing a menu of possible qualifying attributes without the breakdown showing which attributes contributed to the compliance certificate for the Bidder will result in zero (0) points.

All compliance certificates must pertain to the products, facilities and systems related to products offered in this proposal. When multiple products or product lines are offered that may not yet be qualified, full points may still be awarded if the bidder demonstrates its ongoing commitment to third-party certification and continuous improvement as noted above.



R3 Furniture quality and testing program (45 points)

The Bidder should have a demonstrated history of its commitment to quality and safety in the design of the furniture products offered in this proposal. Proposals will be awarded points for each of the following criterion, as indicated below:

Criterion	Points
The Bidder should provide a dated certificate within the last three (3) years demonstrating the commitment of the manufacturer to quality and continuous improvement of its processes. An example would be the ISO 9001 certification program.	15
The Bidder should provide copies of one or more of its CGSB, ANSI/BIFMA or other mechanical test reports covering products offered in its proposal dated within the last five (5) years, a description of its product review and testing schedules, and the role of third party labs in helping to identify areas for improvement in its designs.	15
The Bidder should provide a description of its documented deficiency reporting, assessment and correction process, including service level commitments in accordance with section 3.7 of the Statement of Work.	15

R4 Supplying Multiple Categories of Furniture (30 points)

Proposals will be allocated additional points if Bidders submit a responsive proposal for more than one category of furniture.

Additional points will be allocated as follows:

Number of Categories	Points Awarded
Responsive proposal for one of three categories	0
Responsive proposal for two of three categories	15
Responsive proposal for three of three categories	30



Appendix 3: Financial Proposal

Estimated volumes provided in Appendix 3: Financial Proposal for each Category are for evaluation purposes only and do not represent a commitment on behalf of CRA.

For all Categories, the CRA will calculate the Ceiling Unit Prices, Extended Totals and Installation as follows:

Ceiling Unit Price per product = $(1 - \text{Minimum Percentage Discount off of Manufacturer's Published List Price}) \times \text{Manufacturer's Published List Price}$

Extended Total per product = Ceiling Unit Price per product x Quantity

Installation Cost (Regular Hours) = Sum of Extended Totals per product x Maximum Percentage of Ceiling Unit Price (Regular Hours)

Installation Cost (After-hours) = Sum of Extended Totals per product x Maximum Percentage of Ceiling Unit Price (After-hours)

For Category 1 – Freestanding Desking Only. Installation Cost (Employee Home) = Sum of Extended Totals per product x Maximum Percentage of Ceiling Unit Price (Employee Home)

Evaluated Price for each Category = the sum of the Ceiling Unit Prices of all items + the Installation Cost



1. Category 1: Freestanding Desking

- a) Bidders must quote a minimum percentage discount off of the Manufacturer’s Published List Price for the supply of Freestanding Desking on an as and when requested basis, in accordance with Annex A - Statement of Work. Applicable sales tax and transportation costs are extra.

Shipments shall be consigned to the destination specified in a Task Authorization and Delivered Duty Paid (DDP) CRA locations in Annex A and employee homes across Canada, Incoterms 2010 for shipments from a commercial supplier.

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

- b) Bidders must quote a single maximum percentage of the ceiling unit price each for regular hours, for after-hours, and for employee home installation of Freestanding Desking on an as and when requested basis , in accordance with Annex A – Statement of Work. Applicable sales tax is extra.

i. Minimum Discount off of Manufacturer’s Published List Price

The sample floor plan upon which the list of products for Category 1: Freestanding Desking is based can be found at Appendix A, and is provided for informational purposes.

Bidders must provide a single Minimum Percentage Discount off of the Manufacturer’s Published List Price in the table below.

This single Minimum Percentage Discount will be applied to the Manufacturer’s Published List Price to determine the ceiling unit prices for the contract period and option years.

Table A: Minimum Percentage Discount off of the Manufacturer’s Published List Price

Minimum Percentage Discount off of the Manufacturer’s Published List Price
_____ %

ii. Installation Cost

Bidders must provide an installation cost in the form of a Maximum Percentage of the ceiling unit price for Regular Hours, for After-hours, and for Employee Home Installation in the tables below.

These three (3) Maximum Percentages of the ceiling unit price will be applied to Freestanding Desking listed on a Task Authorization to determine the installation cost for Task Authorizations issued during the contract period and option years.



Table B: Installation Cost, Regular hours

Maximum Percentage of Ceiling Unit Price
_____ %

Table C: Installation Cost, After-hours

Maximum Percentage of Ceiling Unit Price
_____ %

Table D: Installation Cost, Employee Home

Maximum Percentage of Ceiling Unit Price
_____ %

iii. Evaluated Prices

The financial evaluation will be based on a model workstation layout, comprised of the following four (4) products that are shown in Table E:

Table E: Evaluated Products

Item	Description
Work Surface	Freestanding electric Sit Stand Work surface 30" x 72"
Pedestal	Box-file pedestal, 22-24" deep, mobile, with removable cushion top
Power Module	Desk edge clamp mount power module, with AC and USB power, minimum 8-foot power cord
Monitor arm	Desk edge clamp mount, single monitor, fully adjustable

Power Module and Monitor Arm will not be evaluated for Employee Home Installation

Bidders must provide the Manufacturer, Unique Order Code, and Manufacturer's Published List Price, for each product proposed, in Columns C, D, and E of the tables below.



Table F: Regular Hours Installation

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
1	Electric Sit Stand Work surface 30" x 72"				\$ _____	17	
2	Pedestal of Drawers on Wheels with removable cushion top				\$ _____	17	
3	Power Module				\$ _____	17	
4	Monitor Arm				\$ _____	17	
Installation Cost (Regular Hours):							\$ _____
Evaluated Price for Table F:							\$ _____

Table G: After-hours Installation

Note: The products proposed for Table G must be the same products proposed for Table F.

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
1	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>
2	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>
3	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>
4	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>	<i>From Table F</i>
Installation Cost (After Hours):							\$ _____
Evaluated Price for Table G:							\$ _____



Table H: Employee Home Installation

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
1	Electric Sit Stand Work surface 30" x 72"					1	
2	Pedestal of Drawers on Wheels with removable cushion top					1	
Installation Cost (Employee home):							\$ _____
Evaluated Price for Table F:							\$ _____

iv. Bid Evaluation Score – Category 1 Freestanding Desking

The **Financial Score** for each of Table F and Table G and Table H will be derived by giving full points to the bidder with the lowest evaluated price and prorating all other responsive proposals accordingly, as indicated below:

- Bidder with the Lowest Evaluated Price = Total Possible Points
- Other Bidders = Lowest Evaluated Price / Bidder's Evaluated Price * Total Possible Points

Table I: Financial Score Points Available

Table	Total Points Available
Table F	45
Table G	45
Table H	10

The **Bid Evaluation Score** will be derived by summing the Bidder's Financial Score for Table F through H.



2. CATEGORY 2: Panel systems

- a) Bidders must quote a minimum percentage discount off of the Manufacturer’s Published List Price for the supply of Panel systems on an as and when requested basis, in accordance with Annex A - Statement of Work. Applicable sales tax and transportation costs are extra.

Shipments shall be consigned to the destination specified in a Task Authorization and Delivered Duty Paid (DDP) CRA locations in Annex A, Incoterms 2010 for shipments from a commercial supplier.

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

- b) Bidders must quote a single maximum percentage of the ceiling unit price each for regular hours and after-hours installation of Panel systems on an as and when requested basis, in accordance with Annex A – Statement of Work. Applicable sales tax is extra.

i. Minimum Discount off of Manufacturer’s Published List Price

The sample floor plan upon which the list of products for Category 2 - Panel systems is based can be found at Appendix A.

Bidders must provide a single Minimum Percentage Discount off of the Manufacturer’s Published List Price in the table below.

This single Minimum Percentage Discount will be applied to the Manufacturer’s Published List Price to determine the ceiling unit prices for the contract period and option years.

Table A: Minimum Percentage Discount off of the Manufacturer’s Published List Price

Minimum Percentage Discount off of the Manufacturer’s Published List Price
_____ %

ii. Installation Cost

Bidders must provide an installation cost in the form of a Maximum Percentage of the ceiling unit price for Regular Hours and After-hours in the tables below.

These two (2) Maximum Percentages of the ceiling unit price will be applied to Panel systems listed on a Task Authorization to determine the installation cost for Task Authorizations issued during the contract period and option years.



Table B: Installation Cost, Regular hours

Maximum Percentage of Ceiling Unit Price
_____ %

Table C: Installation Cost, After-hours

Maximum Percentage of Ceiling Unit Price
_____ %

iii. Evaluated Prices

The financial evaluation is based on a model floor plan as set out in Appendix A attached hereto.

Bidders must provide the Manufacturer, Unique Order Code, and Manufacturer's Published List Price, for each product proposed, in Columns C, D, and E of the tables below.

All hardware required to assemble the Panel systems in accordance with the model floor plan in Appendix A must be specified by the Bidder where indicated in the tables below. In the event additional hardware is required to deliver the solution requested in the floor plan in Annex A, Bidders should add additional rows to tables E and F below.

Bidders must also provide a draft floor plan (PDF) with the proposed products.

Products from categories other than Category 2 - Panel systems shown on floor plan are for information purposes only (i.e. freestanding desks, tables and chairs).

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Panel systems, in accordance with the floor plans, panel details, panel matrices and workstation layouts where stipulated in Annex A.

Table E: Regular Hours Installation

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
1	24" Fabric both sides, seated privacy height, no power					2	
2	24" Fabric both sides, base panel only, no power					2	
3	24" Fabric both sides, seated privacy height,					16	



	powered, no outlets						
4	24" Fabric both sides, base panel only, powered, no outlets					1	
5	24" Fabric both sides, seated privacy height, power with outlet below work surface one side					2	
6	24" Fabric both sides, seated privacy height, power with outlet below work surface on both sides					7	
7	36" Fabric both sides, seated privacy height, frameless frosted glass on upper portion, no power					13	
8	36" Fabric both sides, base panel only, no power					3	
9	48" Fabric both sides, seated privacy height, whiteboard on upper portion, powered, no outlets					8	
10	48" Fabric both sides, seated privacy height, whiteboard					1	



	on upper portion, powered with outlet below work surface one side						
11	48" Fabric both sides, seated privacy height, no power					1	
12	48" Fabric both sides, base panel only, no power					2	
13	48" Fabric both sides, seated privacy height, power, no outlets					1	
14	48" Fabric both sides, seated privacy height, power with two outlets plus data below work surface one side					16	
15	48" Fabric both sides, base panel only, power with two outlets plus data below work surface one side					1	
16	48" Fabric both sides, seated privacy height, frameless frosted glass on upper portion, power, no outlets					1	
17	Additional Hardware				\$ _____		



(Bidders to Insert Additional Lines if required for Hardware components)						
Installation Cost (Regular Hours):						\$ _____
Evaluated Price for Table E:						\$ _____

Table F: After-hours Installation

Note: The products proposed for Table F must be the same products proposed for Table E.

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
1	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
2	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
3	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
4	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
5	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
6	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
7	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
8	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
9	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
10	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
11	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
12	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
13	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
14	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
15	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
16	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
17	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E



<i>Includes all additional hardware inserted by the Bidder in Table E.</i>			
Installation Cost (After Hours):			\$ _____
Evaluated Price for Table F:			\$ _____

iv. Bid Evaluation Score – Category 2 Panel systems

The **Financial Score** for each of Table E and Table F will be derived by giving full points to the bidder with the lowest evaluated price and prorating all other responsive proposals accordingly, as indicated below:

- Bidder with the Lowest Evaluated Price = Total Possible Points
- Other Bidders = Lowest Evaluated Price / Bidder’s Evaluated Price * Total Possible Points

Table I: Financial Score Points Available

Table	Total Points Available
Table E	50
Table F	50

The **Bid Evaluation Score** will be derived by summing the Bidder's Financial Score for each of Table E and Table F.



Category 3: Collaborative and support space furniture

- a) Bidders must quote a minimum percentage discount off of the Manufacturer’s Published List Price for the supply of Collaborative and support space furniture on an as and when requested basis, in accordance with Annex A - Statement of Work. Applicable sales tax and transportation costs are extra.

Shipments shall be consigned to the destination specified in a Task Authorization and Delivered Duty Paid (DDP) CRA locations in Annex A , Incoterms 2010 for shipments from a commercial supplier.

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

- b) Bidders must quote a single maximum percentage of the ceiling unit price each for regular hours and for after-hours installation of Collaborative and support space furniture on an as and when requested basis, in accordance with Annex A – Statement of Work. Applicable sales tax is extra.

i. Minimum Discount off of Manufacturer’s Published List Price

The sample floor plan upon which the list of products for Category 3: Collaborative and support space furniture is based can be found at Appendix B and is provided for informational purposes .

Bidders must provide a single Minimum Percentage Discount off of the Manufacturer’s Published List Price in the table below.

This single Minimum Percentage Discount will be applied to the Manufacturer’s Published List Price to determine the ceiling unit prices for the contract period and option years.

Table A: Minimum Percentage Discount off of the Manufacturer’s Published List Price

Minimum Percentage Discount off of the Manufacturer’s Published List Price
_____ %

ii. Installation Cost

Bidders must provide an installation cost in the form of a Maximum Percentage of the ceiling unit price for Regular Hours and After-hours in the tables below.

These two (2) Maximum Percentages of the ceiling unit price will be applied to Collaborative and support space furniture listed on a Task Authorization to determine the installation cost for Task Authorizations issued during the contract period and option years.



Table B: Installation Cost, Regular hours

Maximum Percentage of Ceiling Unit Price
_____ %

Table C: Installation Cost, After-hours

Maximum Percentage of Ceiling Unit Price
_____ %

iii. Evaluated Prices

The financial evaluation will be based on the following products that are shown in Table D:

Table D: Evaluated Products

Item	Type	Category	Description
C4	Seating	Collaborative	Lounge chair with armrest, 27" wide minimum, fixed base support, no backrest, no tablet arm
C5	Seating	Collaborative	Tablet chair with armrest (right), 4 legs support, no backrest, no privacy screen
C6	Seating	Collaborative	2 seat sofa with armrests, 4 legs support, medium back, no privacy screen Width 51" to 72", height 27" to 33"
C7	Seating	Collaborative	2 seat banquette without armrests, 4 legs support, without backrest bolster, low back, with privacy screen Width 48" to 62", depth >19", height 16" to 20"
C8	Seating	Collaborative	2 seat banquette without armrests, 4 legs support, without backrest bolster, mid back, with privacy screen Width 48" to 62", depth >19", height 16" to 20"
C9	Seating	Collaborative	Modular benching without armrests, 4 legs support, without backrest, without privacy screen Width 25" to 39", depth >19", height 16" to 19"
C10	Seating	Kitchenette	3 seat banquette without armrests, 4 legs support, without backrest bolster, low back, no privacy screen Width 63" to 75", depth >19", height 16" to 20"
C11	Seating	Kitchenette	3 seat banquette without armrests, 4 legs support, with backrest bolster, low back, no privacy screen



			Width 63" to 75", depth >19", height 16" to 20"
C12	Seating	Kitchenette	Kitchenette chairs without armrest, polymer, 4 legs support, standard height, with backrest, with seat cushion Seat depth >16", seat height 17" to 20"
C13	Seating	Kitchenette	Kitchenette bar stools without armrest, polymer, 4 legs support, bar height, with backrest, with seat cushion Seat depth >15", seat height 28" to 32"
C14	Seating	Collaborative	Upholstered ottoman, small round (24"), 4 legs support Height 16" to 19"
C15	Seating	Collaborative	Curvilinear modular benching without armrests, upholstered, 4 post legs, with backrest, no privacy screen Width 37" to 55", depth >19", height 16" to 19"
B1	Table	Boardrooms	Rectangular boardroom table, laminate, medium size, panel support, with power/data, without privacy panel, without locking casters Width 42", length 96", height 29"
B2	Table	Boardrooms	Rectangular boardroom table, laminate, medium size, panel support, with power/data, without privacy panel, with locking casters Width 42", length 96", height 29"
B3	Table	Boardrooms	Rectangular boardroom table, laminate, large size, panel support, with power/data, without privacy screen, without locking casters Width 60", length 144", height 29"
B4	Table	Boardrooms	Rectangular table, laminate, fixed top, with power/data, with modesty panel, with locking casters Width 24", length 60", height 29"
T1	Table	Collaborative	Round meeting table, laminate, small, disk base, without power/data, without modesty panel Diameter 36", height 29"
T2	Table	Collaborative	Round coffee table, laminate, laminate, 4 post legs, without power/data Diameter 30", height 14" to 21"
T3	Table	Collaborative	Rectangular coffee table, laminate, 4 post leg support, without power/data Width 24", length 48", height 14" to 21"
T4	Table	Kitchenette	Round kitchenette table, laminate, pedestal base, without power/data



			Diameter 30", height 34" to 37"
T5	Table	Kitchenette	Round kitchenette table, laminate, pedestal base, without power/data Diameter 30", height 41" to 43"
T6	Table	Kitchenette	Rectangular table, laminate, full end gable support, without power/data, without modesty panel Width 36", length 84", height 29"
T8	Table	General	Rectangular kitchenette island table, laminate, waterfall edge support, without power/data Width 36", length 72", length 29"
T9	Table	Kitchenette	Round kitchenette table, laminate, pedestal base, without power/data, without privacy panel Width 42", height 25"
T10	Table	Collaborative	V-shape video conferencing table, laminate, post leg support, with power/data, with privacy screen width 54", length 60", height 29"
T11	Table	Collaborative	Rectangular table, laminate, pedestal base, without power/data, without privacy Width 42", length 48", height 26"
T13	Table	Collaborative	Round meeting table, laminate, pedestal base, without power/data, without modesty panel Diameter 24", height 29"
S4	Storage	General	Hutch close, laminate, surface mount with gables, keyed Width 12", length 72"
S7	Storage	Boardrooms	Credenza, laminate, doors (left and right), keyed Width 24", length 72", height 28" to 34"
W5	Table	Boardrooms	Rectangular table, laminate, fixed top, with power/data, with modesty panel, with locking casters Width 24", length 42", height 29"

Bidders must provide the Manufacturer, Unique Order Code, and Manufacturer's Published List Price, for each product proposed, in Columns C, D, and E of the tables below.



Table E: Regular Hours Installation

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
C4	Seating					8	
C5	Seating					10	
C6	Seating					2	
C7	Seating					2	
C8	Seating					2	
C9	Seating					9	
C10	Seating					2	
C11	Seating					6	
C12	Seating					29	
C13	Seating					10	
C14	Seating					5	
C15	Seating					1	
B1	Table					1	
B2	Table					2	
B3	Table					1	
B4	Table					8	
T1	Table					7	
T2	Table					8	
T3	Table					2	
T4	Table					13	
T5	Table					3	
T6	Table					3	
T8	Table					1	
T9	Table					1	
T10	Table					2	
T11	Table					1	
T13	Table					4	
S4	Storage					1	
S7	Storage					4	
W5	Table					24	
Installation Cost (Regular Hours):							\$ _____
Evaluated Price for Table E:							\$ _____



Table F: After-hours Installation

Note: The products proposed for Table F must be the same products proposed for Table E.

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
C4	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C5	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C6	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C7	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C8	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C9	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C10	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C11	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C12	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C13	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C14	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C15	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B1	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B2	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B3	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B4	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T1	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T2	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T3	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T4	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T5	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E



T6	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T8	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T9	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T10	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T11	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T12	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T13	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
S3	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
S4	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
S7	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
W5	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
Installation Cost (Regular Hours):							\$ _____
Evaluated Price for Table E:							\$ _____

iv. Bid Evaluation Score – Category 3 Collaborative and support space furniture

The **Financial Score** for each of Table E and Table F will be derived by giving full points to the bidder with the lowest evaluated price and prorating all other responsive proposals accordingly, as indicated below:

- Bidder with the Lowest Evaluated Price = Total Possible Points
- Other Bidders = Lowest Evaluated Price / Bidder's Evaluated Price * Total Possible Points

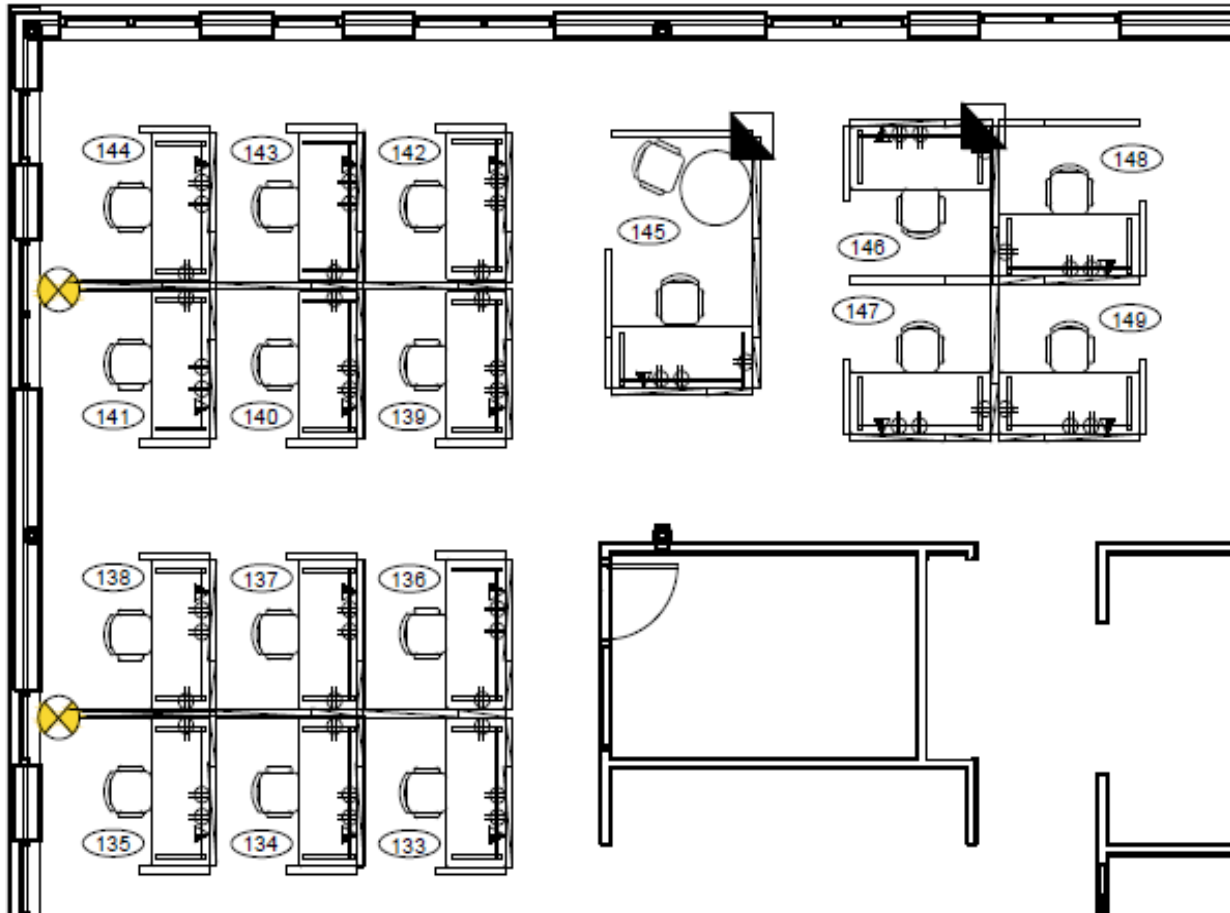
Table I: Financial Score Points Available

Table	Total Points Available
Table E	50
Table F	50

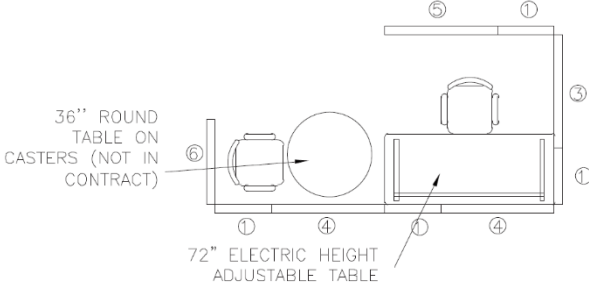
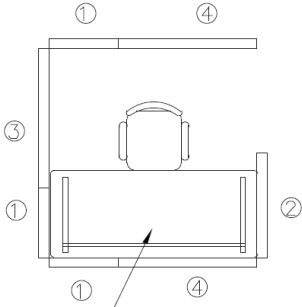
The **Bid Evaluation Score** will be derived by summing the Bidder's Financial Score for of Table E and Table F.



Annex 3 Appendix A – Model Workstation Layout – Category 1 and 2 (Freestanding desking and panel systems)





Workstation Typicals	Workstation legend
<p>Team Leader (x1) Chairs and round table excluded</p>  <p>36" ROUND TABLE ON CASTERS (NOT IN CONTRACT)</p> <p>72" ELECTRIC HEIGHT ADJUSTABLE TABLE</p> <p>Team Workstation (x15) Chair excluded</p>  <p>72" ELECTRIC HEIGHT ADJUSTABLE TABLE</p>	<p>***PLEASE REFER TO PLAN FOR WORKSTATION ORIENTATION ***ALL THE PANELS ON THE EXTERIOR WINDOW SIDE CONTAINS ONLY THE LOWER ELEMENT OF THE PANEL</p> <p>① 24" (610MM) WORKSTATION PANEL</p> <p>② 36" (914MM) WIDE PANEL WITH FROSTED GLASS ON UPPER SECTION (FRAME LESS)</p> <p>③ 48" (1220MM) WIDE PANEL WITH WHITEBOARD ON UPPER ELEMENT (INSIDE OF WORKSTATION)</p> <p>④ 48" (1220MM) WIDE PANEL</p> <p>⑤ 48" (1220MM) WIDE PANEL WITH FROSTED GLASS ON UPPER SECTION (FRAME LESS)</p> <p>⑥ 36" (914MM) WIDE PANEL</p>

Model workstation layout:

- The floor plan takes precedence over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and no panels shall be doubled.
- Should one typical workstation identify power and the other does not – power will be required for both.

Notes for Panel systems:

- All panel are *Seated Privacy Height* except when located against an exterior window.
- When power is required, the power is located *below* work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- Type of power feed: *Base feed and Power Pole*.

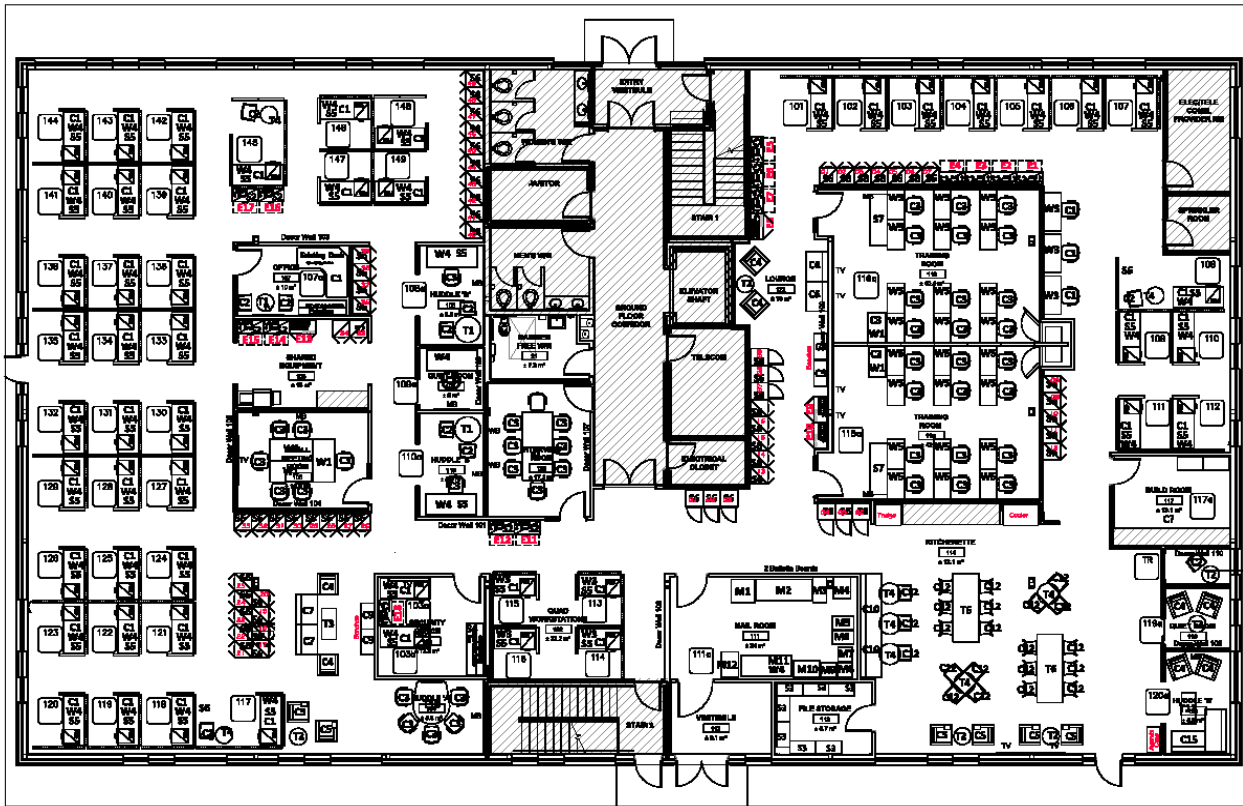


- Special note for **office 145**: the panel section immediately to the left of the guest chair and round table is improperly identified in the floor plan. As currently shown, this is a 72" wide panel with fabric on both sides, base height only, and non-powered. This must be replaced with two panels, one 48" wide and one 24" wide. All other features remain the same.

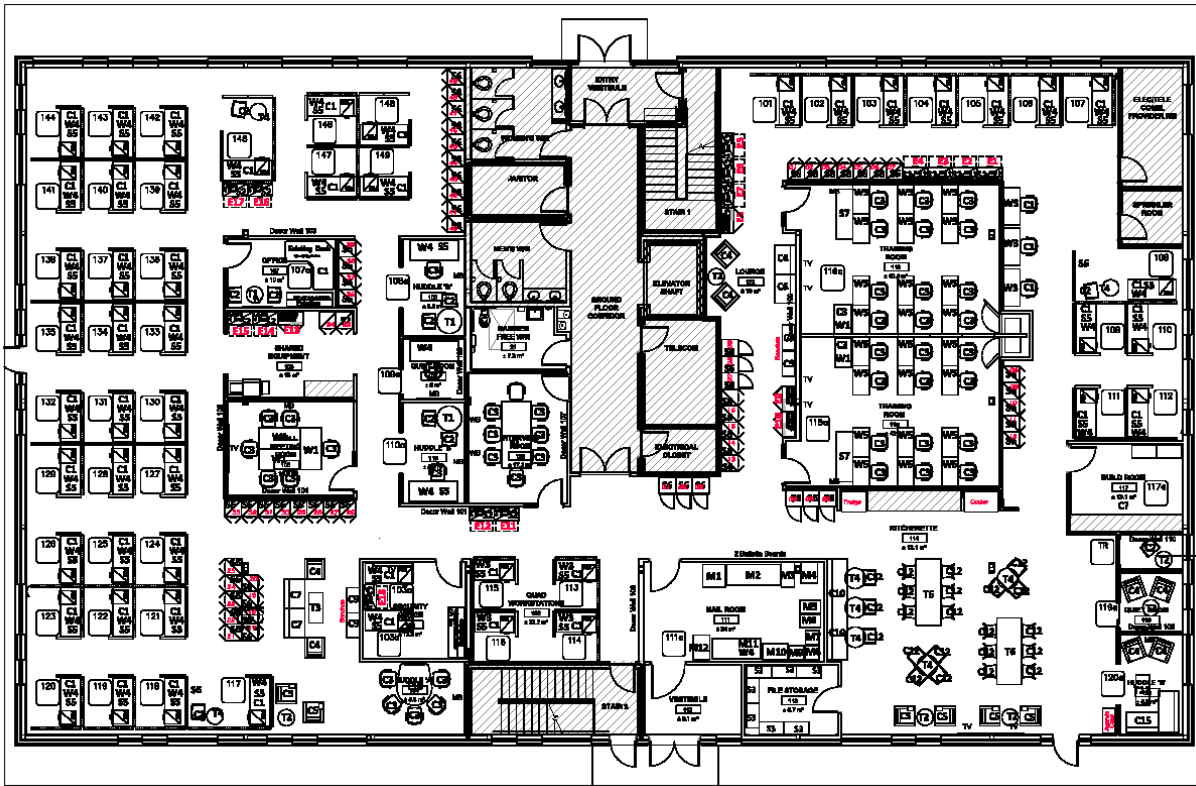


Annex 3 Appendix B: Model Floor Plan for Category 3 (Collaborative and support space furniture)

1st floor



2nd floor





Part 7 Model Contract

The following clauses and conditions apply to and form part of any contract resulting from the solicitation.

7.1 Revision of Departmental Name

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of the contract shall be interpreted as a reference to the Commissioner of Revenue or the Canada Revenue Agency, as the case may be, with the exception of the following clauses:

- a) Standard Clauses and Conditions; and
- b) Security Requirements.

7.2 Agency Restructuring

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

7.3 Requirement

The Contractor must perform the Work in accordance with the Statement of Work (SOW) at Annex A, attached hereto and forming part of the Contract

7.3.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive.

7.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment. The Contracting Authority may exercise an option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.3.3 Option to Add/Remove/Modify Products or Locations

Where the need may arise due to a shift in legislation, policy or program requirements, CRA reserves the right to add or remove similar products or services or locations from the contract, as well as modify items, including, but not limited to furniture products which correspond to the categories and meet the requirements set out at Annex A – Statement of Work.

7.3.4 CRA e-Procurement Solution

The Canada Revenue Agency (CRA) will use an e-procurement solution to order, receive and reconcile goods and services, and the Contractor will accept orders through this solution. This e-procurement system is based on the Ariba suite of products and has been branded internally as Synergy 2.0. The solution is described at Annex C: Synergy 2.0 Solution.



7.3.5 Synergy 2.0 Modifications or Transition To Government of Canada e-Procurement Solution (EPS)

At its sole discretion, the CRA reserves the right to amend the Synergy 2.0 requirements and transition to:

- i. a modified Synergy 2.0 solution; and
- ii. a new Government of Canada e-procurement solution.

The CRA reserves the right, at its sole discretion, to make the use of either solution mandatory. The CRA will provide the Contractor with at least a three-month notice to allow for any measures necessary for the integration of the Contract into a modified Synergy 2.0 solution and the EPS (as applicable). The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

7.3.6 Disclosure of Information

The Contractor agrees to the disclosure of its contract unit prices by CRA to its employees, agents and servants through its e-procurement solution, and further agrees that it shall have no right to claim against CRA, the Minister, their employees, agents or servants, or any of them, in relation to such disclosure.

7.3.7 Discontinued Product

The Contractor certifies that all product models provided under this contract will be available for the duration of the contract, including any exercised Option Periods.

It is understood that product models change over time; however, the Contractor must provide at least sixty (60) days advance notice to the CRA prior to any change of product model. If a product model is discontinued, the Contractor must provide a similar product model which meets or exceeds the original mandatory specifications, at no additional cost to the CRA. At this time, the CRA reserves the right to evaluate the replacement product model to determine their suitability and approve their use.

7.4 Standard Clauses and Conditions SACC A0000C (2012-07-16)

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

The following Clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A2000C	Foreign Nationals (Canadian Contractor) OR	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor) <i>(to be determined at contract award)</i>	2006-06-16
A3015C	Certifications – Contract	2014-06-26
A9068C	Government Site Regulations	2010-01-11
B9028C	Access to Facilities and Equipment	2007-05-25
C2000C	Taxes – Foreign-based Contractor <i>(To be deleted at contract award if not applicable.)</i>	2007-11-30
C6000C	Limitation of Price	2011-05-16
C2605C	Canadian Customs Duties & Sales Tax –Foreign-based Contractor	2008-05-12
G1005C	Insurance	2008-05-12



H1001C	Multiple Payments	2008-05-12
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7.5 General Conditions

2030 (2016-04-04) General Conditions – Higher Complexity - Goods, apply to and form part of the Contract.

Section 01 titled “Interpretation” the definition of "Canada", "Crown", "Her Majesty" or "the Government" is hereby amended to read: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).

Section 02 titled “Standard clauses and conditions” is hereby amended to delete the phrase “Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,” The remainder of Section 02 remains unchanged.

Section 22 titled “Warranty ,

Subsection 1 is hereby deleted in its entirety and replaced with the following:

“Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for 60 months inclusive (or the length of the manufacturer’s warranty, whichever is longer), the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. The warranty period begins on the date of delivery, or if acceptance takes place at a later date, the date of acceptance. With respect to Government Property not supplied by the Contractor, the Contractor’s warranty will extend only to its proper incorporation into the Work.”

Subsection 3 is hereby amended to delete, “In such cases, the Contractor will be paid the fair and reasonable Cost (including reasonable travel and living expenses) incurred in so doing, with no allowance for profit, less an amount equal to the Cost of rectifying the defect or non-conformance at the Contractor's plant”.

Subsection 4 is hereby amended to delete “Canada must pay” and insert “Contractor must pay”

Section 23 titled “Confidentiality”,

Subsection 5 is hereby amended to delete Public Works and Government Services (PWGSC) and insert Canada Revenue Agency (CRA).

Subsection 6 is hereby amended to delete “PWGSC Industrial Security Manual and its supplements”, and insert “Security Requirements for the Protection of Sensitive Information” issued by the CRA, Security and Internal Affairs Directorate (SIAD). The remainder of Section 23 remains unchanged.

Section 43 titled “Integrity provisions- contract” is hereby deleted in its entirety and replaced with:

The Supplier Integrity Directive (SID) incorporated by reference into the bid solicitation is incorporated into, and forms a binding part of the Contract. The Contractor must comply with the provisions of the SID, which can be found on the Canada Revenue Agency’s website at <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/procurement-cra/supplier-integrity-directive.html>.

Section 45 titled “Code of Conduct for Procurement—Contract” is hereby deleted in its entirety.

7.6 Security Requirements

Contractor personnel must be escorted at all times while on CRA premises.



7.7 Authorities

7.7.1 Contracting Authority A1024C (2007-05-25)

The Contracting Authority for the Contract is:

To be completed at the time of Contract award.

Name:
Telephone Number:
Fax Number:
E-mail address: @cra-arc.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.

7.7.2 Project Authority A1022C (2007-05-25)

To be completed at the time of Contract award.

Name: _____
Address: _____
Telephone Number: _____
Fax Number: _____
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.

7.7.3 Contractor's Representative

To be completed at the time of Contract award.

Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

7.7.4 Site Authorities

The Site Authorities are responsible for providing access to their respective CRA facilities and equipment and are the authorities for whom the Work is being carried out under each Task Authorization. All work carried out under this Contract is to be performed to the satisfaction of the Site Authority. Should the work or any portions thereof not be satisfactory, the Site Authority reserves the right to reject it, in part or in its entirety, and to require its correction before recommending payment.

The Site Authorities are responsible for:

- i. arranging for access to Crown facilities and equipment;
- ii. reviewing and inspecting all invoices submitted;
- iii. inspecting and accepting all work performed as detailed in this contract.



7.8 Task Authorization Process SACC Clauses CRA Mod B9054C 2014-06-26

The Work or a portion of the Work performed under the Contract will be performed on an as-and-when-requested basis and initiated using a Task Authorization (TA). The Work must be completed in accordance with the description of the Work defined in Annex A: Statement of Work and the TA.

The Contractor shall not commence any Work described in the Contract until the Contractor receives authorization from the CRA to proceed with the Work.

The CRA will authorize the Work with the Contractor by submitting a TA, which may take the form of either:

- a) A TA form signed by the Contracting Authority and sent to the Contractor via email; or
- b) A Synergy 2.0 Purchase Order (PO) sent to the Contractor using the Synergy 2.0 e-procurement solution as described at Annex C: Synergy 2.0 Solution; or
- c) An external purchase to the Contractor outside the e-procurement solution, as described below.
 - i. External purchases are those made by Site Authorities by acquisition card.
 - ii. The Contractor must receive, confirm, and process orders by one or more of the following methods: email, telephone, and facsimile.
 - iii. The Contractor must provide confirmation of receipt to the respective Site Authority within one business day for orders placed using the external purchase process. External purchases placed by the Site Authority must be confirmed by the Contractor in writing.

The CRA reserves the right to cancel any TA within 24 hours of the time that the TA was sent by the CRA.

7.9 Minimum Work Guarantee – All the Work – Task Authorizations SACC B9030C 2011-05-16

In this clause,

- 1) "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means _____ (to be inserted at contract award).
- 2) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- 3) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- 4) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.10 Limitation of Expenditure - Cumulative Total of all Task Authorizations SACC C9010C 2013-04-25

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before _____ the contract expiry date, or



c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.11 Delivery

All the deliverables must be received by the Site Authority in accordance with the delivery and installation timelines as set out in Annex A: Statement of Work

7.12 Inspection and Acceptance

All deliverables under the Contract shall be subject to inspection and acceptance by the Site Authority at destination.

7.13 Deficiency Procedures

All deficiencies must be addressed and corrected by the Contractor in accordance with the procedures and timelines as set out in Annex A: Statement of Work.

7.14 Credit for Late Delivery (SACC D0024C)

1. If the Contractor fails to deliver the goods within the time specified in the Contract, the Contractor agrees to pay to Canada a credit in the amount of 1% per calendar day of delay, up to a maximum of 10% of the Task Authorization value. The total amount of credits must not exceed ten (10) percent of the Task Authorization value.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

7.15 Basis of Payment SACC C0207C (2013-04-25)

The Basis of Payment is set out in Annex B: Basis of Payment.

7.16 Invoicing Instructions

7.16.1 For orders submitted via a signed Task Authorization form or External Purchase

- 1) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions. Claims cannot be submitted until all work identified in the claim is completed. Each claim must be supported by a copy of the release document and any other documents as specified in the Contract;
- 2) Claims must be distributed as follows: The original and one (1) copy must be forwarded to the Technical Authority for certification and payment.



7.16.2 For orders submitted via Synergy 2.0:

- 1) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions. Claims cannot be submitted until all work identified in the claim is completed.
- 2) Invoices must be submitted to the CRA over the AN, as required in Annex C: Synergy 2.0 Solution.

7.17 Payment Process

At Canada's discretion the Contractor will be paid using direct deposit or cheque.

At its sole discretion Canada may change the method of payment at any time during the period of the Contract, including any extension thereto, to one of the other payment methods stated above. All communications regarding the specific method of payment, including changes thereto, will be in writing via email as it's not Canada's desire to formally amend the Contract if the payment method is changed.

It is the sole responsibility of the Contractor to ensure that their organization is entitled to receive payment from the Government of Canada.

7.17.1 Payment by Direct Deposit

The Contractor shall accept Direct Deposit for payment of the goods and/or services described herein. Payments by direct deposit will be subject to Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2030 General Conditions (2016-04-04) forming part of the Contract.

To complete or amend a direct deposit registration, the Contractor must complete the Vendor Electronic Payment Registration form accessible at: <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/rc231.html>

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Vendor Electronic Payment Registration form is up to date. Should the Contractor's information within the Vendor Electronic Payment Registration form not be accurate or up to date, the provisions identified herein under Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2030 General Conditions (2016-04-04) forming part of the Contract will not apply, until the Contractor corrects the matter.

7.17.2 Payment by Cheque

The Contractor shall accept Government of Canada cheques for the payment of goods and/or services described herein.

7.18 Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the contract. If the Contractor does not comply with any certification, fails to provide the associated information, or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.18.1 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) - Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the ["FCP Limited Eligibility to Bid"](#) list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.



7.19 Joint Venture **(NOTE to bidders: to be deleted at contract award if not applicable)**

If the Contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of the Contract.

In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract Amendments, may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

The Contractor shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after Contract Award. Any change in the membership of a contractual joint venture after Contract Award without the prior written approval of the Contracting Authority shall be deemed to be default under the Contract.

The joint venture represents and warrants that it has appointed and granted full authority to _____ *(name to be inserted at Contract Award)*, the "Lead Member", to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract, including but not limited to Contract Amendments and Task Authorizations.

In the event of a contractual joint venture, all payments due and owing to the joint venture shall be made by the Canada Revenue Agency to the Lead Member of the joint venture. Any such payment to the Lead Member of the joint venture shall be deemed to be payment to the joint venture and shall act as a release from all the members of the joint venture.

By giving notice to the Lead Member the Canada Revenue Agency will be deemed to have given notice to all the members of the joint venture.

7.20 Proactive Disclosure of Contracts with Former Public Servants CRA Mod A3025C 2013-03-21

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports.

7.21 Applicable Laws SACC A9070C (2014-06-26)

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.22 Priority of Documents SACC A9140C (2007-05-25)

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.

1. The Articles of Agreement;
2. The General Conditions - 2030 (2016-04-04) General Conditions – Higher Complexity - Goods;
3. Annex A: Statement of Work;
4. Annex B: Basis of Payment;
5. Annex C: Synergy 2.0 Solution;
6. The Contractor's proposal dated *(insert date of bid)*, as amended on *(insert date(s) of amendment(s), if applicable)*;
7. The Task Authorizations (including annexes, if any)

7.23 Alternative Dispute Resolution

NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION



The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to the contract or any breach thereof.

If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled with a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.

7.23.1 Procurement Ombudsman

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

7.23.2 Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



Annexes

The following Annexes apply to and form part of the Contract:

ANNEX A: STATEMENT OF WORK

ANNEX B: BASIS OF PAYMENT

ANNEX C: Synergy 2.0 Solution



Annex A - Statement of Work

1.0 Background

The CRA has a requirement for the supply, delivery, and installation of new furniture products, on an as and-when requested basis, to support its current and evolving work environments. Its variety of work environments is the result of changing workplace standards as well as new pressures prompting the CRA to re-evaluate where and how its employees are doing their work. Three (3) categories of furniture are identified in section 2.0 with the list of furniture products which must be supplied by the Contractor in each category.

The Contractor must also provide the product-related services identified herein. These services will support smart product selection that helps to address CRA priorities related to flexibility, accessibility and interchangeability between users and organizations within the CRA. Other services and tools that will help support the efficient supply, maintenance and management of furniture during the lifecycle will be equally important.

2.0 Requirement

The Contractor must supply, deliver, and install the following categories of office furniture products (outlined in Appendix A – detailed list of furniture products) to CRA locations (outlined in Appendix B – CRA locations) and where specified, to employee homes (excludes panel systems and collaborative furniture) across Canada, on an “as and when requested” basis.

Cat. #	Furniture Type	Includes
1	Freestanding desking	Freestanding desk and table products for offices including: <ul style="list-style-type: none"> • Desking systems (including fixed height surfaces in various shapes) • Modular benching (fixed and adjustable) • Small meeting tables • Sit-stand desks (rectangular and 120-degree) • Executive furniture (wood veneer) • Desk-mounted or other related components and accessories such as: <ul style="list-style-type: none"> ○ work surface mounted modesty panels, privacy screens, power modules, and monitor arms ○ Desk bases and work tops ○ Pedestals ○ Attached storage components such as pedestals and hutches
2	Panel systems	<ul style="list-style-type: none"> • Base height panels • Seated privacy height add on panels • Work surface privacy add on • Work surfaces • Attached storage components • Component System Accessories <ul style="list-style-type: none"> ○ Panel-mounted accessory rails, tackable surfaces, and white boards ○ Panel-mounted privacy screens ○ Accessory rail accessories



3	Collaborative and support space furniture	<ul style="list-style-type: none"> • Tables/horizontal surfaces: <ul style="list-style-type: none"> ○ Meeting room tables (small, medium, large) ○ Training tables ○ Video conferencing tables ○ Credenzas ○ Coffee and side tables (including narrow) ○ Collaborative meeting tables ○ Collaborative lounge height meeting tables ○ Kitchen island tables ○ Laptop tables ○ Multi-media tables • Seating: <ul style="list-style-type: none"> ○ Banquette seating ○ Lounge chairs ○ Sofas ○ Tablet arm chairs ○ Upholstered ottomans ○ Upholstered stools ○ Modular benching and side table units – rectilinear and curvilinear ○ Bar stools ○ Kitchenette chairs • Freestanding lounge screens, including mobile whiteboards and monitor mounts • Open area collaborative furniture including individual work pods, individual private lounge chairs, and group work pods
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2.1 Delivery and Installation Timeframe

Products must be delivered and installed within the following timeframes:

- Category 1 (Freestanding desking) and category 2 (Panel systems): maximum of six (6) weeks or 42 calendar days after receiving a task authorization
- Category 3 (Collaborative and support space furniture): maximum of eight (8) weeks or 56 calendar days after receiving a task authorization

An allowance of one additional week (7 calendar days) will be permitted for non-mainland locations.

2.1.1 Order notifications: the Contractor must provide notifications at key points in the supply process for each order that will permit buyers and project stakeholders timely information about the status and location of each order that will aid in planning, sequencing and coordination of delivery and installation services. Notifications must include at a minimum:

- i. Order confirmation with estimated ship date
- ii. Confirmation of shipping with estimated delivery date
- iii. Contact with the designated site contact to confirm appointment for delivery and installation

2.2 Product Standards

All furniture products supplied must meet all applicable requirements in Appendix C – Furniture Technical Requirements. All accessories or add-on elements that are required to meet any mechanical or other type of testing requirements of Appendix C, such as counterweights and standard accessories, must be included as standard equipment with the supply and delivery of all furniture products.



2.3 Finishes

The Contractor must provide finishes that meet the applicable requirements in Appendix C – Furniture Technical Requirements. The Contractor must supply finish samples to the Project Authority to help identify the specific applications and suitability for each different finish offered to support the selection of finishes. Samples must be supplied as follows:

- Electronic sample cards to show the range of finish colour options for CRA purchasers
- Physical sample cards mailed within five (5) business days from the date of a request by the Contracting Authority, Project Authority or Site Authority to ensure finish selections are aligned and coordinated with other existing or planned finishes.

2.4 Keys

The Contractor must supply additional keys for any specified lock on an as-and-when requested basis. The Contractor must supply the CRA with instructions to identify its locks to ensure the correct keys are supplied.

3.0 Client Support Services

3.1 Customer Support

The Contractor must implement and maintain a helpdesk or equivalent client support resources for Task Authorization and customer support issues. This helpdesk must be responsive and accountable to the Contracting Authority, the Project Authority and the stakeholders identified in Annex C - Synergy 2.0 Solution.

3.2 Support services for product selection

The Contractor must supply “pre-purchase” client support to review business or project requirements and propose a range of solutions available in the contract to meet the need. The Contractor must assess client requirements and supply options in accordance with direction from the CRA Project Authority, including:

- Identifying a range of furniture solutions that will meet operational requirements
- identify the lowest—cost alternative in addition to other solutions that may be perceived to offer enhanced performance or better value
- Where better value may be achieved by some alternatives, providing an explanation of the potential added value to the CRA

3.3 Project supply coordination services

When large quantities or multiple different furniture products are being ordered for supply, delivery and installation at one location, whether all together, in sequence or in different phases, the Contractor must provide a resource that will work together with the identified CRA Site Authority to ensure that all activities for the supply of furniture will be efficiently scheduled, sequenced and coordinated with any other personnel involved in the project. Appropriate resources should be identified and assigned based on the scope and complexity of the project.

The Contractor’s project resource will be fully accountable to the CRA project manager/leader for delivery of goods and related services. Should unexpected developments necessitate a change to the delivery of goods and services, the Contractor’s project resource must inform the CRA Contracting Authority (in the case of a task authorization form) or the CRA Synergy user (in the case of a Synergy Purchase Order) as soon as possible to ensure that orders are amended and properly authorized before proceeding with the work.

3.4 Demo/mock-up program



The Contractor must offer the CRA a program for the supply and installation of sample furniture solutions as and when requested at an existing or future CRA location or appropriate substitute as approved by the CRA to support the review, evaluation, selection and/or implementation of larger-scale furniture solutions. The Contractor must include:

- Parameters or criteria for requesting sample furniture
- Any restrictions in products that may be considered for the sample
- Supply, delivery, installation, removal and return of the sample
- Sample evaluation criteria or strategies to support review or testing of the furniture solution by different stakeholders
- Duration that furniture samples can be supplied
- Return policy following review

3.5 Design services:

For all projects where a proposed floor plan has been supplied, the Contractor must supply an updated floor plan including the specific products proposed. All revised floor plans will be subject to review and approval by project officials to ensure compliance with applicable codes and standards.

3.6 Product installation support services

If the CRA cannot accept the delivery of the full scope of installation services by the Contractor, the Contractor must supply the following:

- Any parts and components required to complete the installation
- Instructions to complete any remaining installation requirements, a list of typical tools and equipment required, and the temporary supply of any proprietary tools
- Appropriate combination of training and oversight of CRA internal services personnel to safely complete the installation
- Inspection and certification that the installation has been completed correctly for the purpose of maintaining the warranty and overall product integrity

3.7 Deficiencies and Warranty Repairs

3.7.1 The Contractor must manage product deficiencies or damage that occurs in the course of initial supply of furniture, such as shipping, handling, assembly, and installation.

When a deficiency is reported by the CRA, the Contractor must assess the deficiency, propose a solution and complete the repair. All services must be delivered in a manner that ensures that the final product appears and performs comparable to a new product, and is fully compliant with applicable standards.

3.7.2 In the event of a product recall or known design-level deficiency in any products supplied to the CRA through this contract, the Contractor must:

- a) notify the Project Authority and Contracting Authority **within 48 hours** and
- b) submit an assessment of the scope of the supply issue including all CRA order numbers for the affected products, locations and quantities, and a draft of the project plan for corrective action and related timeframes for implementation in accordance with applicable warranty provisions **within five (5) business days**.
- c) Once the corrective measures and project plan are approved by the CRA, the Contractor must promptly finalize the implementation plan and scheduling with the designated local authorities.



- 3.7.3** The Contractor must have a warranty claim and repair process for failures in product performance during use. This must include:
- a) Acknowledgement of the service request within 48 hours or better
 - b) An assessment to validate and properly identify the reported problem, completed within five (5) business days of the notification or better
 - c) Submission of a proposed plan for repair, including the supply of all parts and labour and schedule, completed within five (5) business days or better
 - d) Confirmation of warranty provisions and coverage provided
 - e) If the product must be removed from service immediately, a proposal for the timely supply of a temporary replacement

Once the CRA has agreed to the proposed repair, repairs must be initiated within five (5) business days after receiving any necessary parts, or longer at the CRA's sole option. The time required for the supply of parts must not exceed the standard delivery time for the furniture product. All repair services must be performed on-site by technicians certified by the manufacturer of the cabinets, unless otherwise approved in writing by the CRA.

4.0 Product Information and Reporting

4.1 Product Information

The Contractor must have and keep current all specification and design guides that govern the delivery, installation, proper use, handling, maintenance and management of any of its furniture products. If such guides, information sheets, bulletins, etc. are not available publicly through the supplier's Internet site at any time, or upon a request from the CRA, the documentation must be supplied within 48 hours.

In addition to these product listings, the Contractor must provide an electronic copy of its standard warranty to the CRA for the products supplied under this contract, and if the warranty under this contract is superior to the standard warranty, a copy of the standard warranty plus all enhancements offered to the CRA.

The Contractor must maintain and keep current all documentation that may be required to validate compliance with applicable requirements, including design specifications, third-party reports and certifications. The Contractor must supply copies of all such documentation requested within seven (7) calendar days of any request by the CRA Project Authority or Contracting Authority.

4.2 Reporting

The Contractor must provide reports to the CRA that summarize its activities.

Reports must be provided to the CRA on an as and when requested basis, at no additional cost to the CRA, and must be delivered within ten (10) business days from the date of the request. Reports shall not be requested more than once per quarter.

The Contractor must provide the reports and data in a common electronic reporting format that has been approved by the Project Authority or Contracting Authority in advance. The reports must provide a roll-up of the following:

- A line-level report of all Task Authorizations submitted by CRA during the previous quarter, including, at a minimum, the following details from the individual lines included in each Task Authorization:
 - the date of the Task Authorization;
 - the CRA Task Authorization number and corresponding Contractor-generated reference number;



- the part number, description of the product or service, and the bar code or unique identifier of each cabinet
 - the quantity;
 - no cost options applied to the line, including the colour and finish of products;
 - unit price per item and total cost ;
 - the CRA delivery location;
 - the delivery and installation date;
 - any late deliveries, and the extent of the late delivery.
- Project requests (reference section 6.0 of this Annex A: Statement of Work). This must identify each Task Authorization that has been identified as a project request. This report must identify projects by address and the associated CRA Task Authorization number(s), and include a brief summary of issues and opportunities for improvement if applicable.

5.0 Official Languages of Canada:

All product information and services must be available in both official languages of Canada. The quality of the product information and services provided in one language must be comparable to those in the other. This includes catalogues, product packaging, packing slips, invoicing, care and maintenance instructions, and product labelling.

6.0 Client Manager

The Contractor must identify an Account Manager. The Account Manager must ensure a level of client support as follows:

- CRA must be able to communicate directly with the Account Manager in both official languages.
- Backup resource(s) must be provided to ensure that the services are maintained during any absences by the Account Manager.
- The Account Manager is responsible for overseeing all activities across Canada.
- Contact Information: The Contractor must provide the contact information for the Account Manager. This must include at a minimum a direct telephone number, and an email address to allow the CRA Contracting Authority or the Functional Authority to contact the Account Manager directly.
- Response to enquiries: the Client Manager must respond to enquiries from the Contracting Authority or Functional Authority within one (1) business day, and provide an estimated time for the response to the enquiry.

6.1 Contract Review Meetings

The Contractor must attend an annual contract review meeting if requested by the Contracting Authority. The contract review meeting must be held in-person at a location within the National Capital Region (NCR) or virtually as specified by the Contracting Authority at the time of the request, and must take place within five (5) business days of the request unless otherwise agreed upon by both parties. The agenda will focus on opportunities to improve product and service offerings overall. This will include but is not limited to:

- Coordination within projects
- Ordering system
- Strategies to support the achievement of best value
- Product updates, including trends in design and standards
- Discussion and resolution of any other items identified through quarterly reviews or ad-hoc requests that have come to the attention of the functional or contracting authority

7.0 Environmental performance



The Contractor must have an integrated set of strategies, programs, policies, processes to measure and continuously improve the environmental performance associated with the design, sourcing, production and supply of office furniture that is founded on compliance with recognized industry standards. This must include one or more of the following:

- Reduction or elimination of environmentally hazardous or sensitive materials where feasible
- Designs that favour reuse (upcycling, repair, reupholstery), and recycling or recovery of materials where appropriate
- Energy efficiency and renewable energy sources where available
- Sourcing and use of renewable, recyclable or sustainable materials
- Options to facilitate responsible end of life management, including re-use and recycling
- Environmental stewardship in the manufacturing process
- Efficiency and sustainability in the use and selection of packaging
- Reduction of environmental impacts associated with incoming and outgoing supply chains
- An emphasis on third-party industry certifications covering multiple attributes of environmental performance of products, materials, processes or systems

8.0 Constraints

All product-related services must be delivered in a manner that is fully compliant with the most recent approved public health guidance from local officials in the area of the delivery.

Delivery, installation, and all other product related services must be completed during normal business hours between 7:00 AM and 6:00 PM local time. When requested, delivery and installation must be completed outside of regular work hours Monday to Friday between 6:00 PM and midnight, and on weekends.



Appendix A: Detailed List of Furniture Products

Category 1: Freestanding Desking

Product	Dimensions	Available Features
Desking systems	<ul style="list-style-type: none"> • Depths 24", 30" • Widths 36" to 72" 	<ul style="list-style-type: none"> • Finish: Laminate, wood veneer • Surface: work surface, transitional, transaction • Shape: rectangular, corner, D-top • Height: fixed • Grommets, no grommets • Base: legs, gables
Modular interconnecting benching systems	<ul style="list-style-type: none"> • Surface depths 24", 30" • Surface widths 48" to 72" 	<ul style="list-style-type: none"> • Finish: Laminate • Shape: rectangular • Height: fixed, user-adjustable • Single sided, paired • Surfaces: 2, 3, 4 • Privacy screen: surface-mounted/ spine-mounted, fabric/glass • Modesty panel, no modesty panel • Base: central spine, legs, gables
Small meeting tables	Widths 30", 36", 42" Lengths 30" to 72" OR Diameters 30", 36", 42"	<ul style="list-style-type: none"> • Finish: laminate, wood veneer • Shapes: rectangular, square, round • Base: post legs, pedestal, end gables
Freestanding work surfaces	<ul style="list-style-type: none"> • Depths 24", 30" • Widths 36" to 72" 	<ul style="list-style-type: none"> • Finish: Laminate, wood veneer • Shape: rectangular • Fixed height, adjustable height • Adjustment: seated height (incremental), seated height (continuous - crank), sit-stand height (continuous - electric) • Configuration: single surface, split surface • Base: legs
Work surface mounted components		<ul style="list-style-type: none"> • Modesty panels: laminate, metal • Privacy screens: fabric, glass • Power modules • Monitor arms: single monitor, double monitor
Desk-related components and accessories		<ul style="list-style-type: none"> • Freestanding and attached storage (pedestals, credenzas, hutches) • Work surface tops • Freestanding desk bases

Category 2: Panel Systems

Product	Dimensions	Available Features
Base Height only	Width 24", 30", 36", 42", 48"	<ul style="list-style-type: none"> • Finishes: Fabric, plastic laminate • Power, no power • Cut-outs: power and data, power only



Base Height plus Work Surface Privacy Add On	Width 24", 30", 36", 42", 48"	<ul style="list-style-type: none"> • Finishes for lower element: Fabric, plastic laminate • Finishes for upper element: fabric, laminate, clear glass, fabric, frosted glass, tinted glass • Accessories: accessory rail, tackable surface, whiteboard
Base Height plus Seated Privacy Height Add On	Width 24", 30", 36", 42", 48"	<ul style="list-style-type: none"> • Finishes for lower element: Fabric, plastic laminate • Finishes for upper element: fabric, laminate, clear glass, fabric, frosted glass, tinted glass • Accessories: accessory rail, tackable surface, whiteboard
Panel-Mounted Work Surfaces	Depths 12" to 36" Lengths 18" to 72"	<ul style="list-style-type: none"> • Types: work surface, transaction surface, transitional surface • Finishes: laminate • Fixed height and incremental adjustment • Shapes: rectangular, D-top, P-top, 120 degree • Grommets or cut-outs
Attached storage components		<ul style="list-style-type: none"> • Types: pedestal, overhead bin, shelves • Finishes: laminate, painted metal
Panel-mounted privacy screens		<ul style="list-style-type: none"> • Finishes: clear glass, frosted glass, tinted glass, fabric

Category 3: Collaborative and Support Space Furniture

A. Tables/horizontal surfaces

Product	Dimensions	Available Features
Meeting room tables (small, medium, large)	<ul style="list-style-type: none"> • widths 36", 42", 48", 54", 60" • lengths from 36" to 192" OR <ul style="list-style-type: none"> • diameters 30" to 54" 	<ul style="list-style-type: none"> • Finishes: laminate, wood veneer • Base: panel, pedestal, post legs, column support • Shape of tops: rectangular, boat, racetrack, square, round
Training tables	<ul style="list-style-type: none"> • widths 24", 30" • lengths from 36" to 72" 	<ul style="list-style-type: none"> • Finishes: laminate • Base: C-leg, T-leg, Y-leg, post legs support • Casters • Power and data outlets • Wire management • Modesty panel • Shape of tops: rectangular, half moon, trapezoid
Video conferencing tables	<ul style="list-style-type: none"> • widths 42" to 60" • lengths 120" to 192" 	<ul style="list-style-type: none"> • Finishes: laminate • Base: C legs, T legs, Y legs, column base, end gable or post legs



		<ul style="list-style-type: none"> • Configuration: ganged, single • Power and data outlets • Modesty panel • Wire management
Credenzas	<ul style="list-style-type: none"> • Widths 18", 20", 24" • Lengths 42", 48", 60", 72" 	<ul style="list-style-type: none"> • Finishes: laminate, wood veneer • Configuration options: open shelf, closed cupboard • Keyed, keyless
Coffee and side tables (including narrow)	<ul style="list-style-type: none"> • widths 18", 20", 24" • lengths 36", 42", 48" <p>OR</p> <ul style="list-style-type: none"> • length/width 30", 36", 42" (square) <p>OR</p> <ul style="list-style-type: none"> • diameters 30", 36" (round) 	<ul style="list-style-type: none"> • Finishes: black painted glass, laminate, painted MDF, solid surface, wood veneer • Base: end gable, pedestal, post legs • Shapes: rectangular, square, round, oval
Collaborative meeting tables	<ul style="list-style-type: none"> • Widths/diameters 30", 36" 	<ul style="list-style-type: none"> • Finishes: laminate • Shapes: square, round • Base: post legs, pedestal
Collaborative lounge height meeting tables	<ul style="list-style-type: none"> • Widths/diameters 30", 36", 42" 	<ul style="list-style-type: none"> • Finishes: laminate • Shapes: square, round • Base: post legs, pedestal • Power and data outlets
Kitchen island tables	<ul style="list-style-type: none"> • widths 30", 36", 42", 48" • lengths 60", 72", 84", 96" • counter height, bar height 	<ul style="list-style-type: none"> • Finishes: laminate • Base: end gable, waterfall edge support, post legs • Power and data outlets
Laptop tables		<ul style="list-style-type: none"> • Shapes: rectangular, round
Multi-media tables	<ul style="list-style-type: none"> • Heights: bar height, counter height, seated height and height adjustable • Widths 42", 48", 54", 60" • Lengths 60" to 120" 	<ul style="list-style-type: none"> • Finishes: laminate • Shapes: rectangular, D-shaped, trapezoid • Power and data outlets • Monitor mount (single or double)

B. Seating

Product	Dimensions	Available Features
Banquette seating		<ul style="list-style-type: none"> • Seats: single seat, two seats, three seats • Finish: upholstered • Base: legs • Armrests, no armrests • Back height: low, mid-back • Privacy screen, no privacy screen
Lounge chairs		<ul style="list-style-type: none"> • Finish: upholstered • Base: fixed, swivel • Armrests, no armrests
Sofas		<ul style="list-style-type: none"> • Seats: two seats, three seats • Finish: upholstered • Base: legs



		<ul style="list-style-type: none"> • Armrests, no armrests
Tablet arm chairs		<ul style="list-style-type: none"> • Finish: upholstered • Base: legs • Armrest, no armrest • Tablet arm: right side, left side
Upholstered ottomans		<ul style="list-style-type: none"> • Finish: upholstered • Shape: round, square
Upholstered stools		<ul style="list-style-type: none"> • Finish: upholstered • Shape: round, square • Base: leg • Casters, no casters
Modular benching and side table units – rectilinear and curvilinear		<ul style="list-style-type: none"> • Finish: upholstered • Shape: rectilinear, curvilinear • Base: legs • Backrest, without backrest • Side table with power and data outlets
Bar stools	<ul style="list-style-type: none"> • Heights: counter height, bar height 	<ul style="list-style-type: none"> • Finish: polymer, bent plywood, laminate • Base: 4 legs, pedestal base, sled base • Armrests, no armrests • Seat cushion, no seat cushion
Kitchenette chairs		<ul style="list-style-type: none"> • Finish: polymer, bent plywood, laminate • Base: 4 legs, sled base • Armrests, no armrests • Seat cushion, no seat cushion

C. Freestanding lounge screens, including mobile whiteboards and monitor mounts

Product	Dimensions	Available Features
Freestanding lounge screens		<ul style="list-style-type: none"> • Finishes: upholstered, laminate or painted metal
Mobile whiteboards		<ul style="list-style-type: none"> • Front side: whiteboard, painted glass • Rear side: writeable surface, solid surface
Mobile monitor mounts	<ul style="list-style-type: none"> • Single monitor 48 to 60 inch diagonal 	<ul style="list-style-type: none"> • Rear side: writeable surface or solid surface • Finish – white board, laminate, painted MDF, back painted glass, wood veneer

D. Open area collaborative furniture including individual work pods, individual private lounge chairs, and group work pods

Product	Dimensions	Available Features



Individual work pods		<ul style="list-style-type: none">• Base: legs• Power and data outlets
Individual private lounge chairs		<ul style="list-style-type: none">• Base: pedestal, post legs, sled base• Power and data outlets• Work surface, tablet arm
Group work pods		<ul style="list-style-type: none">• Base: legs• Power and data outlets



Appendix B: LIST OF CRA LOCATIONS

The following list contains the regions and cities to which the Contractor must supply and deliver the goods and services described herein. Delivery addresses will be supplied at the time a Task Authorization has been ordered. The CRA reserves the right to add, change or remove locations as required.

Atlantic

1. St. John's, Newfoundland
2. Charlottetown, Prince Edward Island
3. Summerside, Prince Edward Island
4. Sydney, Nova Scotia
5. Halifax, Nova Scotia
6. Dartmouth, Nova Scotia
7. Moncton, New Brunswick
8. Saint John, New Brunswick
9. Bathurst, New Brunswick

Quebec

10. Québec City, Quebec
11. Gatineau, Quebec
12. Rimouski, Quebec
13. Sherbrooke, Quebec
14. Montréal, Quebec
15. Rouyn-Noranda, Quebec
16. Laval, Quebec
17. Brossard, Quebec
18. Chicoutimi, Quebec
19. Jonquière, Quebec
20. Trois-Rivières, Quebec
21. Shawinigan, Quebec

Ontario

22. Kingston, Ontario
23. Belleville, Ontario
24. Sudbury, Ontario
25. Thunder Bay, Ontario
26. North Bay, Ontario
27. Peterborough, Ontario
28. Toronto, Ontario
29. Scarborough, Ontario
30. Mississauga, Ontario
31. North York, Ontario
32. Hamilton, Ontario
33. Kitchener, Ontario
34. St. Catharines, Ontario
35. London, Ontario
36. Windsor, Ontario
37. Ottawa, Ontario
38. Oshawa, Ontario
39. Barrie, Ontario

Western

40. Winnipeg, Manitoba



41. Regina, Saskatchewan
42. Saskatoon, Saskatchewan
43. Calgary, Alberta
44. Edmonton, Alberta
45. Red Deer, Alberta
46. Lethbridge, Alberta
47. Whitehorse, Yukon
48. Penticton, British Columbia
49. Kelowna, British Columbia
50. Vancouver, British Columbia
51. Victoria, British Columbia
52. Surrey, British Columbia
53. Prince George, British Columbia

Headquarters

54. Ottawa, Ontario



APPENDIX C: Furniture Technical Requirements

1. SCOPE

This specification details the technical requirements, which apply to the furniture for work spaces outlined in Annex A: Statement of Work and must be read in conjunction with all supporting documents. These requirements apply to the following categories of furniture outlined in Annex A: Statement of Work:

Category 1 – Freestanding desking

Category 2 – Panel systems

Category 3 – Collaborative and support space furniture

All products must be compliant with the most recent published version of the publications.

The supplier must supply all necessary hardware, trim, connectors, supports, counterweights, components (including electrical components), mounting brackets, and fixtures to allow the furniture products to be fully installed in a manner that is compliant with approved floor plans.

2. REFERENCE STANDARDS

- 2.1. American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA):
 - 2.1.1. ANSI/BIFMA X5.4- Lounge and Public Seating
 - 2.1.2. ANSI/BIFMA X5.5 - Desk Products
 - 2.1.3. ANSI/BIFMA X5.9 - Storage Units
 - 2.1.4. ANSI/BIFMA e3-2014 - Furniture Sustainability Standards
- 2.2. American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)
 - 2.2.1. ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)
- 2.3. American Association of Textile Chemists and Colorists (AATCC)
 - 2.3.1. AATCC EP001-EP-1 - Grey Scale for Color Change
- 2.4. Association for Contract Textiles (ACT)
 - 2.4.1. ACT Voluntary Performance Guidelines for Upholstery.
- 2.5. ASTM International (formerly American Society for Testing and Materials)
 - 2.5.1. ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
 - 2.5.2. ASTM D523- Standard Test Method for Specular Gloss
 - 2.5.3. ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
 - 2.5.4. ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
 - 2.5.5. ASTM D3574 - Standard Test Method for Flexible Cellular Materials - Slab, Bonded, and Molded Urethane Foams
 - 2.5.6. ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser:
- 2.6. Business and Institutional Furniture Manufacturers Association (BIFMA)
 - 2.6.1. BIFMA G1 - Ergonomics Guideline for Furniture Used in Office Workspaces Designed for Computer Use
 - 2.6.2. BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions
- 2.7. California Department of Consumer Affairs



- 2.7.1. California Technical Bulletin 117 - Flammability Standard Requirements for Upholstered Furniture
- 2.8. Canadian Standards Association Group (CSA Group)
 - 2.8.1. CAN/CSA-ISO 9241-5-00 - Ergonomic Requirements for Office Work with Visual Display Terminals (VDTs)
 - 2.8.2. C22.2 No. 9.0 - General Requirements for Luminaires
 - 2.8.3. C22.2 No. 12 - Portable Luminaires
 - 2.8.4. CAN/CSA C22.2 No.203 - Modular Wiring Systems for Office Furniture
 - 2.8.5. CSA C22.2 No 68-9 Motor operated appliance (Household & commercial).
- 2.9. Canadian General Standards Board (CGSB)
 - 2.9.1. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
 - 2.9.2. CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.
- 2.10. International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)
 - 2.10.1. ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories
 - 2.10.2. ISO 9001 - Quality Management Systems - Requirements
- 2.11. Underwriter Laboratory Inc.
- 2.12. UL 1286-2011, Section 33 Standards for Office Furnishings.

3. FURNITURE TESTING

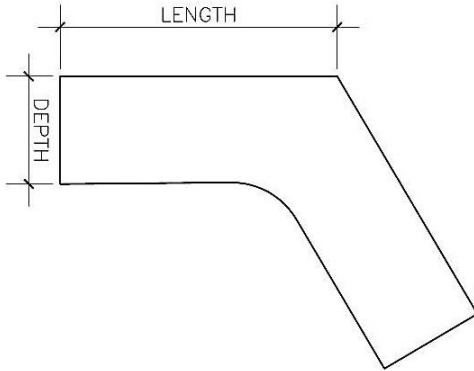
- 3.1.** Test reports to verify product compliance with standards must be supplied within seven (7) calendar days of a written request.
- 3.2.** Age of tests: for mechanical and dimensional performance must be no more than five (5) years old. Testing for finishes (including fabric) are exempt from the five-year requirement with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.
 - 3.2.1.** Reports verifying the compliance of products or components to the detailed requirements under CAN/CGSB 44.227 and CAN/CGSB 44.229 must be provided for examination when requested.
- 3.3.** All tests must be completed by an acceptable test facility.
- 3.4.** Test validity: all products offered must have successfully passed the referenced testing standards. If the test standards change, the products must successfully pass the revised test standard(s).
- 3.5.** Product Changes: When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must be re-tested within nine months from the date of the product being put into production. Re-testing requirements must be validated by an acceptable test facility.
- 3.6.** Where test reports are based on products that are different than those actually supplied based on the “worst-case condition” approach to testing, the supplier must demonstrate that this approach has been validated by the acceptable testing facility.



4. DEFINITIONS

Definitions of words or phrases used in this Appendix that are not included in the list of definitions will have the meaning commonly assigned to them in the context in which they are used in this document.

- 4.1. \pm : indicates the maximum tolerance of the unit of measurement.
- 4.2. 120-degree work surface: Is also known as 'dog bone' shape. Consists of five sides. The side where the user sits is concaved. Refer to image below:

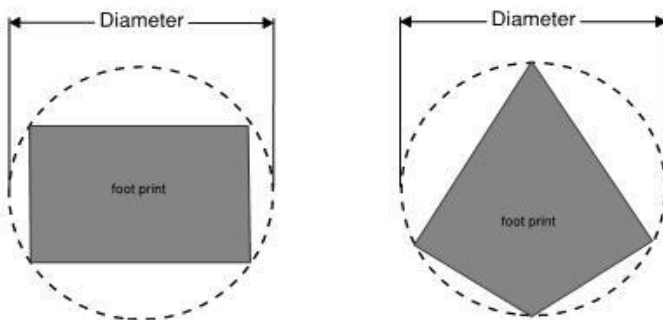


- 4.3. Acceptable test facility: An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American



Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

- 4.4. Ancillary: Products providing an enhancement to the primary operation of a system. Examples: CPU support, keyboard and mouse support surface, monitor arm and lighting.
- 4.5. Articulating: Vertically and horizontally continuously user-adjustable without the use of tools.
- 4.6. Bases:
 - 4.6.1. End Gables: Either open or closed supports located flush, within approximately 26mm (1 in.), with end of the table. Pedestal Base: A base with one central support column with a footing at the floor surface.
 - 4.6.2. Panel Base: Similar to an end gable, however a panel base is not located flush with the far ends of a furniture unit. A panel base can be set-in from the edge, approximately 1/4 the overall length of the table.
 - 4.6.3. Column base: Closed four-sided base located in the center of the table.
 - 4.6.4. Work surface supports are used to support a work surface on a low storage unit such as a pedestal or credenza. The work surface support must be of a height to span from the top of the storage unit to the underside of the work surface.
- 4.7. Benching: Benching is comprised of a series of work surfaces interconnected longitudinally and latitudinally. Common configurations include a single row, or double row (workstations located opposite one another).
 - 4.7.1. When referring to 2-work-surface-long benching, the unit will have two (2) workstations side by side. A double row of 2-work-surface-long benching includes a total of four (4) workstations.
 - 4.7.2. When referring to 3-work-surface-long benching, the unit will have three (3) workstations side by side with a workstation in front of each station. A double row of 3-work-surface-long benching must be comprised of a total of six (6) workstations.
 - 4.7.3. When referring to 4-work-surface-long benching, the unit will have four (4) workstations side by side with a workstation in front of each station. A double row of 4-work-surface-long benching must be comprised of a total of eight (8) workstations.
- 4.8. Breathable material: Breathable material is defined as any knit, woven, or knotted material or open texture material (i.e. mesh).
- 4.9. Casework: When referring to "casework" within this specification it is referring to furniture comprised of an exposed surface of wood, wood veneer, and decorative laminate, and their related parts and components.
- 4.10. Collaborative spaces - spaces –that are designed for unassigned use to support brief, small group meetings or one-on-one consultations, and allowing for more impromptu collaboration.
- 4.11. Diameter footprint: The maximum foot print of a unit, measured along the widest width or longest length. Refer to image below:



- 4.12. Dry erase: Also known as 'whiteboard'. Dry erase surfaces can be wiped clean after being used or written on with a dry erase marker.



- 4.13. Face mounted (power/data module): A face mounted power data module can be on the front and back of a panel frame at predetermined locations on the surface of a panel frame. It is designed for easy access without



the use of access doors. A power/data module includes a minimum of one (1) duplex receptacles and two (2) data jacks.

- 4.14. Hang-on component: A product intended to be fully supported by a panel system.
- 4.15. Height adjustability ranges:
 - 4.15.1. Seated incremental: height adjustment associated with seated work posture at pre-set intervals.
 - 4.15.2. Seated continuous: height adjustment associated with seated work posture by means of a mechanism that allows adjustment by the user to any setting within a mechanical range of adjustment.
 - 4.15.3. Continuous sit-stand: height adjustment associated with sitting or standing work posture by means of a mechanism that allows adjustment by the user to any setting within a mechanical range of adjustment.
- 4.16. One-high, two-high, three-high, four-high, five-high: This refers to the number of drawers/storage compartments levels provided in one unit.
- 4.17. Hutch: Is secured to the top of a credenza unit, a desk or provides storage and seated privacy to the end user.
- 4.18. Inside seat depth: is measured from the front of the seat to the front face of the back cushion, and does not include the thickness of the back cushion
- 4.19. Kitchenettes: spaces designed to support the preparation and consumption of food and drink, which may also accommodate multiple functions and may be used as informal meeting, work or resource areas as well as recycling centers.
- 4.20. Credenza: A self-contained storage unit with the capability of supporting work surfaces and hutches.
- 4.21. Meeting tables:
 - 4.21.1. Large Table - a table having a seating capacity of 13 or more people.
 - 4.21.2. Medium Table - a table having a seating capacity of 7 to 12 people.
 - 4.21.3. Small Table - a table having a seating capacity of up to 6 people.
- 4.22. Modular: descriptor for a collection of related and repeatable units with similar characteristics, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements.
- 4.23. Mobile Pedestal: A pedestal on casters.
- 4.24. Monitors: A flat screen monitor used for AV or personal computer applications.
- 4.25. Integrated monitor support panel: Provides support and attachment to the monitor(s) being compatible with VESA typical mounting hole patterns.
- 4.26. Storage unit with seat: A storage unit with seat that is designed to support a seated user on top, typically provided with an upholstered cushion. This unit is intended for additional guest seating.
- 4.27. Off module component: An off-module component allows the panel-dependent product to be mounted without having to be the same width as the panel.
- 4.28. Panel add-on module: A panel add-on module is supported by the base panel.
- 4.29. Panel frame with glazing: A frame designed to hold glazing material, complete with glazing.
- 4.30. Panel heights are identified as Base Panel Height, Work Surface Privacy Height, and Seated Privacy Height and are defined as follows:
 - 4.30.1. Base panel height: Does not provide the end user with privacy.
 - 4.30.2. Work surface privacy height: The height of the panel must be higher than the work surface which provides work surface privacy to the user.
 - 4.30.3. Seated privacy height: The height of the panel must be higher than the user at a seated position which provides seated privacy to the user.

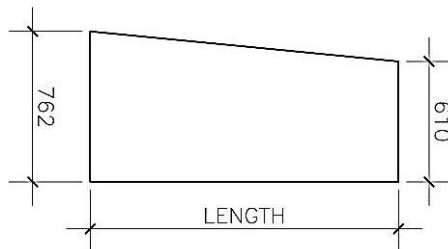


- 4.31. Exposed parts - surface is visible when:
 - 4.31.1. Drawer fronts and doors are closed
 - 4.31.2. Cabinets and shelving are open.
 - 4.31.3. Cabinet tops and sides.
 - 4.31.4. Front edges of casework or body members
- 4.32. Semi-exposed parts - surface is visible when:
 - 4.32.1. Drawers/doors are in the open position.
 - 4.32.2. All front edges of shelving and interior casework behind doors.
- 4.33. Concealed surfaces - surfaces are concealed when:
 - 4.33.1. Surfaces are not visible after installation.
 - 4.33.2. Back of cabinet.
- 4.34. Pedestal: A self-contained storage unit with greater depth than width, less than 787 mm (31 in.) in height (before the addition of casters and cushion), and having extendible elements. The extendible elements are



typically used for multi-functional general storage or filing. A pedestal may be freestanding, work surface supporting, or mobile.

- 4.35. Power and data above the work surface: Power and data above the work surface can be achieved by integrating power and data components into the upper portion of the base panel height or by integrating power and data components into the panel add-on module.
- 4.36. Power and data below the work surface: Power and data below the work surface can be achieved by integrating power and data components into the base race way or anywhere within the panel fascia, provided it is below the work surface.
- 4.37. Power and data feeds: The 3 circuits per feed for 9 workstations is calculated for standard workstations that would consist of or an electrical height adjustable desk, 2 monitors, and laptop, a phone charging outlet, and a task light per station.
- 4.38. Privacy screens: Privacy screens are a non-load bearing accessory which can be attached to the top of panels or to the edge of freestanding or to the system connected work surfaces.
- 4.39. Stackable panel: A stackable panel consists of a base panel with additional panel add-on module. The stackable panel allows for an increase or decrease in height with minimal dismantling of the panel station. Each panel add-on module of the stackable panel must be load bearing.
- 4.40. Support spaces: spaces that are intended for non-primary work functions, such as training rooms and meeting rooms.
- 4.41. Tablet arm: a horizontal surface attached to a chair that has the primary function of supporting tasks such as writing and short-term handling of reference material. These surfaces typically do not have independent support legs and are not intended to support a person's weight.
- 4.42. Tabletops: When making references to "tabletops", this specification will be referring to the surface forming the top of a table. The term "work surface" may also be used.
- 4.43. Tailored appearance: in reference to seating, a descriptor that refers having simple, clean lines and a neat modern appearance.
- 4.44. Transitional work surfaces: A rectangular with two distinct depths at either end. For example: 610mm (24 in.) at one end and 762mm (30 in.) at the other end of the work surface. Refer to image below:



- 4.45. Waterfall edge:
- 4.45.1. For desking, tables or storage, a descriptor for a countertop which extends down the side of an island, table, or cabinet, all the way to the floor. The vertical component must be the same width as the table top.
- 4.45.2. For seating, a descriptor for a chair seat construction method where the seat front is sculpted downward in a rounded or eased fashion to reduce or eliminate pressing against nerves in the back of the thigh.
- 4.46. Work surface supporting: a descriptor for a furniture element that support a work surface. This may include storage products, such as a pedestal, as well as base or leg supports.
- 4.47. VOC: Volatile Organic Compounds are emitted as gases from certain solids or liquids. They include a variety of chemicals, some of which may have short term or long-term health effects.



- 4.48. Keyless: A locking mechanism without the use of a key, excluding a hasp lock.
- 4.49. Lounge Chair Wire Base: Multiple welded steel rods that create the support for the seat of a lounge chair, excluding 4 leg or sled shape bases.
- 4.50. Grommet: A grommet is an opening on the work surface to accommodate cable management. Must be factory pre-cut with a plastic or metal eyelet placed in a hole at work surface. Typically round in shape with various sizes. Grommet shapes can also be square, rectangular or oval. Must be a minimum dimension of 50mm (2 in) in diameter or 3740 sq.mm (5.94 sq.in) with reusable covers to conceal the openings when not in use.
- 4.51. Finished Gap: A finished gap (finishing to match substrate finish) at a work surface, meeting surface or other horizontal or vertical substrate to protect and manage cables passed through it. Where a finished gap is provided there must be a min. 25mm (1 in.) deep gap provided that spans 101mm (4 in) \pm 13mm (\pm 1/2 in). Acceptable cut-out Shapes; Semi-Circle or U-Shaped.



5. ENVIRONMENTAL ATTRIBUTES

5.1. Environmental

- 5.1.1. All products must be certified by an independent third-part certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level@ 2.
- 5.1.2. Product must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method ANSI/BIFMA x7.1-2011 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.

5.2. Resource input

- 5.2.1. 50% of all wood used in the manufacture of furniture products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CSA), Forest Stewardship Council (FSC), or Sustainable Forestry Initiative (SFI).
- 5.2.2. All composite wood products must contain a minimum of 60% recycled material.
- 5.2.3. Furniture may not contain urea-formaldehyde unless fully encapsulated within engineered composite panels (i.e. particle board, medium density fiberboard, plywood) when the substrate for work surfaces, shelving, or any other component is a composite wood product
- 5.2.4. Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- 5.2.5. Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
- 5.2.6. All plastic components must be recyclable at the end of their life where facilities exist.
- 5.2.7. All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free in accordance with applicable environmental protection legislation.

5.3. Products must be designed so that key components can be replaced in the event of malfunction or breakage.

5.4. General:

- 5.4.1. Products free from toxic flame retardants
- 5.4.2. Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
- 5.4.3. Packaging and distribution
 - 5.4.3.1. Where corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre and/or come from a sustainable managed forest.
 - 5.4.3.2. The use of reuseable packaging such as blanket wrapping must be considered where appropriate.
 - 5.4.3.3. Packaging must be designed to reduce environmental impacts through recycling, biodegradation, be returnable to the supplier or reusable;
- 5.4.4. On a project-by-project basis, Canada may request supporting documentation to support green or environmental performance certification efforts. Within seven (7) days of a request, appropriate test reports or documentation as specified by the CRA must be provided.



6. Products

6.1. WORKMANSHIP

- 6.1.1. The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothing, or documents.
- 6.1.2. Wood and Wood Veneer: Furniture surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, de-lamination, or water marks. Wood face veneers must be tightly joined, properly matched, and similar in grain pattern or colour throughout the tabletop surface. The natural characteristics of wood and veneer are acceptable although all visible wood must be free of open knots and worm holes.
- 6.1.3. The finished products must be stable, uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- 6.1.4. All components must be level and square.
- 6.1.5. Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- 6.1.6. The factory finish must be smooth and free of snags, runs, orange peel, and overspray.
- 6.1.7. Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.
- 6.1.8. The finished furniture product and related parts must be properly secured, retain its shape and remain intact for the entire warranty life of the product, under normal usage.



6.2. GENERAL REQUIREMENTS

- 6.2.1. All furniture must be supplied with any hardware required to complete the installation and put the product into service immediately for the end user.
- 6.2.2. All furniture must be equipped with corrosion-resistant levelling glides on the legs, base, and supports unless casters are specified. The levelling glides must not exceed the width of the base and must have a vertical adjustment (length) of at least 25 mm (1 in.), with a tolerance of $\pm 6.35\text{mm}$ (± 0.25 in.), unless noted otherwise in the Detailed Product Requirements. Products that are 1524mm (60 in.) in length or less can have a vertical adjustment (length) of 19mm (.75 in.) with a tolerance of $\pm 6.35\text{mm}$ (± 0.25 in.). Glides



must be secured and not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.

- 6.2.3. Column bases must allow for cables to pass through whereby connecting power and data cables from a floor monument to the table top, and must have a removable panel for access to power and data cables within.
- 6.2.4. All finishes must meet the applicable requirements of CAN/CGSB 44.227 and CAN/CGSB 44.229.
- 6.2.5. Electrical wiring and components must comply with CSA C22.2 No 203-M91 (R2010) Modular Wiring System for Office Furniture.
- 6.2.6. Motorized furniture such as electric adjustable work surfaces must comply with CSA C22.2 No 68-9 Motor operated appliance (Household & commercial).
- 6.2.7. All laminates and furniture specified with laminate components must meet the following criteria:
 - 6.2.7.1. Horizontal work surfaces must be high-pressure laminate.
 - 6.2.7.2. Low-pressure laminate is acceptable for vertical surfaces, such as support structures, gables, and modesty panels; for interior surfaces such as shelving; as well as for hutches, pedestals, and towers.
 - 6.2.7.3. Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
 - 6.2.7.4. Laminate finishes must be properly adhered onto a substrate and the under surface must have equally balanced backer.
- 6.2.8. All wood veneers and furniture specified with wood veneer components must meet the following criteria:
 - 6.2.8.1. Must be provided in Cherry, Maple, Oak and Walnut in the manufacturer's standard line of wood veneer.
 - 6.2.8.2. Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
 - 6.2.8.3. For furniture with veneer top, the colour of the exposed edge must match the colour of the tabletop finish.
 - 6.2.8.4. All veneered particleboard parts must be veneered on the exposed surface and constructed of balanced construction on both sides to prevent warping.
 - 6.2.8.5. Veneer surfaces must have a multi-layer backer sheet applied to the underside, if not laminated on both sides.
- 6.2.9. All metal surfaces and furniture specified with metal components must meet the following criteria:
 - 6.2.9.1. All exposed aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
 - 6.2.9.2. All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.
- 6.2.10. All tables, table tops, and work surfaces must:
 - 6.2.10.1. Must be made of particleboard, MDF or hardwood plywood with a wood veneer or high-pressure laminate surface, unless otherwise specified.
 - 6.2.10.2. All table top edges must have a minimum 3mm (0.12 in.) radius edge designed for a user to rest the forearm or wrist.
 - 6.2.10.3. Table top and work surface edging:
 - 6.2.10.3.1. Laminate tabletops and work surfaces: must be either polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood.



- 6.2.10.3.2. Wood veneer table tops and work surfaces: must be edged with at least 25 mm (1 in.) solid hardwood edging or other edge trims provided that the edge does not have sharp corners or edges.
- 6.2.10.4. Table surfaces must be predrilled/provided with pilot holes to accept the installation of mounting hardware and attachments
- 6.2.10.5. Deflection of tables must meet the acceptable levels as described in CAN/CGSB 44.227 and CAN/CGSB 44.229 in the following manners:
 - 6.2.10.5.1. Deflection: Table surfaces must deflect no more than its overall length (L) divided by 180 (L/180) when tested in accordance with the detailed requirements for tables.
 - 6.2.10.5.2. Horizontal surface deflection: When tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5 and ANSI/BIFMA X5.9 average the height of the end points and subtract the height of the center. The resultant dimension is the deflection.
 - 6.2.10.5.3. Surface deflection for credenzas: The surface deflection of the top of a credenza and the shelves in a credenza must be no more than the shelf length (L) divided by 180 (L/180) when tested in accordance with the functional load distribution requirements specified in ANSI/BIFMA X5.5 and ANSI/BIFMA X5.9.
- 6.2.11. Storage products supplied with cushions must be capable of supporting a seated user.
- 6.2.12. Cushion seats for storage products must be upholstered on all sides, top and bottom and must not slide off the top surface. The cushion must be capable of being removed, without damaging the cabinet surface, except for mobile pedestal with seated surface.
- 6.2.13. Cushion seats must be no less than 38 mm (1 ½ in.) thick and constructed of high density foam.
- 6.2.14. Fabrics:
 - 6.2.14.1. Fabric for panels, tack boards and seated cushions must be manufactured from recycled material or from other environmentally appropriate materials.
 - 6.2.14.2. Flammability: The panels must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBC) in accordance with CAN/ULC-S102-2010. Where worst case scenario cannot be validated, the test must be conducted on each different fabric composition



and interior construction. Fabrics that are identical in content and weight will be accepted as comparable to the fabric tested on the panel.

- 6.2.14.3. Fabric abrasion must meet the performance requirements outlined in the ACT Voluntary Performance Guidelines for Upholstery.
- 6.2.15. Products must comply with CAN/CGSB 44.227 or 44.229.
- 6.2.16. Glazed components must be available in clear, tinted or frosted safety glass (excluding wired glass).
- 6.2.17. Interchangeability: Each component must have the capability of being assembled, disassembled, and reconfigured without damage or loss of serviceability when changes are required. Parts must be capable of being replaced.
- 6.2.18. There must be a clearance envelope with no obstructions under all tables and work surfaces of a min. of 434 mm (17.1 in.) in depth, which must meet the requirements of BIFMA G1 for the 95th percentile male, except that the depth at toe level must be 584 mm (23 in.).
- 6.2.19. All edges and corners with which the user is intended to come in contact must have a minimum of 3mm radius.
- 6.2.20. All casters on pedestal must be able to swivel to allow for ease of movement by the user. A minimum of two (2) casters must have a locking mechanism.
- 6.2.21. Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 6.2.22. Controls: Desk products offering continuous height adjustment capability must be operable from the usual upright working position and must not require the use of any unsupplied tools. Controls used to effect



continuous adjustments must offer adequate clearance to permit the user to make the adjustment. Controls must be configurable for right and left hand operation in any approved configuration.

6.2.23. The base design must not interfere with the functionality of the product and its intended use.

6.2.24. Keyless locks must be supplied with:

6.2.24.1. Batteries for initial use. If keyless lock is rechargeable, the separate unit for recharging is not required to be supplied.

6.2.24.2. Two (2) tools or keys for accessing the battery compartment or charging port when battery fails while in the locked position (if compartment or port is located inside the unit).

6.2.25. Two (2) master keys or fobs for re-programming user codes.

6.2.26. For casework:

6.2.26.1. Doors and drawers must fit squarely and evenly on all sides, when closed. Resilient bumpers must be provided on all doors and drawers assemblies to minimize impact noise when closing doors and drawers. An alternate means to minimize impact noise is acceptable.

6.2.26.2. All exposed and semi-exposed casework, including doors and tops, must be finished in the same material unless otherwise noted.

6.2.26.3. Exposed and semi-exposed edges must be treated by applying edge bandings.

6.2.26.3.1. Body Members – material must be polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging.

6.2.26.3.2. Exposed Shelves – material must be the same as exposed body members or of a polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging.

6.2.26.3.3. Semi-Exposed Shelves - material must be the same as cabinet interior, shelf, or of a polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging.

6.2.26.3.4. Doors Fronts - material must be the same as exposed components or of a polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging.

6.2.26.4. Semi-exposed finish on the casework doors must be finished in like materials and thicknesses on both sides as the exposed finishes to prevent warping.

6.2.27. Wire management:

6.2.27.1. All work surfaces and meeting table surfaces with electrical and data cabling must provide wire management for routing and concealing electrical and data cabling.

6.2.27.2. When provided, outlets must be accessible, incorporated into the unit and wires must not be visible.

6.2.27.3. When wire management openings pass through a work surface (with the exception of a transaction surface), a meeting table surface or a support or a modesty panel, the openings must be provided with a grommet. Reusable covers must be provided for each grommet to conceal the openings when not in use.

6.2.27.4. All work surfaces without clearance allowances on the sides and back measuring 1219mm (48 in.) in width and less must have a minimum of one (1) grommet or one (1) finished gap as part of the



work surface. All work surfaces greater than and including 1372mm (54 in.) in length must be provided with a minimum of two (2) grommets or two (2) finished gaps incorporated into the work surfaces.

- 6.2.27.5. Adjustable work surfaces must be supplied with clearance allowances of 25 mm (1.0 in.) on the sides and back edges of the work surface, unless otherwise specified.
- 6.2.27.6. The wire management system must be a grommet or a finished gap where the work surface meets a perpendicular panel or upper storage when specified.
- 6.2.27.7. The method of wire management must not cause the face of a pedestal to protrude beyond the front edge of the work surface when the pedestal is placed beneath the work surface.
- 6.2.27.8. When grommets are located over a work surface supported pedestal the resultant wires must not interfere with the operation of the drawers.
- 6.2.27.9. Flexible vertical wire management must be provided for height adjustable work surfaces. Must be provided in white, black or grey.

6.2.28. All task lighting products must:

- 6.2.28.1. All lighting products must be CSA certified.
- 6.2.28.2. Lighting products must be energy efficient and conform to the DLC (Design Light Consortium), complete with on/off switch.
- 6.2.28.3. Have an adjustable arm with pivot capabilities to redirect light and provide at minimum a 1829mm (6ft) long power cord.
- 6.2.28.4. All light fixtures must be equipped with Low Emitting Diode (LED) lamps with a minimum lamp life of 35,000 hours.
- 6.2.28.5. All light fixtures must have a Colour Rendering Index (CRI) of 80 or higher
- 6.2.28.6. All light fixtures must have a CCT of 2700K to 3500K.

6.2.29. Soft Seating:

- 6.2.29.1. Polyurethane Foams: Must have the Indentation Force Deflection (IFD) (at 25%) between 155.7 – 177.9 N (35–40 lbf) and a density greater than 32 kg/m³ (2 lbs/ft³) when tested in accordance with ASTM D3574.
 - 6.2.29.1.1. When tested in accordance with ASTM D3574 - Dynamic Fatigue Test I-3 by Constant Force Pounding, procedure B, the cushioning material's loss of force support at 40% IFD



(Indentation Force Deflection) must not exceed 23% for seat applications and 33% for backrest applications.

6.2.29.2. A seating suspension must be used and consist of springs, webbing, drop-in coil spring, any type of suspension system or structure to provide comfort to the users. The seating suspension system or structure must be tested and comply with BIFMA x 5.4 Lounge and Public Seating – Test.

6.2.29.3. Upholstering: All upholstered chairs must be upholstered in fabric, breathable materials, with moisture, stain, odor, and sanitizer resistant properties. Materials include, but are not limited to faux leather, low VOC vinyl material or Crypton.

6.2.29.3.1. Fabric upholstery must be stain-resistant treated;

6.2.29.3.2. Patterns must align at the seams and corners, both vertically and horizontally;

6.2.29.3.3. Upholstery seams must be double-stitched, top-seamed or another type of stitching as long as strength and seam slippage tests are met as defined in the ACT Voluntary Performance guidelines and seams are perfectly straight.

6.2.29.3.4. All directional or patterned fabrics (e.g. stripes, geometrics, textured) must be installed respecting the consistency/repetition and direction of the given pattern.

6.2.29.3.5. Fabric must be manufactured from 100% recycled material or from other environmentally appropriate materials.

6.2.29.3.6. The covering must be properly positioned, clean and well-tailored in appearance. All excess covering must be neatly trimmed and any surplus removed.

6.2.29.3.7. Fastening devices, such as staples, must be so positioned as not to be obviously visible. The bottom of the seat must be finished without exposed edges.

6.2.29.3.8. All edges and corners of the back and seat frame must be eased or rounded to prevent damage, abrasion, and wear and tear of the fill and cover materials.

6.2.29.3.9. Seam allowances must be maintained and seams properly sewn so that no raw edges, runoffs, broken or skipped stitches, twists, pleats, or puckers result. Top and bottom threads must be adjusted to the upholstery materials with proper tension so that there will be no looped stitches, puckering of materials, or cracking when the cover is stretched to fit the finished product.

6.2.29.3.10. The covering must be securely attached with tacks and/or staples, or zippers. Fastening devices must be positioned so as not to be visible.

6.2.29.3.11. All upholstered seat bottoms must be covered with cambric and the covering must be finished without exposed edges.

6.2.29.3.12. Armrest profiles must be straight on the exterior and have a tailored appearance.

6.2.29.3.13. All products offered within each sub-category must be from the same series having similar design and style.

6.2.30. Bar Stools and Kitchenette Chairs:

6.2.30.1. Kitchenette seating must be uniform in quality, clean, and free of any defects that may affect appearance and serviceability.

6.2.30.2. External surfaces must be smooth and all edges must be rounded and beveled. All accessible surfaces must be free of sharp edges, burrs, and any other safety hazards.

6.2.30.3. Waterfall edge – when measured without compression, the vertical height of the seat front edge curve must not be less than 40 mm (1.6 in.) and the radius of the front edge curve must not be less



than 40 mm (1.6 in.) or greater than 120 mm (4.7 in.). All bar stools and kitchenette chairs must have a waterfall edge.

6.2.30.4. Counter and bar-height stools must be supplied with a foot support.

6.2.31. Lounge Screens and Privacy Screens:

6.2.31.1. Must be self-supporting, without the need for external seismic restraints or structural supports. Must comply with BIFMA 5.5 for stability.

6.2.31.2. Must be built of a rigid framework, such as wood, metal, or plywood, and finished per the detailed requirements.

6.2.31.3. Upholstery seams must be straight and aligned with the frame. There must be no puckering or pulling in the upholstery fabric or mesh.

6.2.32. Monitor Arms are to be considered an accessory as per BIFMA X5.5 testing of worst-case condition.

6.2.33. Product identification:

6.2.33.1. All furniture products must be permanently and legibly marked with the manufacturer's name or recognized trademark.

6.2.33.2. All furniture products must be labelled with all information necessary to properly identify the specific product and initiate a warranty claim. This must include at a minimum:

6.2.33.2.1. The date of manufacture or ship date

6.2.33.2.2. The product number

6.2.33.2.3. The contract, order or other suitable reference code that will identify the customer and order information in the manufacturer's systems.



6.3. TOLERANCES

6.3.1. The following tolerances must be applied, unless noted otherwise in Part 3-Detailed Product Requirements. In the event of a discrepancy between the metric and imperial dimensions, metric dimensions take precedent.

6.3.1.1. Stream 3 height adjustable multimedia tables may deviate from the specified range: ± 25 mm (± 1 in.) in height, - 51 mm (-2 in.) in width and -25 mm (-1 in) in depth.

6.3.1.2. Tables and work surfaces, not including meeting room tables: -51 mm (-2 in.) width/depth/length/diameter.

6.3.1.3. Pedestals: ± 25 mm (± 1 in.) width, and -51 mm (-2 in.) in depth.

6.3.1.4. Wardrobes and bookcases: ± 25 mm (± 1 in.) in height.

6.3.1.5. Credenzas and hutches and overhead storage units: ± 13 mm (1/2 in.) in length, and ± 50 mm (± 2 in.) in depth.

6.3.1.6. Privacy screens: A tolerance of -6 mm (-1/4 in.) the width of the work surface, and -8.5 mm (-1/3 in.) the depth of the work surface is acceptable.

6.3.1.7. Vertical adjustment of supports: ± 13 mm ($\pm 1/2$ in.)

6.3.1.8. Linear measurements width, length, depth and height, +/- 1.5 mm (+/- 1/16 in.), unless otherwise noted.

6.3.2. If a tolerance is not listed above or indicated next to an item's dimensions in Part 3-Detailed Product Requirements an additional tolerance is not acceptable. When a range of dimensions is indicated [for example, height of table surface must be between 482 mm (19 in.) to 660 mm (26 in.)] an additional tolerance is not acceptable.



6.4. Detailed Requirements: Category 1 (Freestanding Desking)

6.4.1. Fixed Height Work surfaces

6.4.1.1. Description:

6.4.1.1.1. Fixed height work surfaces must include rectangular and D-top.

6.4.1.1.2. Work surfaces must be seated fixed height.

6.4.1.1.3. Fixed height work surfaces must be floor supported..

6.4.1.1.4. Fixed height work surfaces must be available with modesty panel unless work surfaces are designed to run parallel to a wall.

6.4.1.1.4.1. The modesty panel must not prevent access to wall outlets, or interfere with work surface supports and power/data access.

6.4.1.1.4.2. The modesty panel must be installed parallel with the width of the work surface.

6.4.1.1.5. Fixed height work surfaces must be capable of integrating with storage products without interfering with wire management.

6.4.1.1.6. Desk-mounted privacy screens must be attached securely to the work surface, and be no more than the parallel width or depth of the work surface.

6.4.1.2. Dimensions:

6.4.1.2.1. Work surfaces must include depths of 610 mm (24 in.) and 762 mm (30 in.) deep.

6.4.1.2.2. Work surfaces must include widths of 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), and 1829 mm (72 in.) inches.

6.4.1.2.3. Transitional work surfaces must be 610 mm (24 in.) deep at one end and 762 mm (30 in.) deep at the opposite end, by 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), or 2134 mm (84 in.) in width/length.

6.4.1.2.4. D-top work surface must be 610 mm (24 in.), 762 mm (30 in.), or 914 mm (36 in.) deep by 1524 mm (60 in.), 1676 mm (66 in.), or 1829 mm (72 in.) in width/length.

6.4.1.2.5. 120-degree work surface must be 610 mm (24 in.) and 762 mm (30 in.) deep by 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) in width/length of each side.

6.4.1.2.6. The panel mounted transaction surface must be provided in depths of 305 mm (12 in.), 381 mm (15 in.), or 457 mm (18 in.), by 457mm (18 in.), 610 mm (24 in.), 762 mm (30 in.), 914



mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) in width/length.

6.4.1.2.7. Work surfaces must have a fixed height measuring 737 mm (29 in.) from the floor to the top surface of the tabletop.

6.4.1.2.8. Modesty panels must be no shorter than 279 mm (11 in.), and no higher than 508 mm (20 in.) in height. The modesty panel width must correspond with the width of the work surface.

6.4.1.3. Finishes:

6.4.1.3.1. Work surfaces must include high-pressure laminate and wood veneer.

6.4.1.3.2. Modesty panels must include high-pressure laminate, low-pressure laminate, metal, painted metal and wood veneer.

6.4.1.3.3. Legs must be metal or painted metal.

6.4.1.4. Power and data:

6.4.1.4.1. Work surfaces measuring 1372 mm (54 in) or more in length, must be provided with a minimum of two (2) grommets or two (2) finished gaps with wire management.

6.4.1.4.2. Work surfaces measuring 1219mm (48 in.) in width and less must have one (1) grommet or one (1) finished gap.

6.4.1.5. Support/Bases

6.4.1.5.1. Work surfaces must be C-Legs, post legs, 1 work surface support and 1 full gable, 2 full gables or 1 full gable and 1 post leg.

6.4.1.5.2. Work surface supports must be capable of attaching to a low storage unit/credenza.

6.4.2. Individual Height Adjustable Work surfaces

6.4.2.1. Description:

6.4.2.1.1. Height adjustable work surfaces must include rectangular and 120-degree shapes.

6.4.2.1.2. Height adjustable work surfaces must be available in seated incremental, seated continuous height adjustment and sit-stand continuous height adjustment.

6.4.2.1.3. The controls for continuous seated height adjustable work surfaces must include mechanical crank. The controls for sit-stand continuous height adjustment must include electric.

6.4.2.1.4. Desk-mounted privacy screens must be attached securely to the work surface, and be no more than the parallel width or depth of the work surface.

6.4.2.1.5. Height adjustable work surface must be sized with a clearance of 25 mm (1.0 in.) on both sides and the back of work surface for pinch and cord clearance.

6.4.2.2. Dimensions:

6.4.2.2.1. Work surface depths must include 610 mm (24 in.) and 762 mm (30 in.).

6.4.2.2.2. Work surface widths must include 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), and 1829 mm (72 in.).

6.4.2.2.3. 120-degree freestanding height adjustable work surfaces must be 610 mm (24 in.) and 762 mm (30 in.) deep by 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) long.

6.4.2.2.4. Height adjustment from the finished floor to the top of the work surface:

6.4.2.2.5. Seated incremental and seated continuous height adjustment: must include 610 mm (24 in.) to 737 mm (29 in.).



6.4.2.2.6. Sit-stand continuous electric height adjustment: must include 610 mm (24 in.) to 1168 mm (46 in.) from the floor to the top of the work surface.

6.4.2.2.7. Sit-stand continuous height adjustment – other mechanism: must comply with CAN/CGSB 44.227.

6.4.2.2.8. The clearance between a height adjustable surface and any adjacent work surface or vertical element, shall not be less than 25 mm (1 in.). A clearance less than 8 mm (0.3 in.) is acceptable where the clearance is maintained throughout the travel of the adjusting surface.

6.4.2.3. Finishes

6.4.2.3.1. Table top must be available in high-pressure laminate and wood veneer.

6.4.2.3.2. Supports must be painted metal.

6.4.2.3.3. Privacy screen must include fabric and safety glass. Safety glass must be available in clear and frosted finishes

6.4.2.4. Power and data

6.4.2.4.1. A continuous flexible wire management solution must be available to encase wires from the height adjustable table to the power source. The solution must accommodate the full range height of the table.

6.4.2.5. Support/Bases

6.4.2.5.1. Must include leg supports.

6.4.3. Modular Benching

6.4.3.1. Description

6.4.3.1.1. Work surfaces must be interconnected by a shared support structure which extends the full length of the assembly. A common spine and/or trough must be provided for power and data pathways.

6.4.3.1.2. Must be available in three (3) lengths: 2-work-surface-long, 3-work-surface-long, and 4-work-surface-long.

6.4.3.1.3. Configurations must include one-sided benching systems or paired (i.e. two work surfaces positioned with rear surfaces adjacent with users sitting on opposite sides).

6.4.3.1.4. Must include privacy screens mounted to the work surface or benching system frame along the width of the work surfaces..

6.4.3.1.5. Must be available in seated fixed height and continuous sit-stand electric adjustment.

6.4.3.2. Dimensions:

6.4.3.2.1. The available depths for each work surface must include 610mm (24 in.) and 760 mm (30 in.).

6.4.3.2.2. The available width/length of each work surface must include 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.) and 1829 mm (72 in.).

6.4.3.2.3. Privacy screen heights must include work surface privacy height between between 305 mm to 406 mm (12 in. to 16 in.) in height from the top of a fixed height surface.

6.4.3.2.4. The central spine and/or trough must extend the full length of the total length of the benching, a tolerance of -51 mm (-2 in.) on both ends is acceptable.

6.4.3.2.5. The clearance between a height adjustable surface and any adjacent work surface or vertical element, shall not be less than 25 mm (1 in.). A clearance less than 8 mm (0.3 in.) is acceptable where the clearance is maintained throughout the travel of the adjusting surface.



6.4.3.3. Finishes

6.4.3.3.1. Work surfaces must be high-pressure laminate.

6.4.3.3.2. Privacy screen must be provided in fabric or safety glass (excluding wired glass). Safety glass must be available in clear and frosted finishes.

6.4.3.3.3. The finish of work surface supports must be laminate or painted metal.

6.4.3.4. Power/Data

6.4.3.4.1. Cable Pathway

6.4.3.4.1.1. The shared spine and/or trough must have a cable pathway to accommodate the electrical and voice/data cables.

6.4.3.4.1.2. The cable pathway must accommodate a minimum of three (3) seven-wire circuits as well as nine (9) 5mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.

6.4.3.4.1.3. Cable pathway covers must open and close firmly without the use of proprietary tools. Cables must be capable of extending into the trough without requiring that the cover remain open.

6.4.3.4.1.4. Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.

6.4.3.4.1.5. Vertical wire management system must conceal wires running from the floor, wall, or ceiling feed to the cable pathway.

6.4.3.4.2. Electrical Wiring System

6.4.3.4.2.1. The electrical wiring system must be made of components which are modular and provide power at predetermined locations. When electrical wiring alterations or disassembly are required, the workstation must not be dismantled.

6.4.3.4.2.2. The system must provide for ceiling access, floor access, and power from the wall. Ceiling access top feeds must accommodate a ceiling height of a minimum of 3048 mm (10 ft.).

6.4.3.4.2.3. The electrical system must provide electrical distributing service to eight (8) workstations from one central feed point.

6.4.3.4.2.4. The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.

6.4.3.4.2.5. An electrical system rated with a minimum of a 115 volt, 15 or 20 amps consisting of a minimum of 2 circuits must be available for older buildings when specified.

6.4.3.4.2.6. Each station must be provided with two (2) face mounted duplex power receptacles and one (1) face mounted voice / data outlet.

6.4.3.4.2.7. Receptacles: Must be interchangeable within the manufacturer predetermined locations and located within the central trough.

6.4.3.5. Base/Supports

6.4.3.5.1. Work surfaces must be supported by a central spine and gables or legs, or only gables, or only legs.

6.4.3.5.2. Hardware to secure privacy screen to tabletops does not need to be concealed but must be compatible with the table's supports and wire management.

6.4.3.5.3. Benching frame must allow for 51 mm (2 in.) of levelling minimum.

6.4.4. Pedestals



6.4.4.1. Description:

- 6.4.4.1.1.** Pedestals must be freestanding, work surface supporting, or mobile. Mobile with a cushion top applies to Box/File only.
- 6.4.4.1.2.** All pedestals must have a removable pencil tray that span the full interior width (with the exception of a File/File). Pencil trays must not easily tip or fall off the supporting rail.
- 6.4.4.1.3.** All pedestals must have the following drawer configurations:
 - 6.4.4.1.3.1.** Box/box/file
 - 6.4.4.1.3.2.** File/file
 - 6.4.4.1.3.3.** Box/file
- 6.4.4.1.4.** The file drawer must have a minimum of two (2) removable file dividers or a hanging file rail.
- 6.4.4.1.5.** Must be lockable by use of a key or keyless.
- 6.4.4.1.6.** Mobile pedestals must have casters suitable for carpet and hard surface floor covering.
- 6.4.4.1.7.** Box//file to be mobile with a cushion.

6.4.4.2. Dimensions:

- 6.4.4.2.1.** Freestanding, or work surface supporting pedestals must be 610 mm (24 in.) or 762 mm (30 in.) in depth.
- 6.4.4.2.2.** Mobile pedestals must include depths of 457 to 508 mm (18 to 20 in.), 559 to 610 mm (22 to 24 in.) and 711 to 762 mm (28 to 30 in.).
- 6.4.4.2.3.** Must include a width of 381 mm (15 in.).
- 6.4.4.2.4.** Height must fit under the work surface.

6.4.4.3. Finishes:

- 6.4.4.3.1.** Must be available in painted metal, high-pressure laminate, low-pressure laminate.
- 6.4.4.3.2.** Cushion seats – must be available and upholstered on all exposed sides.

6.4.4.4. Power and data: N/A

6.4.4.5. Support/Bases:

- 6.4.4.5.1.** Must be available with and without casters.
- 6.4.4.5.2.** When specified with locking casters, there must be a minimum of four (4) casters, with the two (2) front casters capable of locking.

6.4.5.Meeting Tables

6.4.5.1. Description

- 6.4.5.1.1.** Table shapes must be round, square, or rectangular.
- 6.4.5.1.2.** Table edge must be a minimum 3mm (0.1 in.) radius edge.
- 6.4.5.1.3.** Height must be fixed for seated work.

6.4.5.2. Dimensions:

- 6.4.5.2.1.** Round tables must include 762 mm (30 in.), 914 mm (36 in.), or 1067 mm (42 in.) in diameter.
- 6.4.5.2.2.** Square tables must include 762 mm x 762 mm (30 in. x 30 in.), 914 mm x 914 mm (36 in. x 36 in.), or 1067 mm x 1067 mm (42 in. to 42 in.).



6.4.5.2.3. Rectangular tables must include 762 mm (30 in.) in depth, by 1524 mm (60 in.), 1676 mm (66 in.), or 1828 mm (72 in.) in length.

6.4.5.3. Finishes

6.4.5.3.1. Table top finishes must include high-pressure laminate and wood veneer;

6.4.5.3.2. Table base/supports must be provided in chrome, metal, painted metal, wood, or and high-pressure laminate, or low-pressure laminate.

6.4.5.4. Power and data: N/A

6.4.5.5. Support/table bases

6.4.5.5.1. Round tables must be provided with a central pedestal base supported by a disc or 4-star base with levelling glides.

6.4.5.5.2. Square tables must be provided with a four-post legs or central pedestal base. Tables that are 762mm x 762mm (30 in. x 30 in.) must have central pedestal base.

6.4.5.5.3. Rectangular tables must be provided with four-post legs, end gables, or *panel bases*, with or without central column for support,

6.4.6.Credenzas

6.4.6.1. Description:

6.4.6.1.1. Credenzas must include open shelves, shelves with doors, drawers, or a combination of open shelves/doors/drawers for storage.

6.4.6.1.1.1. Drawers must include file and box drawers.

6.4.6.1.2. Credenza units must be capable of being located beneath a fixed height work surface, to partially support a work surface, or stand alone with a top surface.

6.4.6.1.3. Closed components (doors and drawers) must be lockable by use of a key or keyless.

6.4.6.2. Dimensions:

6.4.6.2.1. Credenzas must be provided in two heights: full height and partial height:

6.4.6.2.1.1. Full height credenzas must be 711 mm (28 in.) to 762 mm (30 in.) in height.

6.4.6.2.1.2. Partial height credenzas must be between 533 mm (21 in.) to 610 mm (24 in.) in height.

6.4.6.2.2. The depths must include 508 mm (20 in.) and 610 mm (24 in.)

6.4.6.2.3. Credenzas must be 1067 mm (42 in.), 1219 mm (48 in.), 1524 mm (60 in.), and 1829 mm (72 in.) in width/length.

6.4.6.3. Finishes:

6.4.6.3.1. Must be available in painted metal complete with a high-pressure laminate top or low-pressure laminate.

6.4.6.4. Power and data: N/A

6.4.6.5. Support/Bases:

6.4.6.5.1. Must have four (4) legs or levelling glides.

6.4.7.Hutches and Overhead Storage Unit

6.4.7.1. Description:

6.4.7.1.1. Hutches and overhead storage units must be available either open or closed.

6.4.7.1.2. A closed hutch and overhead storage unit must be provided with doors that are by pass sliding, flip top or a single sliding door. .



- 6.4.7.1.3. Closed components (doors and drawers) must be lockable by use of a key or keyless.
- 6.4.7.2. Dimensions:
 - 6.4.7.2.1. A *hutch* installed onto a *credenza* unit must not exceed a combined height of 1676mm (66 in.).
 - 6.4.7.2.2. The depth of a *hutch/overhead* storage unit must be available in 305 mm (12 in.) and 381mm (15 in.).

Hutches/overhead storage units must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), or 2134 mm (84 in.) in width/length.
- 6.4.7.3. Finishes:
 - 6.4.7.3.1. Must be available in painted metal, high-pressure laminate, or low-pressure laminate.
- 6.4.7.4. Power and data: N/A
- 6.4.7.5. Support/Bases:
 - 6.4.7.5.1. Hutches must be securely, but not permanently, affixed to a desk or low *credenza* unit. When a *hutch* is removed it cannot cause any damage to the top of the supporting surface.
 - 6.4.7.5.2. Overhead storage unit must be capable of being mounted on a panel, on a wall, and in an up-mount location to the panel.
 - 6.4.7.5.2.1. When the back of the panel mounted overhead storage unit or shelf is not completely closed, provision to prevent articles from falling out of the unit must be provided.

6.4.8. Bookcases

- 6.4.8.1. Description:
 - 6.4.8.1.1. Bookcases must have adjustable shelves. One shelf must be provided for each 305 mm (12 in.) height increment of the bookcase.
- 6.4.8.2. Dimensions:
 - 6.4.8.2.1. Bookcases must:
 - 6.4.8.2.1.1. Be available in two depths: 305 mm (12 in.) and 381 mm (15 in.) -25 mm (-1 in.).
 - 6.4.8.2.1.2. Be available in three (3) widths: 610 mm (24 in.), 762 (30 in.) and 914 mm (36 in.).
 - 6.4.8.2.1.3. Be available in three (3) height options, a low, a medium, and a high:
 - 6.4.8.2.1.3.1. The height of the low bookcase must be within 711 mm (28 in.) to 1016 mm (40 in.).
 - 6.4.8.2.1.3.2. The height of the medium height bookcase must be within 1092 mm (43 in.) and 1372 m (54 in.).
 - 6.4.8.2.1.3.3. The height of the high bookcase must be within 1524 mm (60 in.) and 1676 m (66 in.).
- 6.4.8.3. Finishes:
 - 6.4.8.3.1. Must be available in painted metal, high-pressure laminate, or low-pressure laminate.
- 6.4.8.4. Power and data: N/A
- 6.4.8.5. Support/Bases:
 - 6.4.8.5.1. Must have levelling glides.



- 6.4.8.5.2. Pin holes to support adjustable shelves must run from top to bottom of the unit on each side, ± 305 mm (± 12 in.) from top and bottom. Pins must be provided at a minimum of 38 mm (1 1/2 in.) intervals.

6.4.9. Component System Accessories

6.4.9.1. Description:

- 6.4.9.1.1. Component system accessories include accessory rails and accessories, tackable surfaces, white boards installed above the work surface height; panel mounted privacy screens, work surface mounted privacy screens and undersurface storage cubbies.
- 6.4.9.1.2. Accessory rails, tackable surfaces and white boards must be installed above the work surface height
- 6.4.9.1.3. Panel-mounted accessories must be integrated into the panel frame or attached to the panels separately. At a minimum, the component system must provide; a paper sorter, a tray, a bin, and a telephone holder.
- 6.4.9.1.4. Panel mounted privacy screens must attach to the top of panels.
- 6.4.9.1.5. Work surface mounted privacy screens must be mounted to the edge of the work surface, and must provide privacy at the work surface height and at modesty level. Work surface mounted privacy screens can be straight, 'L'-shaped or 'U'-Shaped.
- 6.4.9.1.6. Undermounted bag cubbie drawer or open shelf to be suspended flush to the worksurface edge. Must be a combination of pull out drawer or open shelf with pencil drawer or just an open shelf. Shelf to have non-slip material at the bottom and open to user edge.

6.4.9.2. Dimensions:

- 6.4.9.2.1. Panel mounted privacy screens, accessory rails, tackable surfaces, and white boards must correspond with panel widths.
- 6.4.9.2.2. Finish top caps must be customized to suit where pole locations are identified and installed.
- 6.4.9.2.3. Panel mounted privacy screens, accessory rails, tackable surfaces, and white boards must be of heights that correspond to the panels at work surface privacy height and seated privacy panel height.
- 6.4.9.2.4. The length of work surface mounted privacy screens must be 610 mm (24 in.), 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), and 1372 mm (54 in). Work surface mounted privacy screens must be between 305 mm to 762 mm (12 in. to 30 in.) in height above the work surface and extend a minimum of 152 mm (6 in.) below the work surface.
- 6.4.9.2.5. Undermounted bag cubbie drawer or open shelf must be a min. of 177 mm (7 in) wide, 381 mm (15 in) in depth and 496 mm (16 in) in height.

6.4.9.3. Finishes:

- 6.4.9.3.1. Accessories mounted on the accessory rails must be made of metal or rigid plastic.
- 6.4.9.3.2. Tackable surfaces must be finished in upholstered fabric.
- 6.4.9.3.3. Panel mounted privacy screen must be provided in upholstered, acrylic or safety glass (excluding wire glass). Acrylic and safety glass must be provided in a clear or frosted finish.
- 6.4.9.3.4. Work surface mounted privacy screens must be upholstered or frosted acrylic or frosted safety glass (excluding wired glass).
- 6.4.9.3.5. Undersurface mounted bag cubby drawer or open shelf must be painted metal.

6.4.9.4. Power and data: N/A

6.4.9.5. Support/Bases:



- 6.4.9.5.1. Hardware to secure the privacy screens to the panel does not need to be concealed.
- 6.4.9.5.2. The attachment hardware for the privacy screens must not damage the panels and/or work surfaces when removed.

6.4.10. Monitor Arms

6.4.10.1. Description:

- 6.4.10.1.1. Monitor Arms must include single and dual monitor arms.
- 6.4.10.1.2. Dual monitor arm supports can be two arms or a single arm with a cross bar. Horizontal adjustability must be provided for side-by-side alignment between monitors. Sizes to accommodate from 610 mm (24 in.) to 686 mm (27 in.) monitor in either a landscape or portrait position.
- 6.4.10.1.3. A single monitor arm must be capable to support a maximum monitor size of 813 mm (32 in).
- 6.4.10.1.4. The mounting interface must provide mounting brackets for both standard VESA 4 holes patterns: 75 mm (2.9 in) x 75 mm (2.9 in) or 100 mm (3.9 in) x 100 mm (3.9in) or 100 (3.9 in) x



200 (7.9in). The monitor arm must be able to provide vertical and horizontal depth adjustment by the user without the use of tools.

6.4.10.2. Dimensions:

- 6.4.10.2.1. The monitor arm must have a minimum of 241 mm (9.5 in.) total vertical adjustment.
- 6.4.10.2.2. Monitor arms must have a minimum of 406 mm (16 in.) horizontal depth adjustment (measured from the base of the swivel rotation center when the arm is fully extended towards the user).
- 6.4.10.2.3. Monitor arms must have an adjustable swivel rotation limiter capable of adjusting to desired angles settings to include 120° and 180° with a stop to prevent contact with back panel and obstacles behind the arm.
- 6.4.10.2.4. Monitor arms must be able to be adjusted to balance monitor weight of up to 10 kg (22 pounds) for each monitor. Adjustment mechanisms can be pneumatic or spring tension (an allen key to increase or decreasing spring tension for monitor weight is acceptable).

6.4.10.3. Mounted Monitor articulation:

- 6.4.10.3.1. Tilt angle adjustment: Minimum 10° upwards and 30° downwards.
- 6.4.10.3.2. Yaw angle adjustment: 180° degree.
- 6.4.10.3.3. Rotation adjustment: 180° from landscape to portrait position.

6.4.10.4. Finishes:

- 6.4.10.4.1. Monitor arm must be constructed from metal with a protective finishing.

6.4.10.5. Power and Data:

- 6.4.10.5.1. Monitor arm must have secure cable management along the arm from the monitor attachment without interfere with the movement of the monitor.

6.4.10.6. Support Bases:

- 6.4.10.6.1. Mounting components must be available for clamp mount and grommet up to maximum of 50 mm (2 inches) diameter.

6.4.11. Task Lights

6.4.11.1. Description:

- 6.4.11.1.1. All task lights must have an articulating arm.
- 6.4.11.1.2. All task lights must be with an on/off switch.

6.4.11.2. Dimensions: N/A

6.4.11.3. Finishes:

- 6.4.11.3.1. Articulating arm and weighted base must be painted metal.
- 6.4.11.3.2. The fixture head must be painted metal or plastic.

6.4.11.4. Power and data:

- 6.4.11.4.1. All lighting products must be CSA certified.
- 6.4.11.4.2. Optional power outlet, either duplex, USB plug, or a combination of both, at base.
- 6.4.11.4.3. Must provide a minimum 1829 mm (6ft.) power cord.

6.4.11.5. Support/Bases

- 6.4.11.5.1. Must have a height adjustable arm with pivot capabilities to redirect light.
- 6.4.11.5.2. Task lights must be weighted so to not tip over.



6.4.11.5.3. Must be desk-base or clamped to the desk.

6.4.12. Modesty Panels

6.4.12.1. Description:

6.4.12.1.1. The modesty panel must not prevent access to wall outlets, or interfere with work surface supports and power/data access.

6.4.12.1.2. The modesty panel must be installed parallel with the width of the work surface.

6.4.12.1.3. Must be mounted flush with the edge of the work surface or be recessed not more than 127 mm (5 in.).

6.4.12.1.4. Must be designed to offer privacy below the work surface without interfering with the work surface supports and overall performance of the table.

6.4.12.1.5. Must respect applicable knee clearance requirements once fully installed.

6.4.12.2. Dimensions:

6.4.12.2.1. Modesty panels must be no shorter than 279 mm (11 in.), and no higher than 508 mm (20 in.) in height. The modesty panel width must correspond with the width of the work surface.

6.4.12.2.2. Width: must provide visual privacy for no less than the full width of the knee clearance space under the work surface.

6.4.12.3. Finishes:

6.4.12.3.1. Modesty panels must include high-pressure laminate, low- pressure laminate, metal, painted metal and wood veneer.

6.4.12.4.

6.4.13. Power Modules

6.4.13.1. Description:

6.4.13.1.1. Power modules must include designs that clamp to the edge of the work surface.

6.4.13.1.2. Floor mounted power modules must stand vertically and must not be wider than it is tall.

6.4.13.2. Dimensions:

6.4.13.2.1. The power receptacles of the freestanding power modules must be elevated off the floor no lower than 457 mm (18 in.). The overall height must be no taller than 787 (31 in.).

6.4.13.2.2. The diameter footprint of the freestanding power module must be no larger than 152 mm (6 in.), excluding base supports.

6.4.13.3. Finishes: N/A

6.4.13.4. Power and data:

6.4.13.4.1. Power modules must be available with a minimum of two (2) simplex power outlets and a minimum of one (1) USB outlet and one (1) simplex power outlet.

6.4.13.4.2. Must include a minimum 2438 mm (96 in.) power cord.

6.4.13.5. Support/Bases:

6.4.13.5.1. The work surface mounted power module must clamp to the side or front edge of the desk.

6.5. Detailed Requirements: Category 2 (Panel Systems)



6.5.1. Panels

6.5.1.1. Description

- 6.5.1.1.1. Includes Base panel height, work surface privacy height, and seated privacy height.
- 6.5.1.1.2. Panels must be stackable.
- 6.5.1.1.3. Work surface privacy height and seated privacy height must be stackable panels and must consist of a base panel plus one or more panel add-on modules. As part of the stackable panel each panel add-on module must be load bearing and provide hang-on capability.
- 6.5.1.1.4. The total height of a seated privacy height panel can be achieved with a base panel height and one panel add-on module. Must not exceed 1372 mm (54 in.) high
- 6.5.1.1.5. Panel-to-panel connectors must allow a panel to be installed perpendicular at any location along the width of the panel.

6.5.1.2. Dimensions:

- 6.5.1.2.1. Overall panel height, including any panel mounted component, must not exceed 1372 mm (54 in.).
- 6.5.1.2.2. All panel heights must conform to the following:
 - 6.5.1.2.2.1. Base panel height must be within the range of 711 mm (28 in.) to 965 mm (38 in.) inclusive.
 - 6.5.1.2.2.2. Work surface privacy height must be within the range of 1065 mm (42 in.) to 1219 mm (49 in.) inclusive.
 - 6.5.1.2.2.3. Seated privacy height must be within the range of 1270 mm (50 in.) to 1372 mm (54 in.) inclusive.
 - 6.5.1.2.2.4. Panel widths must include 610 mm (24 in.), 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), and 1219 mm (48 in.).
 - 6.5.1.2.2.5. All panel frames with glazing must be no taller than 610 mm (24 in) and must be located at seated privacy height.
- 6.5.1.2.3. The fully assembled panel thickness must not exceed 102 mm (4 in.).

6.5.1.3. Finishes

- 6.5.1.3.1. Base panels must be offered in upholstered fabric or plastic laminate. At a location where an airflow element is required, base panels must be offered in metal air-flow/perforated metal, open weave textile or open panel.
- 6.5.1.3.2. Panel add-on modules must be offered in upholstered fabric, tackable surfaces, accessory rails, whiteboard, glazing, or any combination of.

6.5.1.4. Power and Data

- 6.5.1.4.1. Panel heights must provide face mounted power data modules. The duplex power outlets and voice and data outlets must be offered at predetermined locations when specified.
- 6.5.1.4.2. Power and voice/data outlets must be offered below the work surface and above the work surface.
- 6.5.1.4.3. Cable Pathway:
 - 6.5.1.4.3.1. All powered, non-powered panels and posts must have concealed cable pathways to accommodate the electrical, voice and data cables.
 - 6.5.1.4.3.2. The cable pathway must provide sufficient space to allow for a minimum bend radius of 76 mm (3 in.) for the installation of communication cables both horizontally and vertically.



- 6.5.1.4.3.3. The cable pathway must accommodate a minimum of three (3) seven-wire circuits as well as nine (9) 5 mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.
- 6.5.1.4.3.4. Cable pathways located at the base must have knockouts to receive back-to-back electrical outlets.
- 6.5.1.4.3.5. Cable pathway covers must open and close firmly without the use of proprietary tools.
- 6.5.1.4.3.6. Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.
- 6.5.1.4.3.7. Non-powered cable pathways must provide field conversion to powered cable pathways without requiring the workstation to be dismantled.
- 6.5.1.4.3.8. Unused knockouts/access points, which are visible, must be covered to prevent unsightly holes.
- 6.5.1.4.3.9. Vertical wire management system must conceal wires running from the floor, wall, or ceiling feed to the cable pathway.
- 6.5.1.4.4. Electrical Wiring System:
- 6.5.1.4.5. The electrical wiring system must be made of components which are modular and provide power at predetermined locations. When electrical wiring alterations or disassembly are required, the workstation must not be dismantled.
- 6.5.1.4.6. The system must provide for ceiling access, floor access, and power from the wall. Ceiling access top feeds must accommodate a ceiling height of a minimum of 3048 mm (10 ft.).
- 6.5.1.4.7. The electrical system must provide electrical distributing service to nine (9) workstations from one central feed point.
- 6.5.1.4.8. The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.
- 6.5.1.4.9. An electrical system rated with a minimum of a 115 volt, 15 or 20 amps consisting of a minimum of 2 circuits must be available for older buildings when specified.
- 6.5.1.4.10. Each workstation must be provided with a maximum of six (6) face mounted power receptacles in combination of either three (3) duplex power outlets or two (2) triplex power outlets. Each workstation must have one (1) face mounted voice / data outlet.
- 6.5.1.4.11. Receptacles: Must be interchangeable within the manufacturer predetermined locations and accessible below and above work surface height.
- 6.5.1.4.12. All powered panels and panels add-on modules with a width of 457 mm (18 in.) to 610 mm (24 in.) requires up to three (3) receptacles power outlets and for a width of 762 mm (30 in.) to 1524 mm (60 in.) requires up to four (4) receptacles power outlets.
- 6.5.1.5. Support/Bases
 - 6.5.1.5.1. Levelling glides must allow for 51 mm (2 in.) of levelling minimum.

6.5.2. Panel mounted Work surfaces

- 6.5.2.1. Description:
 - 6.5.2.1.1. The shape of work surfaces must include rectangular and D-top.
 - 6.5.2.1.2. Panel mounted work surfaces may include floor supported surfaces.
 - 6.5.2.1.3. Must be available with modesty panel for floor supported surfaces.
 - 6.5.2.1.4. The modesty panel must not prevent access to wall outlets, or interfere with work surface supports and power/data access.



- 6.5.2.1.5. The modesty panel must be installed parallel with the width of the work surface.
- 6.5.2.1.6. Panel mounted work surfaces must be capable of integrating with the storage products without interfering with wire management.
- 6.5.2.2. Dimensions:
 - 6.5.2.2.1. Work surface depths must include 610 mm (24 in.) and 762 mm (30 in.)
 - 6.5.2.2.2. Work surface widths must include 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.).
 - 6.5.2.2.3. Transitional work surfaces must be 610 mm (24 in.) deep at one end and 762 mm (30 in.) deep at the opposite end.
 - 6.5.2.2.4. D-top work surface depths must include 762 mm (30 in.) and 914 mm (36 in.).
 - 6.5.2.2.5. Panel mounted transaction surfaces must include depths of 305 mm (12 in.), 381 mm (15 in.), and 457 mm (18 in.), and widths of 610 mm (24 in.), 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.).
 - 6.5.2.2.6. Panel mounted work surfaces must include a basic height setting of 737 mm (29 in.) from the floor to the top surface of the tabletop.
 - 6.5.2.2.7. Modesty panels must be no shorter than 279 mm (11 in.), and no higher than 508 mm (20 in.) in height. The modesty panel width must correspond with the width of the work surface.
- 6.5.2.3. Finishes:
 - 6.5.2.3.1. Work surfaces must be high-pressure laminate.
 - 6.5.2.3.2. Modesty panels must be high-pressure laminate, low-pressure laminate, metal, or painted metal.
 - 6.5.2.3.3. Legs must be metal or painted metal.
- 6.5.2.4. Power and data:
 - 6.5.2.4.1. Work surfaces measuring more than and including 1372 mm (54 in) in length, must be provided with a minimum of two (2) grommets or two (2) finished gaps with wire management.
 - 6.5.2.4.2. Work surfaces measuring 1219 mm (48 in.) in width and less must have one (1) grommet or one (1) finished gap.
- 6.5.2.5. Support/Bases
 - 6.5.2.5.1. Work surfaces must be panel mounted, C-Legs, post legs, 1 work surface support and 1 full gable, 2 full gables or 1 full gable and 1 post leg.
 - 6.5.2.5.2. Work surface supports must be capable of attaching to a credenza.
 - 6.5.2.5.3. Off module capability must allow a panel mounted work surface to be installed at any location along the panel width.

6.5.3. Pedestals

- 6.5.3.1. Description:
 - 6.5.3.1.1. Pedestals must include work surface supporting.
 - 6.5.3.1.2. All pedestals must have a removable pencil tray that span the full interior width (with the exception of a File/File). Pencil trays must not easily tip or fall off the supporting rail.
 - 6.5.3.1.3. All pedestals must have the following drawer configurations:
 - 6.5.3.1.3.1. Box/box/file



6.5.3.1.3.2. File/file

6.5.3.1.3.3. Box/file

6.5.3.1.4. The file drawer must have a minimum of two (2) removable file dividers or a hanging file rail.

6.5.3.1.5. Must be lockable by use of a key or keyless.

6.5.3.2. Dimensions:

6.5.3.2.1. Work surface supporting pedestals must be 610 mm (24 in.) or 762 mm (30 in.) in depth.

6.5.3.2.2. Must include a width of 381 mm (15 in.).

6.5.3.2.3. Height must fit under the work surface.

6.5.3.3. Finishes:

6.5.3.3.1. Must be available in painted metal, high-pressure laminate, low-pressure laminate.

6.5.3.3.2. Cushion seats – must be available and upholstered on all exposed sides.

6.5.3.4. Power and data: N/A

6.5.3.5. Support/Bases:

6.5.3.5.1. Must be available with adjustable levelling glides.

6.5.4. Component System Accessories

6.5.4.1. Description:

6.5.4.1.1. Component system accessories include accessory rails and accessories, tackable surfaces, white boards installed above the work surface height; panel mounted privacy screens, work surface mounted privacy screens and undersurface storage cubbies.

6.5.4.1.2. Accessory rails, tackable surfaces and white boards must be installed above the work surface height

6.5.4.1.3. Panel-mounted accessories must be integrated into the panel frame or attached to the panels separately. At a minimum, the component system must provide; a paper sorter, a tray, a bin, and a telephone holder.

6.5.4.1.4. Panel mounted privacy screens must attach to the top of panels.

6.5.4.1.5. Work surface mounted privacy screens must be mounted to the edge of the work surface, and must provide privacy at the work surface height and at modesty level. Work surface mounted privacy screens can be straight, 'L'-shaped or 'U'-Shaped.

6.5.4.1.6. Undermounted bag cubbie drawer or open shelf to be suspended flush to the worksurface edge. Must be a combination of pull out drawer or open shelf with pencil drawer or just an open shelf. Shelf to have non-slip material at the bottom and open to user edge.

6.5.4.2. Dimensions:

6.5.4.2.1. Panel mounted privacy screens, accessory rails, tackable surfaces, and white boards must correspond with panel widths.

6.5.4.2.2. Finish top caps must be customized to suit where pole locations are identified and installed.

6.5.4.2.3. Panel mounted privacy screens, accessory rails, tackable surfaces, and white boards must be of heights that correspond to the panels at work surface privacy height and seated privacy panel height.



- 6.5.4.2.4. The length of work surface mounted privacy screens must be 610 mm (24 in.), 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), and 1372 mm (54 in). Work surface mounted privacy screens must be between 305 mm to 762 mm (12 in. to 30 in.) in height above the work surface and extend a minimum of 152 mm (6 in.) below the work surface.
- 6.5.4.2.5. Undermounted bag cubbie drawer or open shelf must be a min. of 177 mm (7 in) wide, 381 mm (15 in) in depth and 496 mm (16 in) in height.
- 6.5.4.3. Finishes:
 - 6.5.4.3.1. Accessories mounted on the accessory rails must be made of metal or rigid plastic.
 - 6.5.4.3.2. Tackable surfaces must be finished in upholstered fabric.
 - 6.5.4.3.3. Panel mounted privacy screen must be provided in upholstered, acrylic or safety glass (excluding wire glass). Acrylic and safety glass must be provided in a clear or frosted finish.
 - 6.5.4.3.4. Work surface mounted privacy screens must be upholstered or frosted acrylic or frosted safety glass (excluding wired glass).
 - 6.5.4.3.5. Undersurface mounted bag cubby drawer or open shelf must be painted metal.
- 6.5.4.4. Power and data: N/A
- 6.5.4.5. Support/Bases:
 - 6.5.4.5.1. Hardware to secure the privacy screens to the panel does not need to be concealed.
 - 6.5.4.5.2. The attachment hardware for the privacy screens must not damage the panels and/or work surfaces when removed.



6.6. Detailed Requirements: Category 3 (Collaborative and support space furniture)

6.6.1. Description

- 6.6.1.1. Tables must be fixed height and comply with the seated fixed height surface requirements of CAN/CGSB 44.227, unless otherwise specified.
- 6.6.1.2. For other heights, the following requirements apply for the height of the surface top above the finished floor must be:
 - 6.6.1.2.1. Bar height: 1041 mm (41 in.) to 1092 mm (43 in.)
 - 6.6.1.2.2. Counter height: 864 mm to 940 mm (34 in. to 37 in.)
 - 6.6.1.2.3. Coffee and side tables: 356 mm (14 in.) to 533 mm (21 in.)
 - 6.6.1.2.4. Other heights: as specified for the individual items.
- 6.6.1.3. All table edges intended to come into contact with the upper extremities of users must be a minimum 3 mm (0.1 in.) radius edge. Coffee and side tables are exempt from this requirement.

6.6.2. Meeting Room Tables:

- 6.6.2.1. Shapes: for tables of greater length than width, the tops must include rectangular. Boat and racetrack shapes are acceptable.
- 6.6.2.2. Modularity: tables greater than 1524 mm (60 in.) in length must be designed for ease of installation, handling, disassembly and reconfiguration where applicable, and may be composed of more than one interconnecting section. Each table or section must fit into typical service elevators unless otherwise specified.
- 6.6.2.3. Medium and Large tables must consist of more than one section to ensure they will fit into service elevators and doorways.
- 6.6.2.4. Finishes:
 - 6.6.2.4.1. Table top finishes must be high-pressure laminate or wood veneer.
 - 6.6.2.4.2. Table base/supports for tables longer than wide must be provided in chrome, painted metal, polished aluminum or laminate.
- 6.6.2.5. Bases/supports:
 - 6.6.2.5.1. Pedestal bases must be supplied for round meeting tables 1219 mm (48.0 in.) or less in diameter. Four (4) post legs are acceptable for tables up to 1524 mm (60 in.) in length.
 - 6.6.2.5.2. Post legs with column base, or panel bases must be provided for tables greater than 1524 mm (60 in.) in length.
 - 6.6.2.5.3. When tables have power modules, at least one support must have wire management which runs through the support and connects to the power module(s) on the table top
- 6.6.2.6. When specified, power and data modules must be supplied as follows:
 - 6.6.2.6.1. at least one (1) module for tables at least 1524 mm (60 in.) and less than 2134 mm (84 in.) in length
 - 6.6.2.6.2. at least two (2) modules for tables less than 3962 mm (156 in.) in length
 - 6.6.2.6.3. at least three (3) modules for tables 3962 mm (156 in.) in length or more



6.6.2.7. Small Meeting Tables

6.6.2.7.1. Dimensions:

6.6.2.7.1.1. Small round tables must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), or 1219 mm (48 in.) in diameter.

6.6.2.7.1.2. Small square tables must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.) squared.

6.6.2.8. Medium Meeting Tables

6.6.2.8.1. Description

6.6.2.8.1.1. Table tops must be composed of maximum of three (3) pieces.

6.6.2.8.2. Dimensions:

6.6.2.8.2.1. Medium rectangular tables must be 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), or 1219 mm (48 in.) wide, by 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), 2134 mm (84 in.), 2286 mm (90 in.), 2438 mm (96 in.), 2591 mm (102 in.), 2743 mm (108 in.), 2896 mm (114 in.), or 3048 mm (120 in.) in length.

6.6.2.9. Large Meeting Tables

6.6.2.9.1. Dimensions:

6.6.2.9.1.1. Large tables must range from 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.) wide by 3048 mm (120 in.), 3200 mm (126 in.), 3353 mm (132 in.), 3505 mm (138 in.), 3658 mm (144 in.), 3810mm (150 in.), 3962 mm (156 in.), 4115 mm (162 in.), 4267 mm (168 in.), 4420 mm (174 in.), 4572 mm (180 in.), 4724 mm (186 in.), or 4877 mm (192 in.) in length.

6.6.3.Video Conferencing Tables

6.6.3.1. Description

6.6.3.1.1. The conference table may be composed of individual tables ganged together to meet the required shape and dimensions.

6.6.3.1.2. Ganging or linking devices must allow tables to be joined together in horizontal positions and/or 90 and/or 180 degrees to each other while still allowing for the provision of power and data connectivity across the entire multi-table configuration

6.6.3.1.3. Modularity: tables must be designed for ease of installation, handling, disassembly and reconfiguration where applicable, and may be composed of more than one interconnecting section. Each table or section must fit into typical service elevators unless otherwise specified.



Table tops must be provided in a minimum of two pieces that will fit into service elevators when the table is not comprised of individual tables joined together.

6.6.3.1.4. Modesty panels must be provided when there is open space in the center of the table configuration.

6.6.3.2. Dimensions:

6.6.3.2.1. Tables must have a minimum surface depth at any given point of 610 mm (24 in.).

6.6.3.2.2. Modesty panels must be no shorter than 259 mm (11 in.), and no higher than 508 mm (20 in.) in height.

6.6.3.3. Finishes

6.6.3.3.1. Table top finishes must be high-pressure laminate.

6.6.3.3.2. Table base/supports must be provided in chrome, painted metal, high-pressure laminate, low-pressure laminate, polished aluminum or a combination of the above.

6.6.3.3.3. Modesty panels must be high-pressure laminate, low-pressure laminate, or painted metal.

6.6.3.4. Power and Data

6.6.3.4.1. One power/data module with a minimum of one (1) duplex power outlet, must be provided for every 1219 mm (48 in.) of surface length.

6.6.3.4.2. Wire management below the work surface must be provided.

6.6.3.5. Supports/Table Bases

6.6.3.5.1. End gables, column bases, post legs, or panel base must allow for power cables to pass through.

6.6.3.5.2. Leg supports must offer wire management attached to the legs, through the bases, and installed under the table surface by means of a trough or tray.

6.6.4. Training Room Tables

6.6.4.1. Description

6.6.4.1.1. Training tables must be modular and capable of accommodating frequent reconfigurations by the users without the use of the manufacturer's proprietary tools.

6.6.4.1.2. Shapes: work surface tops that are rectangular, trapezoid, or half-moon are acceptable.

6.6.4.1.3. The surface of flip-top tables must be capable of locking in the upright position. When secured in the upright position, tables must be designed to nest together in a compact manner when not in use.

6.6.4.1.4. All tables must be designed to accommodate being butted against one another end-to-end or side-to-side.

6.6.4.1.5. When specified, all tables must be supplied with ganging or linking devices to ensure they can be secured together while still allowing for the provision of power and data connectivity across the entire multi-table configuration.

6.6.4.2. Dimensions:

6.6.4.2.1. The depth of the table must be provided in two sizes; 610 mm (24 in.) or 762 mm (30 in.).

6.6.4.2.2. The length of the table must be provided in six sizes; 914 mm (36 in.), 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), 1524 mm (60 in.) or 1829 mm (72 in.).

6.6.4.2.3. The length of a trapezoid and half-moon table must be measured along the longest width.

6.6.4.3. Finishes



- 6.6.4.3.1. Table top must be high-pressure laminate.
- 6.6.4.3.2. Supports must be painted metal or other acceptable metal finish.
- 6.6.4.3.3. Modesty panels must be laminate, painted metal or fabric.

6.6.4.4. Power and Data

- 6.6.4.4.1. Power and data modules must be supplied unless otherwise specified.
- 6.6.4.4.2. Tables must be provided with concealed cable management and allow for power and data connectivity across the entire multi-table configuration when tables are ganged together.
- 6.6.4.4.3. All power and data connections must be inherent in the table design. Power modules must be recessed into the table top with wire management.
- 6.6.4.4.4. Tables must be pre-wired and provide removable connections to floor monuments.
- 6.6.4.4.5. Surfaces shorter than 1218 mm (48 in.) wide must be provided with a minimum of one duplex power input). Surfaces 1218 mm (48 in.) or greater must be provided with at least two duplex power inputs (four).
- 6.6.4.4.6. The power module must have a cord for 15 Amp circuit that is a minimum of 2743 mm (9 ft.) long.

6.6.4.5. Supports/Table Bases

- 6.6.4.5.1. Tabletops must have leg supports.
- 6.6.4.5.2. Mobile tables must be supplied with casters, at least two of which must be lockable.

6.6.4.6. Modesty Panels, when specified.

- 6.6.4.6.1. Modesty panels must be flush with the edge of the work surface or recessed not more than 127 mm (5 in.).
- 6.6.4.6.2. Modesty panels must provide leg privacy without interfering with the supports.
- 6.6.4.6.3. The height of the modesty panel must allow for a floor clearance which provides wire access from wall power/data to equipment.
- 6.6.4.6.4. The modesty panel width must correspond with the width of the work surface ± 51 mm (± 2 in.) from each end.
- 6.6.4.6.5. Modesty panels must be no less than 279 mm (11 in.) in height and not greater than 508 mm (20 in.) in height.

6.6.5. Credenzas

6.6.5.1. Description

- 6.6.5.1.1. Credenzas must have open shelves, shelving with doors, drawers, or a combination of open shelves/doors/drawers for storage.
- 6.6.5.1.2. Credenza doors must be lockable.
- 6.6.5.1.3. Credenzas must provide access to power and data through grommets or cut-outs in the rear of the unit.
- 6.6.5.1.4. Units must be capable of accepting additional overhead storage elements, such as hutches.
- 6.6.5.1.5. Must be capable being retro-fit with a power kit.

6.6.5.2. Dimensions:

- 6.6.5.2.1. Credenzas must be available in multiple lengths from 1067 mm (42 in.) to 1829 mm (72 in.).



6.6.5.2.2. Credenzas must be available in depths of 457 mm (18 in.), 508 mm (20 in.), or 610 mm (24 in.).

6.6.5.2.3. Credenza height must be between 711 mm (28 in.) to 864 mm (34 in.).

6.6.5.3. Finishes

6.6.5.3.1. Exposed surfaces must be finished in laminate or wood veneer.

6.6.5.3.2. The semi exposed parts must be finished in laminate or wood to complement the exterior finishes.

6.6.5.4. Power and Data: N/A

6.6.5.5. Supports/Table Bases

6.6.5.5.1. Must legs or levelling glides.

6.6.6. Coffee Tables

6.6.6.1. Descriptions

6.6.6.1.1. Shape must be rectangular, square, round, or oval.

6.6.6.1.2. Must have modern clean lines.

6.6.6.2. Dimensions:

6.6.6.2.1. Height of table surface: low side table height.

6.6.6.3. Finishes

6.6.6.3.1. Table top finishes must include laminate, wood veneer, back painted glass, or painted MDF.

6.6.6.3.2. Legs and pedestal bases finishes must include chrome, polished aluminum or painted metal.

6.6.6.3.3. End gables finishes must include laminate or wood veneer.

6.6.6.4. Supports/Table Bases

6.6.6.4.1. Rectangular and square tables must include leg supports, end gables, or a pedestal base.

6.6.6.4.2. Round and oval tables must include leg supports or a pedestal base.

6.6.7. Side Tables

6.6.7.1. Description

6.6.7.1.1. Shapes must include square or round.

6.6.7.2. Dimensions:

6.6.7.2.1. Height of table surface: low side table height.

6.6.7.3. Finishes

6.6.7.3.1. For table top, must be laminate, wood veneer, or painted MDF.

6.6.7.3.2. For legs and/or base, must be painted metal, chrome, polished aluminum, laminate or wood.

6.6.7.3.3. For end gables, must be laminate or wood veneer.

6.6.7.4. Supports/Table Bases

6.6.7.4.1. Must include leg supports, end gables, or pedestal supports.

6.6.8. Collaborative Meeting Tables



6.6.8.1. Description

6.6.8.1.1. Collaborative meeting tables must be counter height or bar height.

6.6.8.1.2. Shapes must include round or square.

6.6.8.2. Dimensions:

6.6.8.2.1. Round: Must be 762 mm (30 in.), or 914 mm (36 in.) in diameter.

6.6.8.2.2. Square: Must be 762 mm x 762 mm (30 in. x 30 in.) and 914 mm x 914 mm (36 in. x 36 in.).

6.6.8.3. Finishes

6.6.8.3.1. Table top must be high-pressure laminate.

6.6.8.3.2. Pedestal base must be chrome, polished aluminum or painted metal.

6.6.8.4. Supports/Table Bases

6.6.8.4.1. Tables must be provided with a central pedestal base

6.6.8.4.2. Square tables must be provided with a four-post legs, or central pedestal base.

6.6.9. Collaborative Lounge Height Meeting Tables

6.6.9.1. Description

6.6.9.1.1. Lounge height meeting table shapes must include square or round.

6.6.9.2. Dimensions:

6.6.9.2.1. Square table must be 762 mm x 762 mm (30 in. x 30 in.), 914 mm x 914 mm (36 in. x 36 in.), or 1067 mm x 1067 mm (42 in. x 42 in.).

6.6.9.2.2. Round tables must be 762 mm (30 in.), 914 mm (36 in.), or 1067 mm (42 in.) diameter.

6.6.9.2.3. Height of table surface: must be 660 mm (25 in.) to 686 mm (27 in.) above finished floor.

6.6.9.3. Finishes

6.6.9.3.1. Table top must be high-pressure laminate.

6.6.9.3.2. Base must be chrome, polished aluminum or painted metal.

6.6.9.4. Power and Data

6.6.9.4.1. Must be supplied unless otherwise specified.

6.6.9.4.2. Tables must be provided with concealed cable management and allow for power and data connectivity.

6.6.9.4.3. Tables must be pre-wired and provide removable connections to floor monuments.

6.6.9.4.4. Power modules must be recessed into the tabletop or surface mounted power/data modules with wire management and provide a minimum of two power inputs and two data inserts.

6.6.9.5. Supports/Table Bases

6.6.9.5.1. Must include a central pedestal base.

6.6.10. Kitchenette Island Table

6.6.10.1. Description

6.6.10.1.1. Kitchenette island tables must be rectangular to mimic kitchen island millwork in kitchenette.

6.6.10.1.2. Must be counter height or bar height.



6.6.10.2. Dimensions:

6.6.10.2.1. Table top must be 1524 mm (60 in.), 1829 mm (72 in.), 2134 mm (84 in.), or 2438 mm (96 in.) in length, by 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.), or 1219 mm (48 in.) in depth.

6.6.10.3. Finishes

6.6.10.3.1. Table top must be high-pressure laminate.

6.6.10.3.2. End gables must be laminate or wood veneer.

6.6.10.4. Power and Data

6.6.10.4.1. Kitchenette island tables must be available with power and data capability.

6.6.10.4.2. When specified, must have a minimum of two (2) duplex outlets or pairs of power outlets, and two (2) data outlets accessible from either side of the table.

6.6.10.4.3. Must have a continuous horizontal power, data, and cable management component that is pre-wired.

6.6.10.4.4. Power and data connections must include supply from the floor. All connections and cables must be contained and controlled in a casing/spine from the floor to any location from the underside of the table and integrated into the design of the table.

6.6.10.4.5. Must be provided with either:

6.6.10.4.5.1. One-touch flip-top power and data access units that are fully integrated with the power and data outlets, are flush with the surface, and located along the centerline of the table, or

6.6.10.4.5.2. With a slot or trough with fixed or flip top faceplates that are fully integrated with the power and data outlets, are flush with the surface, and located along the centerline of the table.

6.6.10.5. Supports/Table Bases

6.6.10.5.1. Table base must be end gables, or waterfall edge.

6.6.11. Laptop Tables

6.6.11.1. Description

6.6.11.1.1. Table top shape must include rectangular.

6.6.11.2. Dimensions:

6.6.11.2.1. Depth must be no greater than 457 mm (18 in.), and no wider than 914 mm (36 in.).

6.6.11.2.2. The overall surface area must be less than or equal to 3700 square cm (573 square in.).

6.6.11.2.3. Height of table surface must be between 610 mm (24 in.) and 660 mm (26 in.) above the finished floor.

6.6.11.3. Finishes

6.6.11.3.1. Lap top table surface tops must include high-pressure laminate.

6.6.11.3.2. Metal frames must include high-pressure laminate, painted metal, polished aluminum or chrome.

6.6.11.4. Supports/Table Bases

6.6.11.4.1. Support must be offset to allow unimpeded leg clearance under the table surface.

6.6.11.4.2. Base must be designed with low profile for clearance under seated surfaces.



- 6.6.11.4.3. Must include a pedestal base, an open or closed panel base, or a waterfall edge which forms the floor base.

6.6.12. Narrow Side Table

6.6.12.1. Description

- 6.6.12.1.1. Must include lounge height and counter height.
- 6.6.12.1.2. Table top must be rectangular or racetrack shaped.
- 6.6.12.1.3. Must be available with integrated power.

6.6.12.2. Dimensions

- 6.6.12.2.1. Lounge height: height of table surface must be 584 mm to 838 mm (23 in. to 33 in.) above finished floor.
- 6.6.12.2.2. Counter height: height of table surface must be 864 mm to 1066 mm (34 in. to 42 in.) above finished floor.
- 6.6.12.2.3. Overall length must be 1524 mm to 1676 mm (60 in. to 66 in.)
- 6.6.12.2.4. Overall depth must be 305 mm to 457 mm (12 in. to 18 in.)

6.6.12.3. Finishes

- 6.6.12.3.1. Table top must be available in high-pressure laminate.
- 6.6.12.3.2. Table legs/support must be available in laminate or painted metal.

6.6.12.4. Power and Data

- 6.6.12.4.1. When specified, a minimum of two power outlets must be provided.
- 6.6.12.4.2. Power/data cable management must be provided to conceal all power/data cables integral to the unit.

6.6.12.5. Support/Table Bases

- 6.6.12.5.1. Panel base, Waterfall edge and panel base, gable ends, or 4 post legs.

6.6.13. Multi-Media Tables

6.6.13.1. Description

- 6.6.13.1.1. The shape of the work surface of a multimedia table must be available in rectangular, trapezoid, and D-shaped.
- 6.6.13.1.2. Multi-media tables must have an integrated monitor support panel, which must accommodate the placement of both a single monitor or double monitors compatible with VESA typical mounting hole patterns.
- 6.6.13.1.3. Multi-media tables must be designed to accommodate equipment such as flat-screen monitors, wireless transmitters, and associated control equipment. However, the equipment does not form part of these specifications.

6.6.13.2. Dimensions:

- 6.6.13.2.1. Multi-media tables must be available in fixed heights including in seated height, bar height, and counter height.
- 6.6.13.2.2. Sit-stand height adjustable multi-media tables must include a standing height range between 965 mm (38 in.) to 1092 mm (43 in.).



6.6.13.2.3. The length must range 1524 mm (60 in.), 1676 mm (66 in.), 1829 mm (72 in.), 1981 mm (78 in.), 2134 mm (84 in.), 2286 mm (90 in.), 2438 mm (96 in.), 2591 mm (102 in.), 2743 mm (108 in.), 2896 mm (114 in.), 3048 mm (120 in.).

6.6.13.2.4. The width at the widest end must be 1067 mm (42 in.), 1219 mm (48 in.), 1372 mm (54 in.), or 1524 mm (60 in.), and be not narrower than 660 mm (25 in) at the narrowest end.

6.6.13.3. Finishes

6.6.13.3.1. Table top must be available in high-pressure laminate.

6.6.13.3.2. Legs and/or base must be available in painted metal or high-pressure laminate.

6.6.13.4. Power and Data

6.6.13.4.1. Tables must be provided with a minimum of one recessed power module on the table top.

6.6.13.4.2. Data module can be either integrated into the table in the recessed power module, or a unit consisting of one receiver and multiple individual dongles (USB dongles) or USB sticks to connect one's laptop/ tablet display to the main screen.

6.6.13.4.3. Power and data cable management must be provided to conceal all power/data cables integral to the unit.

6.6.13.5. Support/Table Bases

6.6.13.5.1. Multi-media table bases must accommodate cable and wire management. Cable and wire management may not impede seating.

6.6.13.5.2. When a single monitor supports are required, monitor supports must accommodate flat screen monitor ranging in diagonal sizes from 813 mm (32 in.) to 1524 mm (60 in.).

6.6.13.5.3. When dual monitor supports are required, monitor supports must accommodate flat screen monitor ranging in diagonal sizes from 813 mm (32 in.) to 1168 mm (46 in.).

6.6.13.5.4. Frame must allow for ± 51 mm (± 2 in.) of levelling minimum.

6.6.13.5.5. For height-adjustable tables, the integrated monitor support panel must move in unison with the worksurface when the height is adjusted.

6.6.14. Banquette Seating

6.6.14.1. Description

6.6.14.1.1. Must be available in three (3) sizes: individual-seater, two-seater, and three-seater

6.6.14.1.2. Must be available with two back height options: Low-back with or mid-back.

6.6.14.1.3. Must be available with and without privacy screen.

6.6.14.1.4. Privacy screen must be add-on or full height upholstered back, and may be a permanent fixture. For banquettes with two or three seats, these must be able to mount to one, two or three sides of the seat.

6.6.14.1.5. Must be available with and without bolster.

6.6.14.1.6. Must be available with and without armrests.

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

6.6.14.2. Dimensions:

6.6.14.2.1. Overall widths must be:

6.6.14.2.1.1. Individual-seater must be between 610 mm (24 in.) to 787 mm (31 in.) wide, ± 25 mm (± 1 in.).



- 6.6.14.2.1.2. Two-seater must be between 1219 mm to 1575 mm (48 in. to 62 in.), +25 mm (+1 in.), -50 mm (-2 in.).
- 6.6.14.2.1.3. Three-seater overall seat arrangement width must be 1600 mm to 1905 mm (63 in. to 75 in.), ± 25 mm (± 1 in.).
- 6.6.14.2.2. Inside seat depth for all width options must be no less than 483 mm (19 in.).
- 6.6.14.2.3. Overall height for banquette back must be:
 - 6.6.14.2.3.1. Low-back: no less than 203 mm (8 in.) above the seat height and no more than 305 mm (12 in.) above the seat height.
 - 6.6.14.2.3.2. Mid back: no less than 305 mm (12 in.) above seat height and no more than 457 mm (18 in.) above the seat height.
 - 6.6.14.2.3.3. Overall height for high back screens or full height upholstered back must be between 1092 mm (43 in.) to 1473 mm (58 in.) above finished floor, ± 25 mm (± 1 in.).
- 6.6.14.2.4. Seat height must be between 406 mm (16 in.) to 508 mm (20 in.), above finished floor, ± 25 mm (± 1 in.).
- 6.6.14.3. Finishes
 - 6.6.14.3.1. Seat and Back must be fully upholstered with stitch detailing for a tailored appearance.
 - 6.6.14.3.2. Seat back must allow for different fabric option than the seat.
 - 6.6.14.3.3. High Privacy Screen must be upholstered in either fabric or breathable material (for example, mesh).
- 6.6.14.4. Power/data: N/A
- 6.6.14.5. Base/Supports
 - 6.6.14.5.1. Banquette seating must come with non-marking glides suitable for hard or carpeted surfaces or levelling glides with legs.
 - 6.6.14.5.2. Base/Legs must be metal or wood.

6.6.15. Lounge Chairs

- 6.6.15.1. Description
 - 6.6.15.1.1. Must be single seated and include fixed and swivel base options.
 - 6.6.15.1.2. Must be available with or without armrests.
 - 6.6.15.1.3. Back and seat cushions must be fixed.
 - 6.6.15.1.4. Must be modern and tailored in appearance.
- 6.6.15.2. Dimensions:
 - 6.6.15.2.1. Overall width for chairs with arms must be between 686 mm to 1067 mm (27 in. to 42 in.) wide.
 - 6.6.15.2.2. Overall width for chairs without arms must be 533 mm to 660 mm (21 in. to 26 in.) wide.
 - 6.6.15.2.3. Inside seat depth must be no less than 432 mm (17 in.).
 - 6.6.15.2.4. Seat height must be between 406 mm (16 in.) and 508 mm (20 in.) above floor, ± 13 mm ($\pm 1/2$ in.).
 - 6.6.15.2.5. Overall height of the chair must be no less than 686 mm (27 in. high).
- 6.6.15.3. Finishes
 - 6.6.15.3.1. Seat and back must be fully upholstered with stitch detailing for a tailored appearance.



6.6.15.3.2. Back must allow for different fabric option than the seat.

6.6.15.3.3. Base/legs must be chrome, painted metal, or wood.

6.6.15.4. Power and Data: N/A

6.6.15.5. Base/Supports

6.6.15.5.1. Fixed base: Must have four (4) legs, wire base, or a pedestal base.

6.6.15.5.2. Swivel base: Must have a pedestal swivel base with or without an auto-return mechanism that pivots on the pedestal's axis.

6.6.16. Sofas

6.6.16.1. Description

6.6.16.1.1. Must come in two sizes: two-seater or three-seater

6.6.16.1.2. Must be available with or without arms.

6.6.16.1.3. Back and seat cushions must be fixed.

6.6.16.1.4. Must be modern and tailored in appearance.

6.6.16.2. Dimensions:

6.6.16.2.1. Overall dimension for a two-seater sofa:

6.6.16.2.1.1. Sofa must comfortably seat two adults.

6.6.16.2.1.2. Overall two-seater sofa dimensions must be 1295 mm to 1829 mm (51 in. to 72 in.) wide by 686 mm to 838 mm (27 in. to 33 in.) high, ± 51 mm (± 2 in.).

6.6.16.2.1.3. Inside seat depth of each seat must be no less than 483 mm (19 in.).

6.6.16.2.2. Overall dimension for a three-seater sofa:

6.6.16.2.2.1. Sofa must comfortably seat three adults.

6.6.16.2.2.2. Overall three-seater sofa dimensions must be 1854 mm to 2159 mm (73 in. to 85 in.) wide by 686 mm to 838 mm (27 in. to 33 in.) high, ± 51 mm (± 2 in.).

6.6.16.2.2.3. Inside seat depth must be no less than 483 mm (19 in.).

6.6.16.2.3. Seat height must be between 406 mm (16 in.) to 508 mm (20 in.) above the finished floor, ± 13 mm ($\pm 1/2$ in.).

6.6.16.3. Finishes

6.6.16.3.1. Seat and Back must be fully upholstered with stitch detailing for a tailored appearance.

6.6.16.3.2. Seat back must allow for different fabric option than the seat.

6.6.16.4. Power and Data: N/A

6.6.16.5. Base/Supports

6.6.16.5.1. Must have legs with levelling glides.

6.6.16.5.2. Base/legs must be chrome, metal, painted metal, or wood.



6.6.17. Tablet Chairs

6.6.17.1. Description

- 6.6.17.1.1. Must be available with and without arms.
- 6.6.17.1.2. Back and seat cushions must be fixed.
- 6.6.17.1.3. Must be modern and tailored in appearance.
- 6.6.17.1.4. Must have one or more of the following features: a shelf below the seat or cup holder.
- 6.6.17.1.5. Tablet arm must be fixed to the unit and must have a minimum 270° turning radius or the ability to move in and out. Tablet arm must be available in right or left handed.

6.6.17.2. Dimensions:

- 6.6.17.2.1. Tablet surface overall area must be no less than 305 mm squared (12 in.) and must be able to accommodate a standard laptop.
- 6.6.17.2.2. Seat height must be between 406 mm (16 in.) to 508 mm (21 in.) above the finished floor.

6.6.17.3. Finishes

- 6.6.17.3.1. Seat and Back must be fully upholstered with stitch detailing for a tailored appearance.
- 6.6.17.3.2. Seat back must allow for different fabric option than the seat.
- 6.6.17.3.3. Base/legs must be metal, painted metal, or wood.
- 6.6.17.3.4. Tablet must be high-pressure laminate.

6.6.17.4. Power and Data: N/A

6.6.17.5. Base/Supports

- 6.6.17.5.1. Must have a minimum of two casters and two legs or four casters. Two casters must be capable of locking.

6.6.18. Upholstered Ottoman

6.6.18.1. Description

- 6.6.18.1.1. Must be round or square.
- 6.6.18.1.2. Must be available in a minimum of three sizes: small, medium, or large. All sizes must be from the same manufacturer's line of product and intended to complement one another.

6.6.18.2. Dimensions:

6.6.18.2.1. Overall dimensions must be:

- 6.6.18.2.1.1. Small ottoman: diameter footprint must be no less than 610 mm (24 in.)
- 6.6.18.2.1.2. Medium ottoman: diameter footprint must be no less than 914 mm (36 in.)
- 6.6.18.2.1.3. Large ottoman: diameter footprint must be no less than 1218 mm (48 in.)
- 6.6.18.2.2. Seat height must be between 406 mm (16 in.) to 508 mm (19 in.) above the floor.

6.6.18.3. Finishes

- 6.6.18.3.1. Seat must be fully upholstered.
- 6.6.18.3.2. Legs/base must be wood, chrome, or painted metal.

6.6.18.4. Power and Data: N/A

6.6.18.5. Base/Supports

- 6.6.18.5.1. Glides must be provided unless legs are supplied.



6.6.19. Upholstered Stool

6.6.19.1. Description

6.6.19.1.1. Must be available in both round and square.

6.6.19.1.2. Must be available with or without casters.

6.6.19.2. Dimensions:

6.6.19.2.1. Seat must have a diameter footprint not less than 457 mm (18 in.)

6.6.19.2.2. Seat height must be between 406 mm (16 in.) and 483 mm (19 in.) above the floor.

6.6.19.3. Finishes

6.6.19.3.1. Stools must be fully upholstered.

6.6.19.4. Power and Data: N/A

6.6.19.5. Base/Supports

6.6.19.5.1. Must be available with or without casters. Casters are not required to have locking capability.

6.6.19.5.2. Glides must be provided unless casters or legs are supplied..

6.6.20. Modular Bench Seating and Side Table Unit - Rectilinear

6.6.20.1. Bench unit

6.6.20.1.1. Description

6.6.20.1.1.1. Must be individual units which gang together.

6.6.20.1.1.2. Benches must be square or rectangular.

6.6.20.1.1.3. Must be available with and without a back rest.

6.6.20.1.1.4. Optional: bar height table or shelf or ledge capable of running parallel to all sides of the back of the bench with appropriate clearance for knees below and a standard laptop



to sit on. Table or shelf or ledge must be provided up to a maximum of three (3) separate pieces sitting adjacent to one another or ganged together.

6.6.20.1.2. Dimensions:

- 6.6.20.1.2.1. The width of the bench must be within the following range: 635 mm (25 in.) and 991 mm (39 in.).
- 6.6.20.1.2.2. The inside seat depth of the bench must be no less than 483 mm (19 in.).
- 6.6.20.1.2.3. Seat height must be between 406 mm (16 in.) to 483 mm (19 in.) above floor.
- 6.6.20.1.2.4. Back rest width must be no less than 3/5 the total width of the bench.
- 6.6.20.1.2.5. Back rest must be no less than 215 mm (8.5 in.) in height from the seat top.
- 6.6.20.1.2.6. Bar height table or shelf or ledge depth must be minimum 456 mm (18 in.).

6.6.20.1.3. Finishes

- 6.6.20.1.3.1. Seat top surface must be upholstered. Sides must be upholstered, wood, or high-pressure laminate.
- 6.6.20.1.3.2. Seat back must allow for different fabric option than the seat.
- 6.6.20.1.3.3. Bench supports on floor must be chrome, painted metal, wood, high-pressure laminate, or low-pressure laminate.

6.6.20.1.4. Base/supports

- 6.6.20.1.4.1. Glides must be provided unless legs are supplied.

6.6.20.2. Side table unit

6.6.20.2.1. Description

- 6.6.20.2.1.1. Side table must be square or rectangular.
- 6.6.20.2.1.2. Side table must be attached to, ganged to, or integrated with, the bench.
- 6.6.20.2.1.3. The side table and the bench must be from the same manufacturer's line of product.

6.6.20.2.2. Dimensions:

- 6.6.20.2.2.1. Side table height must match the seat height of the bench unit, ± 51 mm (± 2 in.),
- 6.6.20.2.2.2. Side table depth must match the overall depth of the bench unit, ± 19 mm ($\pm 3/4$ in.).
- 6.6.20.2.2.3. The width of the side table must be 660 mm (26 in.), ± 51 mm (± 2 in.).

6.6.20.2.3. Finishes

- 6.6.20.2.3.1. Side table top must be high-pressure laminate. Sides must be upholstered, wood, or high-pressure laminate.
- 6.6.20.2.3.2. Side table supports on floor must be chrome, painted metal, wood, high-pressure laminate, or low-pressure laminate.
- 6.6.20.2.3.3. Power module to be metal or painted metal.

6.6.20.2.4. Power and data

- 6.6.20.2.4.1. Must contain a recessed power module on table top or on one accessible side of the unit.
- 6.6.20.2.4.2. Power module must contain a minimum of one (1) duplex power.

6.6.20.2.5. Base/supports



6.6.20.2.5.1. Glides must be provided unless legs are supplied.

6.6.21. Modular Bench Seating and Side Table Unit – Curvilinear:

6.6.21.1. Bench unit

6.6.21.1.1. Description

6.6.21.1.1.1. Must be individual units which gang together.

6.6.21.1.1.2. Bench shapes must be capable of forming an overall round, trapezoid, or snake-like shape when multiple units are combined.

6.6.21.1.1.3. Must be available with and without a back rest.

6.6.21.1.1.4. Curved benches with backrest must be available in both an inside and outside bend.

6.6.21.1.1.5. Optional bar height table or shelf or ledge capable of running parallel to all sides of the back of the bench with appropriate clearance for knees. Depth to accommodate a



standard laptop. Surface must be provided up to a maximum of three (3) separate pieces sitting adjacent to one another or ganged together.

6.6.21.1.2. Dimensions:

- 6.6.21.1.2.1. Bench width must be within the following range: 940 mm (37 in.) and 1397 mm (55 in.) at the widest edge.
- 6.6.21.1.2.2. The inside seat depth of the bench must be no less than 483 mm (19 in.).
- 6.6.21.1.2.3. Seat height must be between 406 mm (16 in.) to 483 mm (19 in.) above finished floor.
- 6.6.21.1.2.4. Back rest width must be no less than 3/5 the total width of the bench, and be no less than 215mm (8.5 in.) in height from the seat top.
- 6.6.21.1.2.5. Bar height table or shelf or ledge depth must be minimum 456mm (18 in.), if specified

6.6.21.1.3. Finishes

- 6.6.21.1.3.1. Seat and backrest must be fully upholstered with stitch detailing for a tailored appearance.
- 6.6.21.1.3.2. Seat back must allow for different fabric option than the seat.
- 6.6.21.1.3.3. Bench supports on floor must be chrome, painted metal, wood, high-pressure laminate, or low-pressure laminate.

6.6.21.1.4. Base/supports

- 6.6.21.1.4.1. Glides must be provided unless legs are supplied.

6.6.21.2. Side table unit

6.6.21.2.1. Description

- 6.6.21.2.1.1. Benches must be curved to form an overall round or snake-like shape, in combination with the spline shaped bench unit.
- 6.6.21.2.1.2. Side table that must be attached to, or integrated with the bench.
- 6.6.21.2.1.3. The side table and the bench must be from the same manufacturer's line of product.

6.6.21.2.2. Dimensions:

- 6.6.21.2.2.1. Side table height must match the seat height of the bench unit, ± 51 mm (± 2 in.),
- 6.6.21.2.2.2. Side table depth must match the overall depth of the bench unit, ± 19 mm ($\pm 3/4$ in.).
- 6.6.21.2.2.3. The width of the side table must be no less than 660 mm (26 in.).

6.6.21.2.3. Finishes

- 6.6.21.2.3.1. Side table top must be high-pressure laminate. Sides can be upholstered, wood, or high-pressure laminate.
- 6.6.21.2.3.2. Side table supports on floor must be chrome, painted metal, wood, high-pressure laminate, or low-pressure laminate.
- 6.6.21.2.3.3. Power module to be metal or painted metal.

6.6.21.2.4. Power and data

- 6.6.21.2.4.1. Must contain a recessed power module on table top or on one accessible side of the unit.



- 6.6.21.2.4.2. Power module must contain a minimum of one (1) duplex power or one (1) simplex and two (2) USB power.
- 6.6.21.2.5. Base/supports
 - 6.6.21.2.5.1. Glides must be provided unless legs are supplied.

6.6.22. Bar Stools

- 6.6.22.1. Description
 - 6.6.22.1.1. Must come in two heights: bar height and counter height.
 - 6.6.22.1.2. Seat heights must be fixed having no angle adjustments for seat or backrest.
 - 6.6.22.1.3. Must be available with and without armrests.
 - 6.6.22.1.4. Must have a footrest integrated into the base supports.
 - 6.6.22.1.5. Must allow for an upholstered seat cushion.
- 6.6.22.2. Dimensions:
 - 6.6.22.2.1. Bar height: Seat Height – Must be between 711 mm (28 in.) to 813 mm (32 in.) above floor.
 - 6.6.22.2.2. Counter Height: Seat Height – Must be between 610 mm (24 in.) to 686 mm (27 in.) above floor.
 - 6.6.22.2.3. Seat depth of both counter height and bar height must be no less than 381 mm (15 in.).
 - 6.6.22.2.4. Seat width of both counter height and bar height must be no less than 457 mm (18 in.).
- 6.6.22.3. Finishes
 - 6.6.22.3.1. Must be bent plywood, high-pressure laminate, or non-perforated polymer.
 - 6.6.22.3.2. Seat cushion to be upholstered.
 - 6.6.22.3.3. Legs to be chrome, wood or painted metal.
- 6.6.22.4. Power and Data: N/A
- 6.6.22.5. Base/Supports
 - 6.6.22.5.1. Base/legs must be pedestal base, sled base, or 4 legs.

6.6.23. Kitchenette Chairs

- 6.6.23.1. Description
 - 6.6.23.1.1. Must be available with or without armrests.
 - 6.6.23.1.2. Must allow for an upholstered seat cushion.
- 6.6.23.2. Dimensions:
 - 6.6.23.2.1. Seat depth must be no less than 406 mm (16 in.).
 - 6.6.23.2.2. Seat width must be no less than 457 mm (18 in.).
 - 6.6.23.2.3. Seat Height must be between 432 mm (17 in.) to 508 mm (20 in.) above the floor.
 - 6.6.23.2.4. Armrest height for chairs with arms must not interfere with tables with surface height at 737 mm (29 in.) above the floor.
- 6.6.23.3. Finishes
 - 6.6.23.3.1. Must be bent plywood, high-pressure laminate, or non-perforated polymer.
 - 6.6.23.3.2. Seat cushion to be upholstered.



- 6.6.23.3.3. Legs to be chrome, wood or painted metal.
- 6.6.23.4. Power and Data: N/A
- 6.6.23.5. Base/Supports
 - 6.6.23.5.1. Base/legs must be sled base or 4 legs.



6.6.24. Freestanding screens

6.6.24.1. Description

- 6.6.24.1.1. Screens must be able to connect to one another in a straight line or at an angle. Connectors must be integrated into the design of the screens and be minimally visible.

6.6.24.2. Dimensions:

- 6.6.24.2.1. Overall height - must be between 1372 mm (54 in.) 1676 mm (66 in.).
- 6.6.24.2.2. Must include a width of at least 1218 mm (48 in.).

6.6.24.3. Finishes

- 6.6.24.3.1. Must be upholstered (tackable), painted metal, high-pressure laminate, or low-pressure-laminate on both sides.

6.6.24.4. Power and Data: N/A

6.6.24.5. Base/Supports

- 6.6.24.5.1. Must have feet which are not a tripping hazard.

6.6.25. Freestanding Mobile White Boards

6.6.25.1. Description

- 6.6.25.1.1. Must have integrated marker and eraser storage or tray when specified with a dry erase finish.
- 6.6.25.1.2. Dry erase finish options must include a white board surface and back painted glass.

6.6.25.2. Dimensions:

- 6.6.25.2.1. Overall height - must be between 1524 mm (60 in.) and 1943 mm (76.5 in.).
- 6.6.25.2.2. Width – must be at least 737 mm (29 in.).

6.6.25.3. Finishes

- 6.6.25.3.1. One side of the screen must be dry erase covering a minimum of 75% of the surface area.
- 6.6.25.3.2. The other side/surface must include:
- 6.6.25.3.3. A dry erase surface; or
- 6.6.25.3.4. A writeable surface, or solid surface which must be tackable, painted metal, high-pressure laminate, or wood veneer.

6.6.25.4. Base/Supports

- 6.6.25.4.1. Must have a combination of casters and glides to prevent unplanned movement of the board during use, for example two or more locking casters, or two casters and two glides)

6.6.26. Freestanding Mobile monitor mount

6.6.26.1. Description

- 6.6.26.1.1. Must accommodate and support a monitor from 1219 mm (48 in.) up to 1524 mm (60 in) in diagonal width.
- 6.6.26.1.2. Must have locking casters for easy movement and secure use.

6.6.26.2. Dimensions:

- 6.6.26.2.1. The bottom of the monitor must be located no less than 635 mm (25 in.) from floor, ± 25 mm (± 1 in.).



6.6.26.2.2. Overall width must be no less than 1218 mm (48 in.), ± 25 mm (± 1 in.)

6.6.26.3. Finishes

6.6.26.3.1. The rear surfaces must be:

6.6.26.3.1.1. A writeable surface which must be dry erase or back painted glass; or

6.6.26.3.1.2. A solid surface which must be tackable, painted metal, painted MDF, wood veneer, high-pressure laminate, or low-pressure laminate.

6.6.26.3.1.3. Legs must be painted metal, high-pressure laminate, or low-pressure laminate, wood veneer or wood.

6.6.26.4. Power and Data

6.6.26.4.1. Must provide at least one (1) duplex power outlets, and two (data) data inputs. Power and data cables from monitor to base must be concealed.

6.6.26.4.2. Data connections can be recessed and integrated into the unit, or a unit consisting of one receiver and multiple individual dongles (USB dongles) or USB sticks to connect one's laptop/tablet display to the main screen.

6.6.26.5. Base/Supports

6.6.26.5.1. Must have two (2) or more locking casters.

6.6.27. Individual Work Pods

6.6.27.1. Description

6.6.27.1.1. Freestanding unit must include a work surface for a single user and privacy screen(s).

6.6.27.1.2. Work surface and privacy screen(s) must be from the same product line and series.

6.6.27.1.3. Privacy screen(s) must surround the users on no less than three sides, including both the work surface and the user.

6.6.27.1.4. Must allow space for the inclusion of a single seat; which does not form part of this specification.

6.6.27.2. Dimensions:

6.6.27.2.1. Work surface must be a maximum of 762 mm (30 in) with a tolerance of $- 76.2$ mm (-3 in) when measured from the floor to the top of the work surface

6.6.27.2.2. Privacy screen(s) height to be a minimum of 1194 mm (47 in.) to a maximum of 1549 mm (61 in.).

6.6.27.2.3. Overall diameter footprint of unit to be 1829 mm (72 in.) maximum, ± 150 mm (6 in.)

6.6.27.3. Finishes

6.6.27.3.1. Work surface or tablet arm must be painted MDF, frosted acrylic, high-pressure laminate or other suitable alternatives.

6.6.27.3.2. Privacy screens must be fabric covered, high-pressure laminate, or low-pressure laminate.

6.6.27.4. Power and Data

6.6.27.4.1. Must provide a minimum of one duplex outlet, USB power outlet, or a combination power and USB outlet.

6.6.27.4.2. Outlets must be easily accessible, integrated into the unit and wires must not be visible.

6.6.27.5. Support/Table Bases



- 6.6.27.5.1. Floor supports must be minimal, no higher than 64 mm (2.5 in.). Corners of panels must be rounded; panels which connect at a square or 90-degree angle are not acceptable.
- 6.6.27.5.2. Supports/legs for the work surface must be integrated to the privacy panels and must appear to be supported by the panels, however may be supported on itself. Post legs for front supports are acceptable. Must allow for leg clearances as per BIFMA G1.

6.6.28. Individual Private Lounge Chairs (Individual Lounge Pod)

6.6.28.1. Description

- 6.6.28.1.1. Freestanding unit including integrated upholstered lounge chair with privacy screen(s).
- 6.6.28.1.2. Integrated or attached side work surface and/or tablet support arm.
- 6.6.28.1.3. Work surface and/or tablet must be orientated in front of the user for use of a laptop or tablet.
- 6.6.28.1.4. Lounge chair to allow for a single user.
- 6.6.28.1.5. High privacy screen(s) surrounding the user on three sides.
- 6.6.28.1.6. All products must be from same product line and series.

6.6.28.2. Dimensions

- 6.6.28.2.1. Lounge chair seat height must be a minimum of 381 mm (15 in.).
- 6.6.28.2.2. Overall height including privacy screen(s) must be a minimum of 1168 mm (46 in.) to a maximum of 1626 mm (64 in.).
- 6.6.28.2.3. Overall diameter footprint of unit must be 1067 mm (42 in.) minimum and 1524 mm (60 in.) maximum.
- 6.6.28.2.4. Tablet support arm or worksurface. Overall surface area must accommodate a standard laptop.
- 6.6.28.2.5. Table support arm or worksurface must be able to provide for laptop or tablet display viewing distance from 400 mm (15.7 in) to \leq 750 mm (29. in.), the front edge of the surface must



be able to be comfortably reached and support the user's wrist under sitting position without stretching forward.

6.6.28.3. Finishes

- 6.6.28.3.1. Lounge chair, seat and back, must be:
- 6.6.28.3.2. Fully upholstered with stitch detailing for a tailored appearance.
- 6.6.28.3.3. Seat and back must allow for different fabric option than the seat.
- 6.6.28.3.4. Work surface and/or tablet arm must be painted MDF, high-pressure laminate, or wood veneer.
- 6.6.28.3.5. Screens must be fabric covered or high-pressure laminate, frosted acrylic, low-pressure laminate or other suitable alternative.

6.6.28.4. Power and Data

- 6.6.28.4.1. Must provide a minimum of one duplex outlet, USB power outlet, or a combination power and USB outlet.

6.6.28.5. Support/Table Bases

- 6.6.28.5.1. Seat must have either a pedestal base with auto return mechanism, 4 post legs, or sled base.

6.6.29. Group work Pods

6.6.29.1. Description

- 6.6.29.1.1. Freestanding unit which includes two upholstered lounge sofas, work surface, and privacy screens.
- 6.6.29.1.2. Each lounge sofa must allow for two adults to sit comfortable side-by-side.
- 6.6.29.1.3. Sofa, work surface, and privacy screens must be from the same product line. All parts must be snugly fitted into one another.
- 6.6.29.1.4. Privacy screens must form an enclosure surrounding 75% of all users and interior furniture combined.
- 6.6.29.1.5. Work surface must be situated between the two lounge sofas.
- 6.6.29.1.6. All products and its parts to be property secured, retain its shape and remain in-tact for the entire life of the product.

6.6.29.2. Dimensions:

- 6.6.29.2.1. Sofa seat must be 381 mm (15 in.) to 508 mm (21 in.) when measured from the top of the seat to the finished floor, ± 25 mm (± 1 in.).
- 6.6.29.2.2. Work surface must compatible with the lounge height seating. Height range must be between 690 mm (27.2 in.) to 747 mm (29.4 in.) when measured from the floor to the top of the work surface.
- 6.6.29.2.3. Privacy screen(s) height to be a minimum of 1194 mm (47 in.) and a maximum of 1549 mm (61 in.).
- 6.6.29.2.4. Overall foot diameter footprint of the unit to be 2007 mm (79 in.) diameter to 2591 mm (102 in.) diameter, ± 152 mm (± 6 in.).

6.6.29.3. Finishes

- 6.6.29.3.1. The seat and back of the sofas must be:
- 6.6.29.3.2. Fully upholstered with stitch detailing for a tailored appearance.
- 6.6.29.3.3. Seat back must allow for different fabric option than the seat.



- 6.6.29.3.4. Work surface must be painted MDF or high-pressure laminate.
- 6.6.29.3.5. Work surface support(s) to be chrome or painted metal.
- 6.6.29.3.6. Privacy screens must be fabric covered, high-pressure laminate or low-pressure laminate.
- 6.6.29.4. Power and Data
 - 6.6.29.4.1. Must provide a minimum of one duplex outlet, USB power outlet, or a combination power and USB outlet.
- 6.6.29.5. Support/Table Bases
 - 6.6.29.5.1. Floor supports must be minimal, no higher than 50.4 mm (2 in.). Corners of panels must be rounded; panels which connect at a square or 90-degree angle are not acceptable.
 - 6.6.29.5.2. Supports/legs for the work surface must be formed to the privacy panels and must appear to be supported by the panels, however may be supported on itself.
 - 6.6.29.5.3. Table must be from the same lines as the privacy panels and seating. Table must have only one visible pedestal leg.



Annex B - Basis of Payment

1. Product Costs

The Contractor will be paid ceiling unit prices, in Canadian Dollars, for the supply of

- (i) Category 1 - Freestanding desking
- (ii) Category 2 - Panel systems
- (iii) Category 3 - Collaborative and support space furniture

on an as and when requested basis, in accordance with Annex A - Statement of Work. Applicable sales tax and transportation costs are extra.

Shipments shall be consigned to the destination specified in a Task Authorization and Delivered Duty Paid (DDP) CRA locations in Annex A and employee homes across Canada (Category 1 – Freestanding desking only, where applicable), Incoterms 2010 for shipments from a commercial supplier.

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

The ceiling unit prices will be established as follows, and, subject to the annual update mechanism outlined below, will be subject to downward adjustment only for any given Task Authorization issued by CRA:

- 1.1 For the items included in Appendix 3: Financial Proposal: the ceiling unit prices calculated in accordance with Appendix 3: Financial Proposal ; and
- 1.2 For any additional items added to the contract, the ceiling unit prices will be established by applying the minimum percentage discount, as offered by the Contractor within Appendix 3: Financial Proposal, to the Manufacturer's Published List Price at the time of adding the additional item.

The following minimum percentage discounts off of the Manufacturer's Published List Price shall be valid for the entire contract period including any option periods exercised:

- (i) Category 1 - Freestanding desking - _____ % (to be inserted at contract award)
- (ii) Category 2 - Panel systems - _____ % (to be inserted at contract award)
- (iii) Category 3 - Collaborative and support space furniture - _____ % (to be inserted at contract award)

The discounts referenced above (or better) will apply to any new items added to the Contract.

2. Product Costs - Annual Updates - Year 2 of the Contract and Option Years 1 and 2

The Contractor will be permitted to update its ceiling unit prices for products only once per year. Updates, if requested by the Contractor, will be made annually on the anniversary of the Contract award date. CRA will not accept any price increases for any individual item in excess of the Statistics Canada Consumer Price Index (CPI) percentage change for All-items CPI for the previous twelve (12) month period at the time of the requested update.



3. Installation Costs

The Contractor will be paid a maximum installation cost by applying the following maximum percentages of the Ceiling Unit Price, as offered by the Contractor within Appendix 3: Financial Proposal:

- (i) Category 1 - Freestanding desking - _____ % (to be inserted at contract award)

- (ii) Category 2 - Panel systems - _____ % (to be inserted at contract award)

- (iii) Category 3 - Collaborative and support space furniture - _____ % (to be inserted at contract award)

The percentages of the ceiling unit price for installation shall be valid for the entire contract period including any option periods exercised.

4. Pricing Tables

To be completed at Contract Award.



Annex C – Synergy 2.0 Solution

1. Overview

The Canada Revenue Agency’s (CRA’s) e-procurement solution for ordering, receiving and reconciling goods and services is an end-to-end e-procurement system based on the SAP Ariba platform and has been branded internally as “Synergy 2.0”.

The Ariba Network (AN) is a hosted service that enables suppliers and buyers to form relationships and conduct transactions over the internet. The CRA and the Contractor will use the AN to communicate order-related information, including, and without limitation:

- Purchase Orders (POs), change orders, and cancelled orders from the CRA to the Contractor; and
- Order confirmations and ship notices from the Contractor to the CRA.

2. Glossary of Terms

Advance ship notice	An advance ship notice is a document that the Contractor transmits using the Ariba Network to Synergy 2.0, stating that the Contractor is shipping one or more items from a Synergy 2.0 PO.
SAP Ariba	SAP Ariba is a cloud-based solution that allows suppliers and buyers to connect and do business on a single platform.
Ariba Network	Ariba Network (AN) is the network used to communicate between users of the Ariba software and the Contractor.
Comma Separated Values	A comma-separated values (CSV) file is a delimited text file that uses a comma to separate values.
CSV	See Comma Separated Values
JPEG	A format for compressing electronic image files.
Order	Includes Purchase Orders, change orders and cancelled orders.
Purchase Order	A purchase order is the transaction generated by Synergy 2.0 against any given catalogue.
PO	See Purchase Order
Synergy 2.0	Synergy 2.0 is the Canada Revenue Agency’s branded implementation of the SAP Ariba. (See “SAP Ariba” above).
UNSPSC	United Nations Standard Product and Services Classification.



3. Operational Requirements

3.1. Ariba Network account

The Contractor must become a member of the AN and maintain its membership for the period of the Contract, including any option period if exercised.

The AN is an e-business solution that allows buyers and suppliers to transact using cloud technology. The CRA and the Contractor will use the AN to communicate PO related information:

- Communication of new POs, change orders and cancelled orders from the CRA to the Contractor.
- Communication of additional PO information and comments.
- Communication of order confirmation and ship notices from the Contractor to the CRA.
- Communication of PO returns.

The Contractor must establish a minimum of one production and one test AN account.

3.2. Synergy 2.0 catalogue

The Contractor must provide the CRA with a catalogue in a CSV format as defined under section 4 Technical Requirements below. The catalogue must include all goods and services as identified in Annex A: Statement of Work and in accordance with the terms of the Contract.

The catalogue must include the information outlined in section 4.2, titled Catalogue Content, for each good or services to be provided under the Contract. Product names and descriptions must be provided in both official languages (English and French).

The Contractor must provide an image file for each good (or service, if applicable) to be provided under the Contract.

The Contracting Authority must approve the catalogue before it will be made available in Synergy 2.0. All catalogue updates, scheduled or otherwise, will only go into effect after the CRA approves, tests and loads the revised catalogue.

3.3. PO Processing requirements

The Contractor must:

- Validate the contents of each PO to ensure accuracy.
- Send the following notices to the CRA via the AN:
 - Order confirmation within 30 minutes of receiving a PO, a change order or cancellation order from the CRA
 - An advance shipping notice when goods are shipped or services are rendered.
 - Invoice(s) for the goods delivered or services rendered.
- For returns for credit, send the CRA a credit memo within 5 days of receiving the returned item(s).
- Obtain written authorization from the CRA before rejecting an order.
- Virus-scan attachments sent over the AN by the Contractor, if any.



3.4. Support

The Contractor must provide CRA with support:

- Through a single point of contact to allow CRA to report issues regarding maintenance and support of the catalogue and ordering problems as well as problem resolution updates.
- Support must be provided with coverage from 8:00AM to 5:00PM Eastern Time, Monday to Friday, excluding statutory holidays.
- For all incidents identified by either the Contractor or the CRA, the Contractor must adhere to the response time requirements detailed below. Incidents are assigned a tracking number, which will be communicated via email to the Contractor. Upon resolution, the Contractor must reply to the initial email with problem resolution details.

Table 1: Response time requirements		
Severity level	Description	Response and resolution times
Severity 1	System outage - The Contractor can neither accept nor process POs.	<p>The Contractor must immediately notify the CRA Contracting Authority.</p> <p>The Contractor must also issue progress reports and maintain communication (verbal and email) with the CRA every two hours until problem resolution, within business hours (8AM to 5PM Eastern Time, Monday to Friday, excluding statutory holidays).</p> <p>The Contractor must make every attempt to resolve the issue within 24 hours.</p>
Severity 2	The system is operational, but with severely restricted functionality or degradation.	<p>The Contractor must notify the CRA Contracting Authority within 30 minutes of occurrence.</p> <p>The Contractor must also issue a verbal and email progress report and maintain communication with the CRA every business day until problem resolution.</p> <p>The Contractor must make every attempt to resolve the issue within 48 hours.</p>
Severity 3	The system is operational, but with functional limitations or restriction not critical to the overall operations.	<p>The Contractor must notify the CRA Contracting Authority within 30 minutes of occurrence.</p> <p>The Contractor must also issue an email progress report and maintain communication when requested by the CRA.</p> <p>The Contractor must make every attempt to resolve the issue within five business days.</p>

3.5. Contractor's automated interface

The Contractor may automate their interface to the AN. If they do, the Contractor must:

- Notify the CRA Contracting Authority of any changes to their interface system(s) a minimum of forty (40) business days in advance to allow the CRA to assess their impact on Synergy 2.0.
- Retest the ordering process against the requirements set out in the Contract and successfully complete a new Proof of Synergy 2.0 Compliance (PoSC) test before implementing the system changes.



4. Technical Requirements

4.1. Catalogue format

The catalogue must be created in a CSV format.

- All catalogues must be bilingual. The Contractor must enter two lines in their catalogue for each unique product: the first line will contain descriptions in English; the second line will contain descriptions in French.
- The Contractor must provide an image file for each unique good (or service, if applicable). The image file must be in jpeg format with a maximum size of 1MB – 250X250 pixels. The image file must be named with the exact name and case as stated in the Image field of the catalogue format file described in section 4.2.
- The Contractor must provide the catalogue and the image files to the CRA Contracting Authority by email, on USB or other electronic manner requested.

4.2. Catalogue content

The following table details the fields required from the Contractor in the catalogue.

Please note:

- Some content is case sensitive, as indicated.
- These fields form one line in the file. Each product must appear twice, one for the English descriptions and another for the French descriptions.

TABLE 2 – CATALOGUE TECHNICAL REQUIREMENTS				
FIELD NAME	TO BE FILLED BY	MAXIMUM FIELD SIZE	FIELD TYPE	DESCRIPTION
SUPPLIER ID	CRA			LEAVE THIS FIELD BLANK.
SUPPLIER PART ID	CONTRACTOR	128	CHARACTERS, CASE-SENSITIVE	THE CONTRACTOR'S PART NUMBER. SPECIAL CHARACTERS SUCH AS BUT NOT LIMITED TO , * ? AND } ARE NOT SUPPORTED.
MANUFACTURER PART ID	CONTRACTOR	128	CHARACTERS	THE MANUFACTURER'S PART NUMBER.
ITEM DESCRIPTION	CONTRACTOR	2,000	CHARACTERS	THE PRODUCT'S LONG DESCRIPTION IN ENGLISH OR FRENCH; THE LANGUAGE USED MUST CORRESPOND TO THE LANGUAGE INDICATED IN THE LANGUAGE FIELD.
UNSPSC CODE	CONTRACTOR	8	INTEGER NUMBER	THE PRODUCT COMMODITY CODE IN AN EIGHT DIGIT UNSPSC FORMAT. FOR MORE INFORMATION ON UNSPSC CODES AND TO SEARCH FOR UNSPSC CODE THAT BEST SUITS THE PRODUCT, REFER TO HTTP://WWW.UNSPSC.ORG/ .
UNIT PRICE	CONTRACTOR	10	NUMBER WITH 2 DECIMAL POINTS	THE CRA PRICE FOR THE PRODUCT AS PER THE CONTRACT.
UNIT OF MEASURE	CONTRACTOR	2	CHARACTERS, CASE-SENSITIVE	UN OR ANSI X.12 STANDARD UNIT OF MEASURE; THE PRODUCT'S UOM (FOR EXAMPLE, BX FOR BOX AND EA FOR EACH).
LEAD TIME	CONTRACTOR	3	INTEGER NUMBER	THE NUMBER OF BUSINESS DAYS BETWEEN RECEIPT OF THE ORDER AND DELIVERY TO PURCHASER.
MANUFACTURER NAME	CONTRACTOR	50	CHARACTERS	CONTRACTOR'S NAME OR NAME OF MANUFACTURER.
SUPPLIER URL	CONTRACTOR	100	CHARACTERS	CONTRACTOR'S WEBSITE ADDRESS, IN THE FORMAT HTTP://...



TABLE 2 – CATALOGUE TECHNICAL REQUIREMENTS				
FIELD NAME	TO BE FILLED BY	MAXIMUM FIELD SIZE	FIELD TYPE	DESCRIPTION
MANUFACTURER URL	CONTRACTOR	100	CHARACTERS	CONTRACTOR'S MANUFACTURER'S WEBSITE ADDRESS, IN THE FORMAT HTTP://...
MARKET PRICE	CONTRACTOR	10	NUMBER WITH 2 DECIMAL POINTS	THE LIST PRICE OR SUGGESTED RETAIL PRICE.
SHORT NAME	CONTRACTOR	50	CHARACTERS	THE PRODUCT'S SHORT NAME IN ENGLISH OR FRENCH; THE LANGUAGE USED MUST CORRESPOND TO THE LANGUAGE INDICATED IN THE LANGUAGE FIELD.
LANGUAGE	CONTRACTOR	5	CHARACTERS, CASE-SENSITIVE	USE EXACTLY: - EN IF THE LINE IS FOR AN ENGLISH PRODUCT DESCRIPTION OR - FR FOR LINES FOR A FRENCH PRODUCT DESCRIPTION.
SUPPLIER PART AUXILIARY ID	CONTRACTOR	5	CHARACTERS, CASE-SENSITIVE	USE EXACTLY: - EN IF THE LINE IS FOR AN ENGLISH PRODUCT DESCRIPTION OR - FR FOR LINES FOR A FRENCH PRODUCT DESCRIPTION.
IMAGE	CONTRACTOR	50	CHARACTERS, CASE-SENSITIVE	NAME OF THE IMAGE FILE WITH JPEG EXTENSION. IT MAY NOT CONTAIN SPECIAL CHARACTERS SUCH AS BUT NOT LIMITED TO , * ? AND }. <i>NOTE: THE IMAGE FILE SENT TO THE CRA WITH THE CATALOGUE FILE MUST BE NAMED WITH THE EXACT NAME STATED IN THIS COLUMN.</i>
DELETE	CRA			LEAVE THIS FIELD BLANK.
WHMIS	CONTRACTOR	3	CHARACTERS, CASE-SENSITIVE	IDENTIFY HAZARDOUS MATERIALS. USE EXACTLY: - YES OR NO FOR ENGLISH PRODUCT DESCRIPTIONS OR - OUI OR NON FOR FRENCH PRODUCT DESCRIPTIONS.
GREEN	CONTRACTOR	3	CHARACTERS, CASE-SENSITIVE	IDENTIFY PRODUCT IS CERTIFIED ECOLOGO, IS GREEN OR IS AN ENVIRONMENTALLY PREFERRED PRODUCT IDENTIFIED WITH A LABEL. USE EXACTLY: - YES OR NO FOR ENGLISH PRODUCT DESCRIPTIONS OR - OUI OR NON FOR FRENCH PRODUCT DESCRIPTIONS.

5. Proof of Synergy 2.0 compliance test (PoSC)

A Proof of Synergy 2.0 Compliance test (PoSC) must be completed following written notification by the Contracting Authority to validate that the Synergy 2.0 requirements outlined in this Annex C are met. The PoSC test will be performed prior to contract award or during the contract period, at CRAs discretion, by exercising its irrevocable option to implement Synergy 2.0, as applicable.

The PoSC test must commence within five business days of the written notification and must be successfully finalized 20 business days thereafter. The testing period may be extended at the CRA's sole discretion.

The PoSC test will validate the mandatory AN relationship set-up, catalogue creation, PO processing and communication of order confirmations, order cancellations, ship notices, and invoices.

The CRA will appoint a CRA-coordinator as the Contractor's point of contact for the duration of the test. Detailed procedures, timelines and a description of roles and responsibilities will be provided to the Contractor at the onset of the PoSC test.

5.1 Preparation for PoSC test

The Contractor must meet the following prerequisites to initiate the PoSC:

- Be a member of the AN and have an AN account.
- Identify a single point of contact for the duration of the test.
- Complete and provide CRA with a sample catalogue to use during testing.



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5.2 Testing of Synergy 2.0 solution

Step 1 - Register on AN

An AN test account must be created to proceed with the PoSC test. Instructions to complete this step can be found at: <http://Contractor.ariba.com>.

Note: It is recommended that the test account be created with a user name based on the production user name prefixed with "test-".

Step 2 – Prepare catalogue

The Contractor must create the catalogue in a CSV format, as per section 4 [Technical Requirements](#) above. The catalogue must contain products and services under the Contract. For each good in the catalogue, an image in a JPEG format must be provided.

The Contractor must provide the catalogue and the image files to the CRA Contracting Authority by email or on USB.

The CRA will confirm:

- The catalogue can be loaded in Synergy 2.0.
- Descriptions and images comply with the format requested.

Step 3 – Process a test PO

The CRA will create and send a test PO using the provided catalogue, through the AN to the Contractor. The Contractor must successfully:

- a) Receive the PO from the CRA;
- b) Receive a change order to the PO from the CRA;
- c) Receive a cancellation of the PO from the CRA;
- d) Send order confirmations to the CRA upon receipt of the order or change orders;
- e) Send a ship notice to the CRA; and
- f) Send an invoice to the CRA, all through the AN.

If collaboration for a proposal is involved to complete an order, the following will also be tested:

- g) Contractor is able to view the request for collaboration;
- h) Contractor is able to ask questions regarding the collaboration request using the Send Message functionality; and
- i) Contractor is able to submit/re-submit a proposal to the CRA, all through the AN.

Step 4 - Return and Credit Memo

Using the PO created and sent in Step 3, the Contractor must successfully:

- a) Acknowledge return and exchange requests to the CRA;
- b) Send new invoice with corrected amount to the CRA;
- c) Send credit memo to the CRA; all through the AN.

Step 5 - Confirm completion of the test

The CRA will inform the Contractor of the PoSC test results in writing.

The following table outlines step-by-step events and milestones for the PoSC test.



Table 3: Step-by-step process			
Event	Description	Owner	Participants
Kick-off meeting	Meeting to discuss PoSC requirements and timelines.	Contracting Authority	Contractor, CRA-coordinator
Step 1: Register on the Ariba Network (AN)			
AN test account	The Contractor creates a test account on AN.	Contractor	Ariba technical support
AN relationship	The CRA establishes a relationship with the Contractor in AN.	Ariba technical support	Contractor
Step 2: Prepare the catalogue			
Catalogue build	The Contractor provides a sample catalogue and images if applicable in the required format.	Contractor	Contracting Authority
Catalogue finalization	The CRA will review the sample catalogue to ensure it respects contracting terms and technical requirements and adds custom CRA data elements.	Contracting Authority	CRA-coordinator
Step 3: Process a test PO			
Order testing	The CRA places a test PO. The Contractor submits a: <ul style="list-style-type: none"> - Order Confirmation - Ship Notice - Change Order - Invoice 	CRA-coordinator	Contractor
Step 4: Test returns and credit memos			
Credit memo testing	The Contractor issues a credit memo to the CRA via the AN.	Contractor	CRA-coordinator
Step 5: Confirm completion of the test			
PoSC Testing Confirmation	Confirmation of success or failure of the proof of the compliance test with the Contractor.	Contracting Authority	Contractor, CRA-coordinator