

## STATEMENT OF WORK (SOW)

### 1. TITLE

Non-assigned workstations – CMC 2nd and 4th floors

### 2. OBJECTIVES

Implement a contract for the purchase of furniture and fixtures for non-assigned workstations on the 2nd and 4th floors of the Canadian Meteorological Centre (CMC) for ECCC (Environment and Climate Change Canada).

### 3. REQUIREMENTS

Vendor shall provide the goods described below. The furniture and accessories must be delivered and installed between October 1, 2022 and December 18, 2022.

The goods must be part of SA 1 E60PQ-140003 and comply with all terms and conditions of the SA.

#### 3.1 Tasks

The supplier shall deliver and install all items described in section 3.3 of this document.

Existing furniture shall be removed in advance by the client.

Products must be installed no later than December 18, 2022.

All deliveries and installations must be completed after 4:00 p.m., or on Saturdays and Sundays.

Delivery/installation dates must be confirmed at least 5 business days prior to the scheduled date.

Any deficiencies will be identified by the project manager and the supplier will be notified within 5 business days. Deficiencies shall be corrected by the supplier within a maximum of 45 days.

#### 3.2 Supplier qualification requirements and responsibilities

It is the responsibility of the supplier to have qualified installers to install the products.

The supplier must estimate the number of employees required to complete the installation within the required time frame and ensure that sufficient resources are available for the work to be performed.

In accordance with the Canada Labour Code Part II, all installers must wear the protective equipment necessary for their work. Protective equipment for technicians shall be provided by the supplier.

The supplier shall be responsible for any accident or damage caused by its personnel and/or equipment to government property or to any person on site. The supplier shall repair the damage at its own expense to the satisfaction of the departmental representative.

The supplier shall assume responsibility for the safety of its personnel and occupational health and safety arising from the work the supplier performs.

Supplier shall assume full responsibility for the safety of its equipment and materials at all times. ECCC is not responsible for vandalism, theft or loss.

The supplier must assume responsibility for compliance with the instructions given by the departmental representative.

All federal government COVID-19 safeguards (mask wearing, hand washing, distancing, proof of vaccination, etc.) must be followed by the vendor.

Failure to comply with the measures in place will result in the provider not being allowed access to the building or being required to leave the premises.

Supplier's employees or subcontractors must comply with all emergency, safety and fire safety regulations in the buildings. At no time shall they obstruct emergency exits, exit doors, elevators, lobbies and corridors with any material.

Supplier shall provide transportation of its personnel or subcontractors to and from the work site, as well as tools, equipment, and all materials and supplies necessary for the installation of the products, without imposing additional charges for their transportation.

Supplier's employees or subcontractors shall display the company name or logo on their outer garments for identification purposes.

Supplier shall provide all resources, instruments, tools, equipment, materials, and lifting equipment necessary to perform the Work properly, efficiently, and safely at no additional cost.

During the course of the work, the Contractor shall maintain the work area clean and free from accumulation of waste and debris. Volatile waste shall be placed in covered metal containers and emptied daily. The supplier shall dispose of facility-related waste off federal property in compliance with all federal, state and local environmental protection regulations. All packaging material must be returned and recycled by the supplier.

Supplier shall provide contact information for a team leader/project manager who can be reached at any time by phone and email during the installation of the furniture.

Supplier's employees or subcontractors will be required to provide valid photo identification for check-in.

### **3.4 Ministerial support**

No tools will be provided to the supplier. The supplier must ensure that the technicians will have all the necessary tools.

The project manager will validate that there are no deficiencies before signing the delivery slips. The supplier must indicate any deficiencies on the delivery slip. Deficiencies must be corrected within 45 working days.

Electrical and network outlets will be installed prior to delivery.

### **3.5 Location of work and installation**

CMC Dorval, 2121 Transcanadienne route, Dorval

The building does not have a goods elevator. Access is through the main entrance on the first floor (double door).

We have 2 conventional elevators with a maximum capacity of 1135kg/lift.

Elevator doors: 3½ by 7 feet

Smoking or vaping is not permitted within 30 feet of the building doors.

### **3.6 Transportation**

Not applicable, all transportation expenses must be assumed by the provider.

### **3.7 Authorization to access the work site**

Supplier shall provide a list of technicians assigned to the delivery and installation work at least 72 hours in advance. Valid photo identification is required for check-in at the work site access control station.

All visitors will be escorted at all times by an Environment and Climate Change Canada employee or commissioner.

### **4. INTELLECTUEL PROPERTY**

The layout plans provided with this technical specification are the property of Environment and Climate Change Canada. The Supplier shall not share or use this plan without prior approval of the Project Authority.



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Plan\_CMC\_4e.pdf

### **5. PERIOD OF WORK OF THE INSTALLATIONS**

Starting date:      October 1st 2022

Closing date:      December 18th 2022