

ANNEX « A »
STATEMENT OF WORK

PURCHASING OFFICE ELECTRIC LEG SYSTEMS FOR HYBRID RETURN TO OFFICE (RTO) AT
CARLING CAMPUS

1. Background

ADM(HR-CIV) NEEDS TO PROCURE ELECTRIC LEG SYSTEM FOR DESK AT CARLING CAMPUS, BUILDING 3, 1ST FLOOR DUE TO THE TRESORY BOARD SECRETARIAT'S ANNOUNCEMENT OF RETURNING TO THE OFFICE. THE AVAILABLE NUMBER OF DUAL MONITOR ARMS ON SITE ARE INSUFFICIENT AND WE NEED TO PROCURE 510 ELECTRIC LEG SYSTEM

2. Description and Scope of the Work

Procure 510 electric leg system to replace the existing one used by HR-CIV employees at Carling Campus.

- Must be delivered by Feb 23. 2024
- Need to assemble and installed 510 eletric legs to convert the existing desk.
- Disassemble existing leg support and assemble new electric leg system on existing desk
- White Metal electric leg system
- System needs to go as low as 22.5" and up to 50"
- Should include delivery from Loading Dock to each cubicle within the office space in building 3 – 1st floor – Collaborative Space. (We will provide escort service)
- Disposal of the existing leg system
- Disposal of empty boxes and wrapping paper etc...

3. Location of work

60 Moodie Drive, Ottawa, Ontario
Service Business Center – Building 2 (Loading Dock)
Transfer from Loading Dock to Building 3 – 1st floor – Collaborative Space.

4. Schedule of work

To discussion with contractors

5. Travel and Living Expenses

Not Applicable.

6. Selection Methodology

Refer to Mandatory Technical Criteria Evaluation.

7. Contract Deliverables

All deliverables must be received by February 23 2024, COB.

8. Deliverables

When the contract will be in place and signed between the two parties an agreement will be made regarding the delivery and installation of the items

Everything must be completed by 23 February 2024 end of day.