

ANNEX « A »  
STATEMENT OF WORK

PURCHASING OFFICE CHAIRS FOR HYBRID RETURN TO OFFICE (RTO) AT CARLING CAMPUS

**1. Background**

ADM(HR-CIV) NEEDS TO PROCURE CHAIRS AT CARLING CAMPUS, BUILDING 3, 1<sup>ST</sup> FLOOR DUE TO THE TRESORY BOARD SECRETARIAT'S ANNOUNCEMENT OF RETURNING TO THE OFFICE. THE AVAILABLE NUMBER OF CHAIRS ON SITE ARE INSUFFICIENT AND WE NEED TO PROCURE 55 CHAIRS.

**2. Description and Scope of the Work**

Procure 55 office chairs to be used by HR-CIV employees at Carling Campus.

- Please refer to document CHAIR BUILDER for the specific chair requirements.
- Should include chair assembly.
- Should include delivery from Loading Dock to each cubicle within the office space in building 3 – 1<sup>st</sup> floor – Collaborative Space. (We will provide escort service)

**3. Location of work**

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

**4. Schedule of work**

Chairs must be delivered during a Business Day – Between 9:00 am to 3:00 pm.

**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 March 15 2024, COB.