



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 657-2008

**SUPPLY AND INSTALLATION OF CONSOLE WORKSTATION FURNITURE FOR
THE CITY OF WINNIPEG ALTERNATE EMERGENCY COMMUNICATIONS CENTRE
@ 151 PRINCESS STREET, 4TH FLOOR**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

- B1.1 SUPPLY AND INSTALLATION OF CONSOLE WORKSTATION FURNITURE FOR THE CITY OF WINNIPEG ALTERNATE EMERGENCY COMMUNICATIONS CENTRE @ 151 PRINCESS STREET, 4TH FLOOR

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, **October 3, 2008**.
- B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

- B3.1 Further to C3, the Contract Administrator or an authorized representative will be available at the Site to provide Bidders access to the Site. (from 1:00pm to 3:00pm on Friday September 19, 2008, and from 1:00pm to 3:00pm on Monday September 22, 2008).
- B3.2 The Bidder shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.
- B3.3 The Bidder is responsible for determining all matters concerning access to the Site, power supplies, location of existing services, utilities or materials necessary for the completion of the Work; and all other matters which could in any way affect the Proposal or the performance of the Work.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Contract Administrator identified in D3.1
- B4.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B4.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.
- B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Bidders by issuing an addendum.
- B4.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B4.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. CONFIDENTIALITY

- B5.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- B5.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.

B6. ADDENDA

- B6.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B6.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.
- B6.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division internet site for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B6.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B7. SUBSTITUTES

- B7.1 The Work is based on the materials, equipment, methods and products specified in the Request for Proposal.
- B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B7.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B7.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same

function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.

- B7.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B7.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B7.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B7.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B18.
- B7.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B7.10 Notwithstanding B7.2 to B7.9 and in accordance with B8.6, deviations to terms and conditions inconsistent with the Bid Opportunity document shall be evaluated in accordance with B18.1(a).

B8. PROPOSAL SUBMISSION

- B8.1 The Proposal shall consist of the following components:
- (a) Form A: Proposal;
 - (b) Form B: Prices;
 - (c) Additional Information requested, in accordance with B11:
 - (i) descriptive literature pertaining to the proposed equipment.;
 - (ii) service related information;
 - (iii) space allocation details;
 - (iv) cable management solution;
 - (v) power consumption alternatives.
- B8.2 Bidders are advised not to include any information/literature except as requested in accordance with B8.1.
- B8.3 Further to B8.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B7.
- B8.4 All components of the Proposal shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B8.4.1 Bidders should submit one (1) unbound original (marked “original”) and two(2) copies.
- B8.5 The Proposal Submission shall be submitted enclosed and sealed in an envelope clearly marked with the RFP number and the Bidder's name and address.
- B8.5.1 Samples or other components of the Proposal Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the

RFP number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Proposal Submission.

- B8.6 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B18.1(a).
- B8.7 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B8.8 Proposals shall be submitted to:
The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B9. PROPOSAL

- B9.1 The Bidder shall complete Form A: Proposal, making all required entries.
- B9.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B9.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.
- B9.3 In Paragraph 3 of Form A: Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Proposal.
- B9.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
 - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
 - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B9.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.
- B9.5 If a Proposal is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Proposal and the Contract, when awarded, shall be both joint and several.

B10. PRICES

B10.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B10.1.1 Prices on Form B: Prices shall include:

- (a) duty;
- (b) freight and cartage;
- (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
- (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

B10.1.2 Prices on Form B: Prices shall not include the Manitoba Association for Resource Recovery Corporation (MARRC) Environmental Handling Charge (EHC) which shall be extra where applicable.

B10.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Proposals.

B10.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10.4 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B11. ADDITIONAL INFORMATION

The following information shall be evaluated. Bidders shall give a reply.

B11.1 The bidder shall supply literature, and other relevant manufacturer's specifications which describes the proposed equipment.

B11.2 The bidders shall supply their proposed service related information, including:

- (a) response targets and escalation procedures;
- (b) product service, support, and maintenance information, Including whether local or not;
- (c) standards for providing service to the City of Winnipeg, including details of the bidder/manufacturer offer of continued long-term support and service of the equipment.
- (d) whether a dedicated representative(s) will be assigned to the City Of Winnipeg account for this project;
- (e) training options that shall be provided to the end user, including diagrams/illustrations and examples of instructions.

B11.3 The bidder shall detail their space allocation for all elements of their proposed system, including:

- (a) a detailed plan that describes the step-by-step procedure for installation of the system. The plan should outline any work that can be completed before the installation of the fixed equipment, and any preparation and any expected manpower requirement from the City for the installation of the system.

B11.4 The bidder shall detail the proposed cable management solution, pursuant to E3.3.3(n).

B11.5 The bidder should state alternatives for lower power consumption lighting such as compact fluorescent in their proposal, pursuant to E3.3.3(p).

B12. QUALIFICATION

B12.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B12.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt/debar.stm>.

B12.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B12.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor:

B12.4.1 Supplier and Manufacturer details - overview of the proposed manufacturer and dealer, which may include:

- (a) history of the organization, including ownership (if not publicly owned), years in business, number of employees, profiles and experience of the owner(s).
- (b) position in the marketplace.
- (c) manufacturing and distribution capability.
- (d) corporate philosophy and mission statement.
- (e) strategic alliances and affiliations.
- (f) parent company, if any or the name of subsidiaries if any.
- (g) environmental certification along with date and certificate number, such as ISO 14001 or an industry standard.
- (h) written proof that all equipment proposed conforms to Canadian Standards Association and all other applicable standards in Manitoba and Canada. All equipment shall be certified for use in the Province of Manitoba.
- (i) the bidder's relationship with the manufacturer and the number of console projects that have been collaborated on, including number of installations completed, estimated size, value, and date of the three (3) most recent projects.

B12.4.1 References - The bidder shall provide a minimum of three (3) references of similar size and scope to the one requested in this RFP, which shall include:

- (a) the reference company name, address, and phone number, as well as name and position of a contact person.

- (b) the length of agreement and the value of the contract.

B12.4.2 Product

- (a) the date of introduction to the market for the proposed product, and the length of time the product has been available.
- (b) a comprehensive history of past, present and future research, development and innovations of the product line.

B12.4.3 Documentation and Drawings/Plans

- (a) The bidder shall provide with the response, a block diagram illustrating their proposed solution. The diagram must clearly illustrate the major system components, the interconnections between systems, and all necessary interfaces required to support the installation.
- (b) The bidder shall supply documentation showing all wiring installed for the installation of the console system. Diagrams will include connector pin outs identification, conductor colour codes and cable identification.
- (c) The bidder shall provide a plan that outlines any work that can be completed before the installation of the fixed equipment. The plan should outline any preparation and any expected manpower requirement, from the City, for the installation of the system

B12.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B13. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B13.1 Proposals will not be opened publicly.

B13.2 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

B13.3 To the extent permitted, the City shall treat all Proposal as confidential, however the Bidder is advised that any information contained in any Proposal Submission may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B14. IRREVOCABLE OFFER

B14.1 The Proposal(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B14.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Bidders and these Bidders shall be bound by their offers on such Work for the time period specified in Paragraph 10 of Form A: Proposal.

B15. WITHDRAWAL OF OFFERS

B15.1 A Bidder may withdraw his Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B15.1.1 Notwithstanding C21, the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B15.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

- B15.1.3** If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Proposal until after the Submission Deadline has elapsed;
 - (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal; and
 - (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Proposal withdrawn.

B15.2 A Bidder who withdraws his Proposal after the Submission Deadline but before his offer has been released or has lapsed as provided for in B14.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B16. INTERVIEWS

B16.1 The Contract Administrator may, in his sole discretion, interview Bidders during the evaluation process.

B17. NEGOTIATIONS

B17.1 The City reserves the right to negotiate details of the Contract with Bidders.

B17.2 Negotiations, if any, are intended to address administrative and technical details of the Contract. The Bidder is advised to present his best offer, not a starting position for negotiations, in his Proposal Submission; the City will not necessarily pursue negotiations with any Bidder.

B17.3 If, in the course of negotiations pursuant to B17.2 or otherwise, the Bidder amends or modifies a Proposal after the Submission Deadline, the City may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Bidder from the Proposal as originally submitted.

B18. EVALUATION OF PROPOSALS

B18.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Request for Proposal or acceptable deviation therefrom:
 - (i) mandatory requirements (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12:
 - (i) mandatory qualifications (pass/fail);
- (c) Total Bid Price 50 pts;
- (d) Additional Information:
 - (i) descriptive literature which describes the proposed equipment. 15 pts;
 - (ii) service related information 10 pts;
 - (iii) space allocation details 10 pts;
 - (iv) cable management solution 10 pts;
 - (v) power consumption alternatives 5 pts;
- (e) economic analysis of any approved alternative pursuant to B7;

B18.2 Further to B18.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any

Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

- B18.3 Further to B18.1(b), the Award Authority shall reject any Proposal submitted by a Bidder who does not demonstrate, in his Proposal, in other information required to be submitted, during interviews or in the course of reference checks, that he is responsible and qualified.
- B18.4 Further to B18.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices. In the event that a unit price is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B18.4.1 Further to B18.4, the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for items 1, 2, 3, 4 and 6, shown on Form B: Prices, adjusted if necessary as follows:
- (a) if the lowest evaluated responsive Bid submitted by responsible and qualified Bidder(s) is within the budgetary provision for the Work, no adjustment will be made to the price bid; or
 - (b) if the lowest evaluated responsive Bid submitted by responsible and qualified Bidder(s) exceeds the budgetary provision for the Work, prices of all responsive Bids submitted by responsible and qualified Bidders will be adjusted by deducting item no. 5, then Item no. 6 of Form B: Prices.
- B18.5 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B18.1(a) and B18.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.

B19. AWARD OF CONTRACT

- B19.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B19.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B19.2.1 Without limiting the generality of B19.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Proposal is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B19.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer, in accordance with B18.
- B19.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Proposal upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply and Delivery of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply and Delivery of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Goods*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of the Supply and Installation of Console Workstation Furniture for the City of Winnipeg Police Service 911- Alternate Emergency Communications Centre @ 151 Princess street, 4th Floor.

D2.1.1 The Contractor shall be responsible for the installation and successful set-up of the Console Workstation Furniture.

D2.2 The Contractor shall supply post-installation documentation in a paper format and electronically; AutoCAD or equivalent vector files (dxf or dwg format).

D3. CONTRACT ADMINISTRATOR

D3.1 The Contract Administrator is:

Dennis Dane
Wireless Communications Systems Projects Coordinator
Winnipeg Police Service
Telephone No. (204) 803-3340
Facsimile No. (204) 986-7919

D4. NOTICES

D4.1 Notwithstanding C21.3 all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg
Chief Financial Officer
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174

D5. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION

D5.1 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.

D5.2 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.

D5.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D7. INSURANCE

D7.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
- (b) if required, automobile liability insurance for owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00), to remain in place at all times during the performance of the Work;

D7.2 Deductibles shall be borne by the Contractor.

D7.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4, for the return of the executed Contract.

D7.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D8. SECURITY CLEARANCE

D8.1 The City will conduct a Level One Security Clearance Check, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.

D8.2 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities:

- (a) within five (5) Business Days of the Award of Contract; or
- (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before each individual is proposed to commence Work at Winnipeg Police Service facilities.

D8.3 Each individual shall submit the required information, forms and payment to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:

- (a) A completed Form P-608: Security Clearance Check authorization form.
 - (a) Signature of Witness shall be signed by the contact person stated on Paragraph 3 Form A: Bid.
- (b) Identification - driver's license (with photo), birth certificate or social insurance number (SIN).
 - (a) Photocopies of the identification must be legible, signed as true copies and witnessed by the contact person stated on Paragraph 3 Form A: Bid.

- D8.4 Any individual for whom a satisfactory Level One Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.
- D8.5 Any satisfactory Security Clearance obtained thereby will be deemed valid for two (2) years from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.
- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide identification upon entry to verify they have received a Level One security clearance.
- D8.6 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check. Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract at Winnipeg Police Service Facilities.
- D8.7 Any individual who fails to obtain a satisfactory Security Clearance Check may request reconsideration by writing to:
Winnipeg Police Service
Division 30
Service Security
Attn: Service Security Officer
151 Princess Street
Winnipeg, Manitoba
R3B 1L1

SCHEDULE OF WORK

D9. COMMENCEMENT

- D9.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D9.2 The Contractor shall not commence any Work until:
- (a) the Contract Administrator has confirmed receipt and approval of:
- (i) evidence of authority to carry on business specified in D6;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (iii) evidence of the insurance specified in D7;
 - (iv) the security clearances specified in D8.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- D9.3 **The City intends to award the contract by October 21, 2008.**

D10. DELIVERY

- D10.1 Goods shall be delivered FOB destination, freight prepaid to:
151 Princess Street
4th Floor
Winnipeg, MB.
- D10.2 Delivery shall be deemed to be complete when all furniture has been delivered.
- D10.3 Delivery shall be restricted to City of Winnipeg business days, Monday to Friday, between 9:00 a.m. – 3:00 p.m.
- D10.4 The Contractor shall notify the Contract Administrator **at least 24 hours** prior to delivery and/or installation.

D10.5 The Contractor shall be solely responsible for off-load of goods, as directed, at the delivery location.

D10.6 The Contractor shall ensure the necessary equipment to move the Goods from any access ramp, or loading area to its required destination.

D11. LIQUIDATED DAMAGES

D11.1 If the Contractor fails to achieve delivery of the goods within the time specified in D10.1, the Contractor shall pay the City three hundred dollars (\$300) per Calendar Day for each and every Calendar Day until the goods have been delivered.

D11.2 The amount specified for liquidated damages in D11.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve Delivery by the day fixed herein for same.

D11.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

MEASUREMENT AND PAYMENT

D12. PAYMENT

D12.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D12.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D13. WARRANTY

D13.1 Warranty is as stated in C11.

D13.2 Further to D13.1, the bidder shall describe warranty details regarding the bid, including:

- (a) warranties for the proposed products, including OEM.
- (b) guarantees regarding defects in both material and workmanship from the date of purchase.
- (c) replacement process if the product is found to be defective.
- (d) process for the return of defective items to your company.

D13.3 The Bidder shall provide details regarding any additional warranty available, which would begin at the end of the initial offered warranty.



WINNIPEG POLICE SERVICE SECURITY CLEARANCE CHECK SERVICES – DIVISION 30

**NAME OF EMPLOYER &
BUSINESS ADDRESS:**

NATURE OF WORK BEING DONE FOR WINNIPEG POLICE SERVICE:
SUPPLY AND INSTALLATION OF CONSOLE WORKSTATION FURNITURE FOR THE CITY OF WINNIPEG ALTERNATE
EMERGENCY COMMUNICATIONS CENTRE @ 151 PRINCESS STREET, 4TH FLOOR CONTRACT
ADMINISTRATOR: DENIS DANE – TEL: 204 803-3340.

WARNING: ANY FALSE OR INCOMPLETE INFORMATION MAY RESULT IN REJECTION OF THIS APPLICATION

EMPLOYEE INFORMATION

LAST NAME: _____ GIVEN NAMES: _____

BIRTH NAME OR OTHER NAME(S) USED: _____
(if different from above)

MALE FEMALE DATE OF BIRTH: _____ BIRTH PLACE: _____
Y M D

ADDRESS: _____ CITY: _____ PROVINCE: _____

POSTAL CODE: _____ RESIDENTIAL PHONE: _____

AUTHORIZATION

I, _____ hereby consent to the Winnipeg Police Service collecting my personal
Information from any public body, person, employer, or government institution for the purposes of conducting a security
check in connection with my contract or association with the Winnipeg Police Service. This authorization, including a copy
of facsimile thereof, is my consent to any public body, person, employer or government institution to release true copies of
any records containing my personal information to the Winnipeg Police Service.

Signature of Witness

Signature of Applicant

This personal information will be collected pursuant to *The Freedom of Information and Protection of Privacy Act*
C.C.S. M.cF175 _____ (title, name, phone number of person who) can answer
questions about the collection of this information

Date

WINNIPEG POLICE SERVICE - FOR OFFICE USE ONLY

RESULT OF CHECK:

_____ NO POLICE RECORD OF CRIMINAL CONVICTIONS WAS ASSOCIATED TO ANY SUBJECT WITH THE SAME NAME AND DATE OF
BIRTH.

_____ AN OUTSTANDING CRIMINAL CHARGE AWAITING COURT DISPOSITION WAS ASSOCIATED TO A SUBJECT WITH THE SAME NAME
AND DATE OF BIRTH.

_____ A POLICE RECORD OF CRIMINAL CONVICTIONS WAS ASSOCIATED TO A SUBJECT WITH THE SAME NAME AND DATE OF BIRTH.

PROCESSED BY: _____
Clerk WPS#

Date

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Ergonomics - all product must meet the current standards of BSR/HFES 100.
- E1.3 Appendix A (included with the specifications) is provided as INFORMATION ONLY.
- E1.4 Appendix B (included with the specifications) is provided as INFORMATION ONLY.
- E1.5 The following Drawings are applicable to the Work:

Drawing No. Drawing Name/Title

A-6 Police Alternate Communications Center

- E1.6 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7.

E2. GOODS

- E2.1 The Contractor shall design, supply, and Install calltaker, dispatch, duty inspector, and supervisor in accordance with the requirements hereinafter specified.
- E2.2 The workstation furniture shall be designed to withstand the rigors of a 24/7 communications environment with a **life cycle minimum performance of 10 years**.

E3. DETAILED SPECIFICATIONS

Bidders should reply to all items in the detailed specifications.

For compliance please state: "yes"

For deviation please state: "deviation" (please fully detail deviation)

E3.1 **Computerized Adjustment Software:**

- (a) All Users should be able to login at any workstation and have the workstation furniture automatically adjust to their personal ergonomic settings.
- (b) Software should be compatible with Windows XP in a network environment. The software should record the use of the workstation by each individual User and create a log of this usage in a database. The database should allow for reports on usage by the Users indicating their workstation usage and whether they have used the workstations ergonomically correct. The bidder shall provide details of their proposed solution.
- (c) Software database should not have a limit on the number of Users that can be placed in the database. The bidder shall provide details of their proposed solution.

E3.2 **Environmental controls:**

The bidder shall provide details of its proposed environmental controls:

- (a) Desktop airflow should be operator adjustable from no airflow to maximum airflow. Fans used for airflow should be designed with motors which have a minimal noise level.
- (b) Workstation heating should be a forced heating solution with a minimum 500W thermostatically controlled capacity.

- (c) Air filtration should be a replaceable/re-usable filter cartridge type that can be easily serviced for maintenance and replacement.
- (d) User control should be located to ensure that adjustment of the environmental controls can be made by the operator, without moving out of a proper ergonomic working position.

E3.3 Console Workstation (ergonomics/end-user specifications):

The workstation shall:

- (a) allow free movement across console, to conduct tasks at all work surfaces.
- (b) provide leg clearance on the underside of the work surface for vertical, horizontal and lateral movement.
- (c) not have sharp edges or corners on work surfaces and their supporting framework.
- (d) provide space to allow for placement of Keyboard and mouse adjacent to each other and at the same height. Requirements for each workstation type are detailed in Appendix A.
- (e) allow for ease of adjustability.
- (f) permit adjustment of the work surface that is both stable and safe when workstation is loaded and used with intended work items.
- (g) ensure that workstation feet or legs do not impede chair movement across the workstation or user's leg positioning.
- (h) allow for input surface adjustment range of the workstations, and shall be capable of adjustment from a 5th percentile person (5 ft) in the sitting position to a 95 Percentile person (6' 2") in the standing position.
- (i) provide input and monitor surfaces large enough to consider work zone principles for layout of equipment. (See Workstation type monitor requirements detailed in Appendix A)
- (j) pinch points, in which fingers, arms, and legs can be caught between movable surfaces or parts shall be avoided by means of design or guarding.
- (k) provide digital indication of ergonomic adjustments.
- (l) not require any special training or special tools before adjustments can be made.
- (m) have documentation providing details regarding how workstation(s) meets ergonomic requirements for a range of Users.

E3.3.1 Console Surfaces:

- (a) The console design shall have bi-level independently adjustable surfaces for monitors and input devices.
- (b) Shall have Independent mechanisms for movement of monitor and input surfaces.
- (c) Shall be minimum height adjustable to cover the range for the 5th percentile person in the sitting position to the 95th percentile person in the standing position. The height adjustment shall be continuous through this range. The monitor surface shall be able to maintain -15 to +20 degree viewing angle throughout the adjustment range. The bidder shall provide details on how the proposed solution meets this standard.
- (d) Shall have an Input device surface, continuous for the entire length of the workstation. The input surface shall accommodate two keyboards and two mice and allow room for note taking. Accommodations shall be made to allow for plugging in input devices on either side of the keyboards, left or right allowing for quick disconnect and replacement of input devices. Input surface shall provide enough space to support the wrists and lower arms while keyboarding and mousing. The input surface shall be capable of supporting a technician working on the surface for monitor maintenance. The bidder shall state the weight capacity for the surface.
- (e) Shall have the sit-to-stand workstation furniture designed as a corner configuration (cockpit design) at or approximating a 90 degree angle in all positions excluding the Duty Inspector position which is to allow for a line of site to the Supervisor positions.
- (f) Shall be matt and non-reflective finish on console surfaces, in accordance with E3.3.8.

- (g) Shall have no sharp edges or corners on work surfaces.
- (h) Shall be minimum radius on edges and corners should be 3 mm.
- (i) Shall have edging on work surfaces is securely attached.
- (j) Shall have cable management provision for left and right-handed mouse users.
- (k) Shall have cable management to encapsulate cables and wires so not to inhibit leg movement of the user or movement of the work surface through all height adjustments.
- (l) Shall pinch points, in which fingers, arms, and legs can be caught between movable surfaces or parts shall be avoided by means of design or guarding.

E3.3.2 Console Legs/Frames:

- (a) Feet of legs shall not impede chair movement across the workstation or user's leg positioning.
- (b) Minimum depth at knee shall be 457 mm.
- (c) Adjustment shall be stable and safe when workstation is loaded and used with intended work items.

E3.3.3 Construction:

- (a) Support framing shall be metal. The bidder shall identify material, gauge and quality.
- (b) Framing shall be grounded. The bidder shall state method for grounding.
- (c) Work surfaces shall be highly durable. The bidder shall state materials employed including thickness.
- (d) Edging shall be non-chipping durable material. The bidder shall state material employed.
- (e) Frame surface coating shall be highly durable. The bidder shall state finish technique and thickness.
- (f) Enclosure panels shall be covered with a durable sound deadening material which will allow air movement. The bidder shall state material employed. Panels shall be easily removed for cleaning purposes.
- (g) Workstations shall be self-supporting/modular and not panel-hung.
- (h) Lifting mechanism shall be electrically powered and mounted so not to impede movement under the workstation. The bidder shall state power rating of mechanism.
- (i) Dispatch console workstation deck shall be capable of easily lifting and supporting five 20" LC Panel type monitors
- (j) Duty Inspector workstation deck shall be capable of easily lifting and supporting four 20" LC panel type monitors.
- (k) Supervisor console workstation monitor deck shall be capable of supporting up to five 20" LC Panel type monitors.
- (l) Call Taker console workstation monitor deck shall be capable of easily lifting and supporting up to four 20" LC Panel type monitors.
- (m) There shall be storage for multiple CPUs, with easy access to the front or rear of the CPU. Proper air movement is critical.
- (n) Cable management shall be integrated into the design to minimize cable flex and wear. Dual cable management shall be provided for the input/keyboard worksurface to the Monitor worksurface for Dispatch and Supervisor positions.
- (o) Workstation shall be capable of housing up to 10 data and 6 voice connections.
- (p) Task lighting shall provide continuous illumination to the work surface area with independent manual controlled dimming. Light source shall be capable of providing 25-35 foot candles of light to the work-surface area. Power consumption of the task lighting is a consideration.

- (q) Additional electrical (standard 110 v) and communications connections shall be provided for connection of optional equipment, i.e. electrical appliances, coaxial cable for audio / video display.
- (r) The lowest portion of the work surface shall permit under workstation personal or file storage with a safety clearance between the top of the storage unit and the underside of the lowest height attainable by the keyboard deck. Under workstation storage shall be provided with the workstation.
- (s) Console shall be a modular system to support full range of layouts, control room configuration, future expansion and reconfiguration.

E3.3.4 Electrical:

- (a) Power Requirements shall be 115V AC, 60 Hz, CSA ULc approved. The bidder shall state power requirements of their Workstation furniture for all options presented in their submission. Framing shall be grounded. The bidder shall state their proposed method for grounding. Proposed grounding shall conform to CSA, ULc standards.
- (b) Workstation power cable shall plug into either UPS or Generator or house power in standard 120V AC duplex receptacles mounted in the AF series raised floor box. (See Appendix B for Details).
- (c) The Communications Centre will be built on a raised floor with electrical and communication access coming from the recessed outlet box mounted at each console workstation. The bidder shall provide details on where best to locate the recessed outlet box.

E3.3.5 Cable Management

- (a) All cables installed shall be uniquely numbered and have identification at both ends.
- (b) Horizontal lay-in cable management channels shall be capable of managing cabling required on the input and monitor work surfaces to the vertical cable management channels. The cable channel shall be technically friendly and should eliminate the need for fishing of wires through closed channels or wall panel partitions.
- (c) The workstation shall be equipped with a flexible vertical cable management system to manage all electrical and communication cables to the CPU compartment from the monitor and input surface. The vertical channel must be lay-in type and comply with EIA/TIA bend radius standards for copper and fiber cabling. The channel must safely manage all cabling when console moves from a seated to a standing position eliminating wear and tear on connectors, wires and cables. The channel must be technically friendly and should eliminate the need for fishing of wires through closed channels or wall panel systems.
- (d) All wiring integration between adjustable surfaces, CPU cabinet and all associated hardware shall be secure and concealed to prevent accidental contact with wiring or accidental disconnection of equipment.
- (e) The monitor surface shall have a cable management system integrated to manage and protect the cabling of the Monitors.
- (f) Keyboard and mouse input surface shall have a cable management system integrated to manage and protect the cabling to the input devices.

E3.3.6 CPU Compartment Construction

- (a) The furniture console shall be constructed with one CPU compartment, The CPU compartment must accommodate up to three CPUs and contain a CPU slide out shelf to provide easy access to the CPU's. Shelf shall slide out to allow easy access to the back of the CPU's. A front access door with adequate ventilation for the CPU's. To minimize floor space requirements for the console furniture the CPU compartment should be integral to the console and should be secured to the base structure. The bidder shall provide details on technical lighting within CPU compartments.
- (b) Power to CPU compartment shall come from the raised floor box located in the raised floor at each location. Separate power distribution in the CPU compartment shall be

provided to split loads between building UPS A and building UPS B. The bidder shall provide details on their power distribution solution.

- (c) Dispatch and supervisor workstations CPU compartments shall be able to house a powerware model PW9125-1500 UPS complete with extra battery module. Weight of UPS is approximately 50 pounds and dimensions are approximately 17 inches H x 3.5 inches W x 19.5 inches D the extra battery module's approximate weight is 57 lbs and approximate dimensions of 11 inches H x 7 inches W x 18 inches D.

E3.3.7 Power distribution within all the workstation shall have three separate power feeds:

- (a) One- 120 V AC, 15 Amp circuit - Building/generator power shall be used for Ergonomic height adjustment, task lighting and optional Personal climate controls. This power feed shall have a 15 amp circuit breaker (or overload) with a 15 amp disconnect switch. Shall be CSA and/or Ulc approved.
- (b) One - 120V AC, 15 Amp circuit from UPS A - six outlet with 15 amp circuit breaker (or overload) with a 15 amp disconnect switch. (Located in the CPU compartment), and shall be CSA and/or Ulc approved.
- (c) One - 120V AC, 15 Amp circuit from UPS B - six outlet with 15 amp circuit breaker (or overload) with a 15 amp disconnect switch. (Located in the CPU compartment), and shall be CSA and/or Ulc approved.

E3.3.8 Console Workstation Colours

- (a) The bidder shall include details of their proposed colour scheme and provide details of options that may be chosen. The furniture console colouring shall compliment the colours chosen by the architect for the design of the room. The colours chosen for the communication centres at 700 Assiniboine are:
 - (i) Wall finishes:
 - Paint
 - Manufacturer: Sherwin Williams
 - Colour: Steel Blue
 - Number: SW1223
 - (ii) Paint
 - Manufacturer: Benjamin Moore
 - Colour: Plum/Burgundy
 - Number: 1358
 - (iii) Paint
 - Manufacturer: Sherwin Williams
 - Colour: Mogul Mauve
 - Number: SW1267
 - (iv) Accent Wood:
 - Doors, Window sills, etc.
 - Wood grain to match
 - Manufacturer: Wilsonart Laminate
 - Colour: Fusion Maple
 - Number: 7909-60

APPENDIX A - FOR INFORMATION ONLY

The Console Workstation furniture shall be designed to accept the following work-related equipment:

i.) Call Taker Position (Items listed below are per position unless otherwise noted)

- CAD CPU
- Monitors X 4
- CML Headset Line Interface Module (Dimensions 10" x 12")
- Headset Amplifier – Plantronics M-12
- 1- Keyboard
- 1- Mouse
- Telephone set - (NT4X36)
- Audio Recording Playback device (similar to Eventide Instant Recall Recorder Dir911)
- Scratch pad
- Reference binder(s)
- 1- Ledalite Model 2603B2 120V, 60Hz, 74W, 0.61A

ii.) Dispatcher Position (Items listed below are per position unless otherwise noted)

- CAD/RMS CPU
- On the Air Lamp
- Monitors X 5 (20")
- Speakers
- Radio system CPU
- Radio System CIE unit
- Radio System Monitor (20")
- Keyboard X 2
- Mouse X 2
- Telephone set - (NT4X36)
- Audio Recording Playback device (similar to Eventide Instant Recall Recorder Dir911)
- Scratch pad
- Reference binder(s)
- UPS 1.5 kVA
- Backup radio similar to Mobile MCS 2000 with desk-tray.
- 1- Ledalite Model 2603B2 120V, 60Hz, 74W, 0.61A

iii) Duty Inspector Position (Items listed below are per position unless otherwise noted)

- CAD/RMS CPU
- Monitors X 4 (20")
- Speakers
- Radio system CPU
- Keyboard X 2
- Mouse X 2
- Telephone set - (NT4X36 with two add on modules)
- Scratch pad
- Reference binder(s)
- 1- Laser Printer HP 2430 between the 2 supervisor positions
- 1- backup radio similar to Mobile MCS 2000 with desk-tray.
- 1- Ledalite Model 2603B2 120V, 60Hz, 74W, 0.61A

APPENDIX A CONT'D - FOR INFORMATION ONLY

iv.) Supervisor Position (Items listed below are per position unless otherwise noted)

- CAD/RMS CPU
- On The Air Lamp
- Monitors X 5 (20")
- Speakers
- Radio system CPU
- Radio System CIE unit
- Keyboard X 2
- Mouse X 2
- Telephone set - (NT4X36 with two add on modules)
- 2-Audio Recording Playback device (similar to Eventide Instant Recall Recorder Dir911)
- Scratch pad
- Reference binder(s)
- CML Headset Line Interface Module (Dimensions 10" x 12")
- UPS 1.5 kVA
- 1- Laser Printer HP 2430 between the 2 supervisor positions
- 1- backup radio between the 2 supervisor positions – similar to Mobile MCS 2000 with desk-tray.
- 1- Ledalite Model 2603B2 120V, 60Hz, 74W, 0.61A



FloorSource™ Raised Floor Boxes

A Raised Floor Box for Every Application



The Walker FloorSource Series offers a large selection of raised floor boxes to meet most user's needs. FloorSource Raised Floor Boxes provide functionality, flexibility, accessibility, and capacity when it comes to raised floor box applications. They have many applications, some of which are PBX rooms, MIS processing rooms, university computer labs, and financial institutions. Walker provides four unique styles of boxes which allow the user a variety of combinations for power and communication. FloorSource Raised Floor Boxes are compatible with the Walkerflex® Manufactured Wiring System.



Walker FloorSource Series offer flexibility, accessibility, and capacity.

Features & Benefits

- **Locking tabs help secure box to floor panel.** This allows for quick and easy installation.
- **Units can be prewired for power.** Prewired units reduce labor costs for field installation.
- **Large multi-compartment boxes.** Provides adequate wiring capacity and easily isolates power and communication services.
- **Boxes have several different depth profiles.** These profiles allow the end-user to meet different raised floor depth requirements.
- **Flexible box designs.** Allow the end-user to configure services where they want and need them.
- **Datacom connectivity options.** Accepts industry standard and proprietary devices from a wide range of manufacturers to provide a seamless and aesthetically pleasing interface for voice, data, audio, and video applications at the point-of-use.
- **Listed by Underwriters Laboratories Inc. to U.S. and Canadian safety standards.**
- **Meets NEC Section 300-22(C).** The AC, AF and SAF Series are suitable for use in air handling spaces and raised floor plenums.

AF Series Raised Floor Boxes

AF1*

The AF1 Raised Floor Box provides three separate compartments that accommodate a combination of both power and communication devices. This combination is accomplished with the built-in service dividers. These dividers are arranged in a single-double, single-gang configuration. Die-cast aluminum housing provides added strength and reliability. Polycarbonate hinged lid and trim flange are available for carpet or tile applications, as well as a color choice of black, brown, or gray.

* AF1 box available in a prewired (power) version. Consult your Wiremold sales representative for ordering information.

| Description | Dimensions |
|---------------------------|---------------------------------|
| Overall Trim Ring | 8 3/4" x 6 3/4" [222mm x 171mm] |
| Module Depth Overall | 5" [127mm] |
| Panel Opening | 8" x 6" [203mm x 152mm] |
| Cover Size | 7 1/2" x 5" [191mm x 127mm] |
| Activation Chamber Volume | 130 cu in. [2130ml] |
| User Volume | 78.6 cu in. [1288ml] |
| Total Volume | 208.6 cu in. [3418ml] |



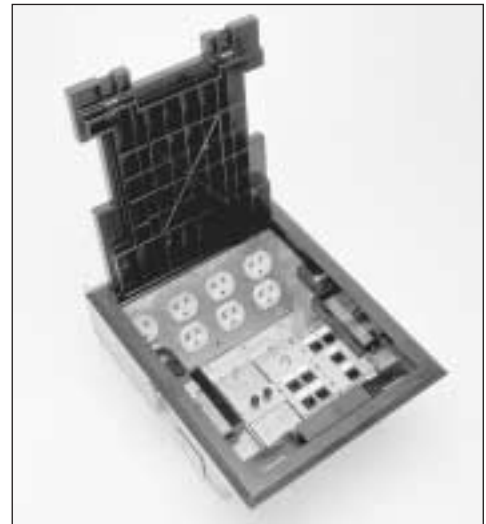
AF2 optional prewired version shown.

AF3*

The AF3 Raised Floor Box provides four separate compartments that accommodate up to eight communications or power devices. The top panel has a unique built-in service divider that accommodates a combination of power and communication. These dividers are arranged in a single-double, single-gang configuration. The lower panel provides single-gang activation points in a single service configuration. Die-cast aluminum housing provides added strength and reliability. Polycarbonate hinged lid and trim flange are available for carpet or tile applications, as well as a color choice of black, brown, or gray.

* AF3 box available in a prewired (power) version. Consult your Wiremold sales representative for ordering information.

| Description | Dimension |
|---------------------------|---------------------------------|
| Overall Trim Ring | 9 1/8" x 11" [232mm x 279mm] |
| Module Depth Overall | 5" [127mm] |
| Panel Opening | 8" x 10" [203mm x 254mm] |
| Cover Size | 7 1/2" x 9 1/2" [191mm x 242mm] |
| Activation Chamber Volume | 220 cu in. [3604ml] |
| User Volume | 180 cu in. [2948ml] |
| Total Volume | 300 cu in. [4915ml] |



AF4 optional prewired version shown.


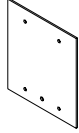

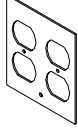

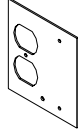

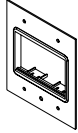

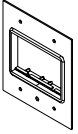

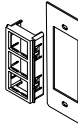
AF Series Raised Floor Boxes

| Catalog No./Item | Description/Specifications |
|----------------------------------|--|
| AF1-KC Black Carpet Cover | AF1 Series Raised Floor Box – Provides three compartments for power and communications. Select device plates on page 3. |
| AF1-KT Black Tile Cover | |
| AF1-NC Brown Carpet Cover | |
| AF1-NT Brown Tile Cover | |
| AF1-YC Gray Carpet Cover | |
| AF1-YT Gray Tile Cover | |
| | |
| | AF2 (Optional Prewired Version of AF1) |


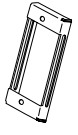
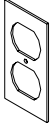
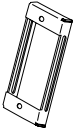
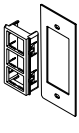
| Catalog No./Item | Description/Specifications |
|----------------------------------|---|
| AF3-KC Black Carpet Cover | AF3 Series Raised Floor Box – Provides four compartments for power and communications. Select device plates on page 3. |
| AF3-KT Black Tile Cover | |
| AF3-NC Brown Carpet Cover | |
| AF3-NT Brown Tile Cover | |
| AF3-YC Gray Carpet Cover | |
| AF3-YT Gray Tile Cover | |
| | |
| | AF4 (Optional Prewired Version of AF3) |

NOTE: All boxes and plates are sold separately. AF1 and AF3 are boxes only. AF2 and AF4 are the prewired power versions of AF1 and AF3.

Upper (Top) Panel Device Plates for AF1 and AF3 Boxes

| Catalog No./Item | Description/Specifications | Catalog No./Item | Description/Specifications | |
|------------------|--|------------------|---|--------------------|
| SGT-B |  Single-Gang Plate – Blank. | DGT-B |  Double-Gang Plate – Blank plate. Use in center compartment only. | |
| SGT-DP |  Single-Gang Plate – One duplex opening. | DGT-2DP |  Double-Gang Plate – Two duplex openings. Use in center compartment only. | |
| SGT-H |  Single-Gang Plate – For Heyco bushing opening or single receptacle 1.046" [35.7mm]. Use in outer, side compartments only. | DGT-DP/B |  Double-Gang Plate – One duplex opening and blank. Use in center compartment only. | |
| SGT-1KO |  Single-Gang Plate – 1" [25mm] knockout. | DGT-ACT |  Double-Gang Plate – Use in center compartment only. • Includes one Activate bezel. | ORT P&S OPEN |
| SGT-ACT |  Single-Gang Plate – • Accepts three 2A Activate inserts. | DGT-RT |  Double-Gang Plate – Use in center compartment only. • Includes one Ortronics Series II bezel and one TracJack bezel. | ORT P&S OPEN |
| SGT-3S2 |  Single-Gang Plate – • Accepts three Ortronics Series II inserts. | SGT-3TJ |  Single-Gang Plate – • Accepts three Ortronics TracJack inserts. | ORT P&S OPEN |

Lower (Bottom) Panel Device Plates for AF3 Boxes Only

| Catalog No./Item | Description/Specifications | Catalog No./Item | Description/Specifications | |
|------------------|--|------------------|---|--------------------|
| SGB-B |  Single-Gang Plate – Blank. | SGB-ACT |  Single-Gang Plate – • Accepts three 2A Activate inserts. | ORT P&S OPEN |
| SGB-DP |  Single-Gang Plate – One duplex opening. | SGB-3S2 |  Single-Gang Plate – • Accepts three Ortronics Series II inserts. | ORT P&S OPEN |
| | | SGB-3TJ |  Single-Gang Plate – • Accepts three Ortronics TracJack inserts. | ORT P&S OPEN |

NOTE: Lower panel accommodates four single-gang plates.

AC Series Raised Floor Boxes

AC8850 and AC8105

The AC8850 and AC8105 are boxes with a 5" [127mm] depth design, with the AC8105 providing an extra 2" [51mm] of width for additional wiring capacity. These boxes can accommodate four duplex power receptacles on one side. Power plate with duplex knockouts included with box. The communication plate will accept at least three communication bezels for up to 18 ports of activation. Covers rotate 180° for easy orientation. Gray covers are die-cast zinc construction.



Devices shown in photo are not supplied.

| Description | AC8850 Dimensions | AC8105 Dimensions |
|---------------------------|-------------------------------------|-------------------------------------|
| Overall Trim Ring | 9 1/4" x 9 1/4" [235mm x 235mm] | 9 1/4" x 11 1/4" [235mm x 286mm] |
| Module Depth Overall | 5" [127mm] | 5" [127mm] |
| Panel Opening | 8" x 8" [203mm x 203mm] | 8" x 10" [203mm x 254mm] |
| Cover Size | 7 11/16" x 7 11/16" [195mm x 195mm] | 7 11/16" x 9 11/16" [195mm x 246mm] |
| Activation Chamber Volume | 97.22 cu in. [1593ml] | 111.08 cu in. [1820ml] |
| User Volume | 102.22 cu in. [1674ml] | 151.97 cu in. [2490ml] |
| Total Volume | 199.22 cu in. [3264ml] | 262.97 cu in. [4309ml] |

AC8840 and AC8104

The AC8840 and AC8104 are boxes with a 4" [102mm] depth design, with the AC8104 providing an extra 2" [51mm] of width for added wiring capacity. These boxes can accommodate two duplex power receptacles on one side. Power plate with duplex knockouts included with box. The communication plate will accept two communication bezels for up to 12 ports of activation. Covers can be rotated 180° for easy orientation. Gray covers are die-cast zinc construction.

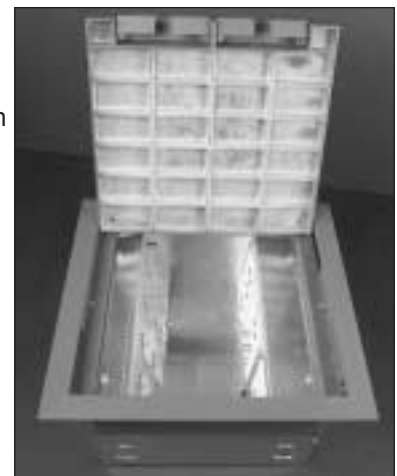


Devices shown in photo are not supplied.

| Description | AC8840 Dimensions | AC8104 Dimensions |
|---------------------------|-------------------------------------|-------------------------------------|
| Overall Trim Ring | 9 1/4" x 9 1/4" [235mm x 235mm] | 9 1/4" x 11 1/4" [235mm x 286mm] |
| Module Depth Overall | 4" [102mm] | 4" [102mm] |
| Panel Opening | 8" x 8" [203mm x 203mm] | 8" x 10" [203mm x 254mm] |
| Cover Size | 7 11/16" x 7 11/16" [195mm x 195mm] | 7 11/16" x 9 11/16" [195mm x 246mm] |
| Activation Chamber Volume | 63.92 cu in. [1047ml] | 76.87 cu in. [1260ml] |
| User Volume | 84.34 cu in. [1382ml] | 130.09 cu in. [2131ml] |
| Total Volume | 152.34 cu in. [2496ml] | 201.09 cu in. [3295ml] |

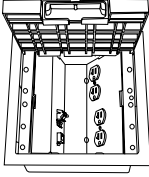
AC10105-2

The AC10105-2 box with a 5" [127mm] depth is a square profile box that provides eight-gangs of power and/or communication device capacity. Power plate with duplex knockouts included with box. The AC10105-2 also provides increased plug-in volume which is ideal for the additional space needed when plugging in transformer type plugs. Covers can be rotated 180° for easy orientation. Gray covers are die-cast zinc construction.



| Description | Dimensions |
|---------------------------|-----------------------------------|
| Overall Trim Ring | 11 1/2" x 11 1/2" [292mm x 292mm] |
| Module Depth Overall | 5" [127mm] |
| Panel Opening | 10" x 10" [254mm x 254mm] |
| Cover Size | 9 5/8" x 9 5/8" [245mm x 245mm] |
| Activation Chamber Volume | 115 cu in. [1884ml] |
| User Volume | 243 cu in. [3981ml] |
| Total Volume | 358 cu in. [5865ml] |

AC Series Raised Floor Boxes

| Catalog No./Item | Description/Specifications | | |
|--|--|---|---|
| <p>AC8840 AC8850 AC8104 AC8105 AC10105-2</p> | <p>8" x 8" x 4" Box – [203mm x 203mm x 102mm]. 8" x 8" x 5" Box – [203mm x 203mm x 127mm]. 8" x 10" x 4" Box – [203mm x 254mm x 102mm]. 8" x 10" x 5" Box – [203mm x 254mm x 127mm]. 10" x 10" x 5" Box – [254mm x 254mm x 127mm].</p> |  | <div style="border: 1px solid #0056b3; padding: 5px; background-color: #e6f2ff;"> <p style="color: #0056b3; font-weight: bold; margin: 0;"><i>Important!</i></p> <p style="color: #0056b3; font-size: small; margin: 0;"><i>All 4" [102mm] deep boxes supplied with double duplex receptacle knockout plate. All 5" [127mm] deep boxes supplied with quadruple duplex receptacle knockout plate.</i></p> </div> |

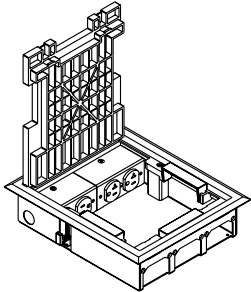
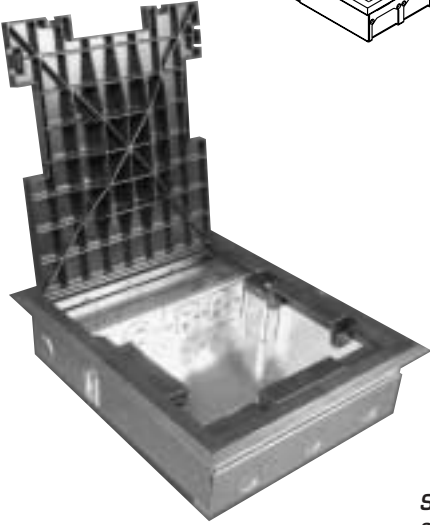
AC Series Power Plates

| Catalog No./Item | Description/Specifications | Catalog No./Item | Description/Specifications |
|------------------|--|-------------------|---|
| <p>P8840-2DP</p> | <p>Power Plate – Two duplex KOs. One plate supplied with AC8840 box.</p> | <p>P8105-4DP</p> | <p>Double-Gang Plate – Four duplex KOs. One plate supplied with AC8105 box.</p> |
| <p>P8850-4DP</p> | <p>Power Plate – Four duplex KOs. One plate supplied with AC8850 box.</p> | <p>P10105-4DP</p> | <p>Double-Gang Plate – Four duplex KOs. One plate supplied with AC10105 box.</p> |
| <p>P8104-2DP</p> | <p>Power Plate – Two duplex KOs. One plate supplied with AC8104 box.</p> | <p>P10105-5DP</p> | <p>Double-Gang Plate – Five duplex KOs.</p> |

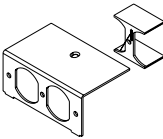
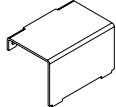
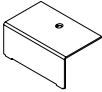
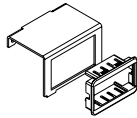
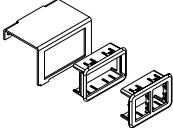
AC Series Communication Plates

| Catalog No./Item | Description/Specifications | Catalog No./Item | Description/Specifications |
|-----------------------------------|---|---------------------------------|--|
| <p>C8004P-2DBP</p> | <p>Communication Plate – Two duplex KOs. For AC8840 and AC8104 Boxes.</p> | <p>C8850P-RT C8850P-2RT</p> | <p>Communication Plate – For AC8850 Box.</p> <ul style="list-style-type: none"> • Includes one or two Ortronics Series II and one or two TracJack bezels. |
| <p>C8005P-3DBP</p> | <p>Communication Plate – Three duplex KOs. For AC8850 and AC8105 Boxes.</p> | <p>C8005P-3RT</p> | <p>Communication Plate – For AC8850 and AC8105 Boxes.</p> <ul style="list-style-type: none"> • Includes three Ortronics Series II and three TracJack bezels. |
| <p>C8004P-2ACT</p> | <p>Communication Plate – For AC8840 and AC8104 Boxes.</p> <ul style="list-style-type: none"> • Includes two Activate bezels. | <p>C10105P-B</p> | <p>Communication Plate – Blank. For AC10105 Box.</p> |
| <p>C8850P-ACT C8850P-2ACT</p> | <p>Communication Plate – For AC8850 Box.</p> <ul style="list-style-type: none"> • Includes one or two Activate bezels. | <p>C10105P-4DP</p> | <p>Communication Plate – Four duplex KOs. For AC10105 Box.</p> |
| <p>C8005P-3ACT</p> | <p>Communication Plate – For AC8850 and AC8105 Boxes.</p> <ul style="list-style-type: none"> • Includes three Activate bezels. | <p>C10105P-3ACT</p> | <p>Communication Plate – For AC10105 Box.</p> <ul style="list-style-type: none"> • Includes three Activate bezels. |
| <p>C8004P-2RT</p> | <p>Communication Plate – For AC8840 and AC8104 Boxes.</p> <ul style="list-style-type: none"> • Includes two Ortronics Series II bezels and two TracJack bezels. | <p>C10105P-3RT</p> | <p>Communication Plate – For AC10105 Box.</p> <ul style="list-style-type: none"> • Includes three Ortronics Series II bezels and three TracJack bezels. |

SAF21/2 Series Raised Floor Box

| Catalog No./Item | Description/Specifications | | | | | | | | | | | | | | | |
|---|--|---|-------------|-----------|-------------------|------------------------------|----------------------|-------------|---------------|--------------------------|------------|---------------------------------|-------------------|---------------------|--------------|-------------------|
| <p>SAF21/2-KC SAF21/2-KT SAF21/2-NC SAF21/2-NT SAF21/2-YC SAF21/2-YT</p> <p>Black Carpet Lid and Flange Black Tile Lid and Flange Brown Carpet Lid and Flange Brown Tile Lid and Flange Gray Carpet Lid and Flange Gray Tile Lid and Flange</p> | <p>SAF Raised Floor Box – Provides two separate compartments that accommodate a combination of both power or communication devices. The SAF21/2 can accommodate two duplex receptacles on one side and up to six communication devices on the other side. The power and communication compartments can only be used for designated services. Three 1/2" trade size KO's are in the sides of the box to feed the power devices. The hinged polycarbonate lid and trim flange for carpet or tile are available in black, brown, or gray. Two duplex receptacle power plates are supplied with each box. Receptacles not included. Three blank communication plates are included with each box. Box includes a communication compartment cover plate for use in air handling spaces. SAF21/2 Box will accept up to two SG2 Power Plates, and up to three SGC2 Communication Plates. Consult factory for custom plates.</p> |   <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr> <th style="width: 50%;">Description</th> <th style="width: 50%;">Dimension</th> </tr> </thead> <tbody> <tr> <td>Overall Trim Ring</td> <td>9 1/8" x 11" [232mm x 279mm]</td> </tr> <tr> <td>Module Depth Overall</td> <td>2.5" [64mm]</td> </tr> <tr> <td>Panel Opening</td> <td>8" x 10" [203mm x 254mm]</td> </tr> <tr> <td>Cover Size</td> <td>7 1/2" x 9 1/2" [191mm x 242mm]</td> </tr> <tr> <td>Activation Volume</td> <td>18.5 cu in. [303ml]</td> </tr> <tr> <td>Power Volume</td> <td>29 cu in. [475ml]</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;"><i>SAF21/2 shown with optional communication compartment cover plate (provided with box).</i></p> | Description | Dimension | Overall Trim Ring | 9 1/8" x 11" [232mm x 279mm] | Module Depth Overall | 2.5" [64mm] | Panel Opening | 8" x 10" [203mm x 254mm] | Cover Size | 7 1/2" x 9 1/2" [191mm x 242mm] | Activation Volume | 18.5 cu in. [303ml] | Power Volume | 29 cu in. [475ml] |
| Description | Dimension | | | | | | | | | | | | | | | |
| Overall Trim Ring | 9 1/8" x 11" [232mm x 279mm] | | | | | | | | | | | | | | | |
| Module Depth Overall | 2.5" [64mm] | | | | | | | | | | | | | | | |
| Panel Opening | 8" x 10" [203mm x 254mm] | | | | | | | | | | | | | | | |
| Cover Size | 7 1/2" x 9 1/2" [191mm x 242mm] | | | | | | | | | | | | | | | |
| Activation Volume | 18.5 cu in. [303ml] | | | | | | | | | | | | | | | |
| Power Volume | 29 cu in. [475ml] | | | | | | | | | | | | | | | |

SAF21/2 Series Plates

| Catalog No./Item | Description/Specifications | Catalog No./Item | Description/Specifications | |
|--|--|---|--|--|
| <p>SG2-DP</p>  | <p>Power Plate – Single-gang duplex receptacle. Two plates supplied with SAF21/2 Box.</p> | <p>SGC2-B</p>  | <p>Communication Plate – Single-gang blank. Three plates supplied with each SAF21/2 Box.</p> | |
| <p>SG2-B</p>  | <p>Power Plate – Single-gang blank plate.</p> | <p>SGC2-ACT</p>  | <p>Communication Plate – Single-gang bezel.</p> <ul style="list-style-type: none"> • Includes one Activate bezel. | <p style="background-color: #0056b3; color: white; padding: 2px;">ORT</p> <p style="background-color: #0056b3; color: white; padding: 2px;">P&S</p> <p style="background-color: #0056b3; color: white; padding: 2px;">OPEN</p> |
| | | <p>SGC2-RT</p>  | <p>Communication Plate –</p> <ul style="list-style-type: none"> • Includes one Ortronics Series II bezel and one TracJack bezel. | <p style="background-color: #0056b3; color: white; padding: 2px;">ORT</p> <p style="background-color: #0056b3; color: white; padding: 2px;">P&S</p> <p style="background-color: #0056b3; color: white; padding: 2px;">OPEN</p> |

FloorSource Load Capacities

Load Capacities for FloorSource Products

| Product Series | Maximum Load in Pounds* |
|------------------|-------------------------|
| AF1 & AF2 Tile | 833 lbs. |
| AF1 & AF2 Carpet | 1066 lbs. |
| AF3 & AF4 Tile | 820 lbs. |
| AF3 & AF4 Carpet | 433 lbs. |
| SAF Tile | 1400 lbs. |
| SAF Carpet | 1067 lbs. |
| AC8840 & AC8850 | 1178 lbs. |
| AC8104 & AC8105 | 855 lbs. |
| AC10105-2 | 1666 lbs. |

*Load applied through a 2" [51mm] mandrel in center of cover.

861 Series Raised Floor Boxes



Walker offers a complete line of single service round raised floor boxes. The small profile boxes are available in over twenty cover options. See ED1260 (861 Series Raised Floor Boxes) for complete details.

Datacom Connectivity Options

Now you have a wide range of options for providing datacom connectivity into Wiremold® Cable Management Systems. They are:

- Ortronics® TracJack® and Series II Modular Connectivity Solutions
- Pass & Seymour Activate™ Modular Inserts
- Open System Communication Modules

| | | |
|------|------|------|
| ORT | ORT | ORT |
| P&S | P&S | P&S |
| OPEN | OPEN | OPEN |

Use these icons to determine connectivity options for each Wiremold System component:

ORT **Ortronics® Connectivity**

| |
|------|
| ORT |
| P&S |
| OPEN |

TracJack® Individual Jack System

- Front-loading, snap-in design supports future moves adds and changes
- Inserts for voice, data, audio, and video
- Available Category 3, 5e, 6, USOC 6-position, and other media
- Choice of 13 colors and color matched to Wiremold Systems
- Universal T568A/B wiring format



Series II Front-Loading, Module System

- Module design features easy snap-in front-loading design
- Linear 110 punch down format for easy termination
- Inserts for voice, data, audio, and video
- Available Category 3, 5e, 6, USOC 6-position, and other media
- Color matched to Wiremold Systems



For detailed product selection refer to the Ortronics Catalog or visit www.ortronics.com.

ORT **Pass & Seymour Legrand Network Wiring**

| |
|------|
| ORT |
| P&S |
| OPEN |

Activate™ Series Front-Loading Inserts

- Modular inserts for voice, data, audio and video applications
- Front-load, snap-in design
- Color and texture matched to Wiremold Systems
- Available Category 3, 5e, 6, as well as 6-position USOC
- Universal T568A/B wiring format



For detailed product selection refer to the Pass & Seymour Network Wiring Catalog or visit www.passandseymour.com.

ORT **Open Connectivity Solutions**

| |
|------|
| ORT |
| P&S |
| OPEN |

Wiremold Open System Communications Modules

- Accommodate a wide range of manufacturers' communications outlets including keystone jacks, as well as proprietary solutions from Avaya (Lucent) and NORDX
- Modules insert into a wide range of Wiremold Systems
- Pre-punched faceplates accept common communication devices



NOTE: For more information on integrating connectivity into Wiremold Cable Management Systems contact the Wiremold Applications Engineering Team or your local Wiremold Sales Representative.



The Wiremold Company
U.S. and International:
60 Woodlawn Street • West Hartford, CT 06110
1-800-621-0049 • FAX 860-232-2062 • Outside U.S.: 860-233-6251
Canada:
850 Gartshore Street • Fergus, Ontario N1M 2W8
1-800-741-7957 • FAX 519-843-5980

