



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 653-2009

SUPPLY AND ASSEMBLY OF MODULAR FURNITURE

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Addenda	1
B5. Substitutes	2
B6. Bid Submission	2
B7. Bid	3
B8. Prices	4
B9. Qualification	4
B10. Opening of Bids and Release of Information	5
B11. Irrevocable Bid	5
B12. Withdrawal of Bids	5
B13. Evaluation of Bids	6
B14. Award of Contract	6

PART C - GENERAL CONDITIONS

C0. General Conditions	1
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PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Contract Administrator	1
D4. Notices	1

Submissions

D5. Authority to Carry on Business	1
D6. Insurance	1
D7. Security Clearance	2

Schedule of Work

D8. Commencement	2
D9. Delivery	3
D10. Liquidated Damages	3

Measurement and Payment

D11. Payment	3
D12. Payment Schedule	3

Warranty

D13. Warranty	3
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PART E - SPECIFICATIONS

General

E1. Applicable Specifications and Drawings	1
E2. Goods	1

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND ASSEMBLY OF MODULAR FURNITURE

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, September 25, 2009.

B2.2 Bids 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. ENQUIRIES

B3.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.

B3.2 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.

B3.3 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.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.6 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.

B4. ADDENDA

B4.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B4.2 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.

B4.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B4.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 7 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B5. SUBSTITUTES

- B5.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 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.
- B5.4 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.
- B5.5 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.
- B5.6 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.
- B5.6.1 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.
- B5.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B5.8 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 B13.
- B5.9 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.
- B5.10 Notwithstanding B5.2 to B5.9, and in accordance with B6.7, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B13.1(a).

B6. BID SUBMISSION

- B6.1 The Bid shall consist of the following components:

- (a) Form A: Bid;
 - (b) Form B: Prices;
- B6.2 Further to B6.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B5.
- B6.3 All components of the Bid 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 in ink, to constitute a responsive Bid.
- B6.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B6.5 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B6.5.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B6.6 Bidders are advised not to include any information/literature except as requested in accordance with B6.1.
- B6.7 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 B13.1(a).
- B6.8 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- B6.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B6.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.
- B7. BID**
- B7.1 The Bidder shall complete Form A: Bid, making all required entries.
- B7.2 Paragraph 2 of Form A: Bid 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.
- B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.
- B7.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

- B7.4 Paragraph 9 of Form A: Bid 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;
 - (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.
- B7.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.
- B7.4.2 All signatures shall be original.
- B7.5 If a Bid 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 Bid and the Contract, when awarded, shall be both joint and several.

B8. PRICES

- B8.1 The Bidder shall state the lump sum price in Canadian funds for the Work on Form B: Prices.
- B8.1.1 The price 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.

B9. QUALIFICATION

- B9.1 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.
- B9.2 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 website at <http://www.winnipeg.ca/matmgt/debar.stm>
- B9.3 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).

B9.4 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.

B9.5 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.

B10. OPENING OF BIDS AND RELEASE OF INFORMATION

B10.1 Bids will not be opened publicly.

B10.2 Following the Submission Deadline, the names of the Bidders and their bid prices (unevaluated, and pending review and verification of conformance with requirements or evaluated prices) 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 website at <http://www.winnipeg.ca/matmgt>

B10.3 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 website at <http://www.winnipeg.ca/matmgt>

B10.4 The Bidder is advised that any information contained in any Bid 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.

B11. IRREVOCABLE BID

B11.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 8 of Form A: Bid.

B11.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 8 of Form A: Bid.

B12. WITHDRAWAL OF BIDS

B12.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B12.1.1 Notwithstanding C21, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.

B12.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 9 of Form A: Bid, and only such person, has authority to give notice of withdrawal.

B12.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Bid until after the Submission Deadline has elapsed;
- (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 9 of Form A: Bid; and

- (c) if the notice has been given by any one of the persons specified in B12.1.3(b), declare the Bid withdrawn.

B12.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B11.2 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.

B13. EVALUATION OF BIDS

B13.1 Award of the Contract shall be based on the following bid evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);
- (c) Total Bid Price; and
- (d) economic analysis of any approved alternative pursuant to B5.

B13.2 Further to B13.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid 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 Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B13.3 Further to B13.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.

B13.4 Further to B13.1(c), the Total Bid Price shall be the lump sum price shown on Form B: Prices.

B13.5 This Contract will be awarded as a whole.

B14. AWARD OF CONTRACT

B14.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B14.2 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 Bids are determined to be responsive.

B14.2.1 Without limiting the generality of B14.2, 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 Bid 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.

B14.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid, in accordance with B13.

B14.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Bid upon written request to the Contract Administrator.

- B14.4 Notwithstanding C4 and Paragraph 5 of Form A:Bid, the City will issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B14.5 The Contract Documents, as defined in C1.1(n) (ii) in their entirety shall be deemed to be incorporated in and to form a part of the Purchase Order notwithstanding that they are not necessarily attached to or accompany said Purchase Order.

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 website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Bid Opportunity 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 supply, delivery and assembly of twenty-five (25) freestanding modular systems furniture for fifteen (15) rooms within the Water Treatment Plant, Provincial Road 207– Lot 57082.

D3. CONTRACT ADMINISTRATOR

- D3.1 The Contract Administrator is:
R. A. Sorokowski, P. Eng.
Senior Project Engineer
City of Winnipeg
Water and Waste Department
110 – 1199 Pacific Avenue
Winnipeg, MB R3E 3S8
Telephone No.: (204) 986-4472
Facsimile No.: (204) 224-0032

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

SUBMISSIONS

D5. AUTHORITY TO CARRY ON BUSINESS

- D5.1 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.

D6. INSURANCE

- D6.1 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.

D6.2 Deductibles shall be borne by the Contractor.

D6.3 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 but in no event later than the date specified in C4 for the return of the executed Contract.

D6.4 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.

D7. SECURITY CLEARANCE

D7.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.

D7.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.

D7.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work.

D7.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

D7.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work.

SCHEDULE OF WORK

D8. COMMENCEMENT

D8.1 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.

D8.2 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 D5;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (iii) evidence of the insurance specified in D6; and
 - (iv) the security clearances specified in D7.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- (c) The City intends to award a contract by October 2, 2009

D9. DELIVERY

D9.1 Goods shall be delivered and assembled within forty-nine (49) Calendar Day(s) of the placing of an order, f.o.b. destination, freight prepaid to:

The City of Winnipeg
Water and Waste Department
Water Treatment Plant
Lot 57082
Provincial Road No. 207
Rural Municipality of Springfield, Manitoba

Provincial Road No. 207 North of the GWWD rail crossing is a Class B1 road and is subject to load restrictions which will affect the maximum weight of individual deliveries. The approximate 3.2 kilometres of PR 207 South of the Site entrance to Highway 1 East is a Class 1 highway subject to normal loading.

D9.2 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.

D9.3 The Contractor shall off-load goods as directed at the delivery location.

D10. LIQUIDATED DAMAGES

D10.1 If the Contractor fails to achieve delivery of the goods within the time specified in D9.1 Delivery the Contractor shall pay the City two hundred and fifty dollars (\$250.00) per Calendar Day for each and every Calendar Day until the goods have been delivered.

D10.2 The amount specified for liquidated damages in D10.1 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.

D10.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

MEASUREMENT AND PAYMENT

D11. PAYMENT

D11.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D12. PAYMENT SCHEDULE

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.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following are applicable to the Work:

<u>Drawing Number</u>	<u>Drawing Name/Title</u>
Drawing-01-R0	Floor 1 Furniture and Filing Cabinets Area WC
Drawing-02-R0	Floor 2 Furniture and Filing Cabinets Area WC
Drawing-03-R0	Admin Floor 2 Furniture and Filing Cabinets Area WA
Drawing-04-R0	Admin Floor 3 (1 of 2) Furniture and Filing Cabinets Area WA
Drawing-05-R0	Admin Floor 3 (2 of 2) Furniture and Filing Cabinets Area WA
Drawing-06-R0	Modular Furniture Configuration 1 RN's 238, 240 & 241
Drawing-07-R0	Modular Furniture Configuration 2 RN's 236, 237, 242, 243, 334 & 335
Drawing-08-R0	Modular Furniture Configuration 3 RN 336
Drawing-09-R0	Modular Furniture Configuration 4 RN 348
Drawing-10-R0	Modular Furniture Configuration 5 RN 120
Drawing-11-R0	Modular Furniture Configuration 6 RN 211
Drawing-12-R0	Modular Furniture Configuration 7 RN 235
Drawing-13-R0	Modular Furniture Configuration 8 RN 340

E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B5.

E2. GOODS

E2.1 The Contractor shall supply and install Allsteel freestanding modular systems furniture in accordance with the requirements hereinafter specified.

E2.2 Colors to be: natural maple (D) surface finish with warm beige (E2) edge, black (E4) overhead storage cabinets, open shelving, pedestal box/box/files, mobile box/files with cushion, 2-drawer high lateral file cabinets, and modesty panels, and crosshatch (ECH904) tack boards and 69"H panels.

E2.3 Overhead storage cabinets, pedestal box/box/files, mobile box/files with cushion, and 2-drawer high laterals to be keyed alike in each cubicle.

E2.4 Configuration 1 – Room Numbers 238, 240 and 241, and Configuration 2 – Room Numbers 236, 237, 242, 243, 334 and 335, shall be U shaped typical as referred to in Modular Furniture Configuration 1 and Modular Furniture Configuration 2 and constructed from a high performance laminate and come with support hardware to attach work surfaces in a freestanding application. Components are constructed of a 3 ply (high pressure laminate, particleboard and resin-impregnated backer on the underside) and shall include the following specified components, oriented to fit room dimensions.

(a) Work surface components shall be 1-1/4" thick and all edges are finished with a T-Mold, PVC or radius edging and measure a total equivalent of the following pieces:

- (i) Minimum 42" X 42" @ 24"D freestanding curved/split corner;
- (ii) Minimum 30"D x 78"W non-handed work surface;
- (iii) Minimum 24"D X 66"W non-handed work surface; and
- (iv) Wave style work surface 36"W X 24 / 30"D, left or right to suit designated offices.

(b) Storage units shall consist of:

- (i) Overhead storage cabinets are steel with a baked enamel surface and lockable doors including wall-mounting hardware approximately 42"W X 20"H X14"D and

24"W X 20"H X 14"D. Door styles are radius, with no pull and are standard with an anti-dislodgement device.

- (ii) Pedestal box/box/file constructed of heavy-duty minimum 18 gauge steel, measuring 28"H X minimum 22-7/8"D to fit under work surface. Pedestal will be double-walled drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.
 - (iii) 2-drawer high lateral file cabinets are steel with a double baked enamel finish, measuring 28"H X 36" W to fit under work surface. Drawers have interlock system that inhibits rollout of more than one drawer either sequentially or simultaneously.
- (c) Dual corner work surface keyboard mechanism will adjust from a minimum of – 5" below to a minimum of +7" above work surface and articulate from a minimum of +9 (positive) degrees to a minimum of –15 (negative) degrees tilt surface mechanism;
- (d) Full modesty front and side panels on desk;
- (e) Tack boards wall mounted below and spanning the equivalent width of the overhead storage cabinets specified in (b)(i) above, approximately 18"H; and
- (f) Task lighting mounted under every overhead storage cabinet specified in (b)(i), above.

E2.5 Configuration 3 – Room Number 336, shall be U shaped typical as referred to in Modular Furniture Configuration 3 and constructed from a high performance laminate and come with support hardware to attach work surfaces in a freestanding application. Components are constructed of a 3 ply (high pressure laminate, particleboard and resin-impregnated backer on the underside) and shall include the following specified components, oriented to fit room dimensions.

- (a) Work surface components shall be 1-1/4" thick and all edges are finished with a T-Mold, PVC or radius edging and measure a total equivalent of the following pieces:
- (i) Minimum 42" X 42" @ 24"D Freestanding curved/split corner;
 - (ii) Minimum 30"D X 78"W non-handed work surface;
 - (iii) Minimum 24"D X 66"W non-handed work surface; and
 - (iv) Wave style work surface 36"W X 24 / 30"D, left or right to suit designated offices.
- (b) Storage units shall consist of:
- (i) Overhead storage cabinets are steel with a baked enamel surface and lockable doors including wall-mounting hardware approximately 24"W X 20"H X 14"D, 42"W X 20"H X 14"D and 36"W X 20"H X 14"D. Door styles are radius, with no pull and are standard with an anti-dislodgement device.
 - (ii) Pedestal box/box/file constructed of heavy-duty minimum 18 gauge steel, measuring 28"H X minimum 22-7/8"D to fit under work surface. Pedestal will be double-walled drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.
 - (iii) 2-drawer high lateral file cabinet is steel with a double baked enamel finish, measuring 28"H X 36" W to fit under work surface. Drawers have interlock system that inhibits rollout of more than one drawer either sequentially or simultaneously.
- (c) Dual corner work surface keyboard mechanism will adjust from a minimum of – 5" below to a minimum of +7" above work surface and articulate from a minimum of +9 (positive) degrees to a minimum of –15 (negative) degrees tilt surface mechanism;
- (d) Full modesty front and side panels (including along windows) on desk;
- (e) Tack boards wall mounted below and spanning the equivalent width of the overhead storage cabinets specified in (b)(i) above, approximately 18"H; and
- (f) Task lighting mounted under every overhead storage cabinet specified in (b)(i), above.

E2.6 Configuration 4 – Room Number 348 shall be L shaped typical as referred to in Modular Furniture Configuration 4 and constructed from a high performance laminate and come with support hardware to attach work surfaces in a freestanding application. Components are constructed of a 3 ply (high pressure laminate, particleboard and resin-impregnated backer on

the underside) and shall include the following specified components, oriented to fit room dimensions.

- (a) Work surface components shall be 1-1/4" thick and all edges are finished with a T-Mold, PVC or radius edging and measure a total equivalent of the following pieces:
 - (i) Minimum 42" X 42" @ 24"D Freestanding curved/split corner;
 - (ii) Minimum 24"D X 48"W non-handed work surface; and
 - (iii) Wave style work surface 36"W X 24 / 30"D, left or right to suit designated offices.
- (b) Storage units shall consist of:
 - (i) Overhead storage cabinets are steel with a baked enamel surface and lockable doors including wall-mounting hardware approximately 30"W X 20"H X 14"D. Door styles are radius, with no pull and are standard with an anti-dislodgement device.
 - (ii) Mobile box/files with cushion on casters for soft surfaces, constructed of heavy-duty minimum 18 gauge steel to fit under work surface. Pedestal will be double-walled drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.
 - (iii) 2-drawer high lateral file cabinets are steel with a double baked enamel finish, measuring 28"H X 36" W to fit under work surface. Drawers have interlock system that inhibits rollout of more than one drawer either sequentially or simultaneously.
- (c) Dual corner work surface keyboard mechanisms will adjust from a minimum of - 5" below to a minimum of +7" above work surface and articulate from a minimum of +9 (positive) degrees to a minimum of -15 (negative) degrees tilt surface mechanism;
- (d) Full modesty side panels on desk;
- (e) Tack boards wall mounted below and spanning the equivalent width of the overhead storage cabinets specified in (b)(i) above for 2 L shaped typicals, approximately 18"H;
- (f) Panels measuring 69"H installed to separate L shaped typicals; and
- (g) Task lighting mounted under every overhead storage cabinet specified in (b)(i), above.

E2.7 Configuration 5 – Room Number 120, shall be U shaped typical as referred to in Modular Furniture Configuration 5 and constructed from a high performance laminate and come with support hardware to attach work surfaces in a freestanding application. Components are constructed of a 3 ply (high pressure laminate, particleboard and resin-impregnated backer on the underside) and shall include the following specified components, oriented to fit room dimensions.

- (a) Work surface components shall be 1-1/4" thick and all edges are finished with a T-Mold, PVC or radius edging and measure a total equivalent of the following pieces:
 - (i) Minimum 42" X 42" @ 24"D Freestanding curved/split corner;
 - (ii) Minimum 30"D X 72"W and 30"D X 60"W non handed work surfaces;
 - (iii) Minimum 24"D X 66"W non-handed work surface;
 - (iv) Wave style work surface 36"W X 24 / 30"D, left or right to suit designated office; and
 - (v) One desk to be custom cut to accommodate 2" fire line.
- (b) Storage units shall consist of:
 - (i) Mobile box/files with cushion on casters for hard surfaces, constructed of heavy-duty minimum 18 gauge steel to fit under work surface. Pedestal will be double-walled drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.
 - (ii) 2-drawer high lateral file cabinets are steel with a double baked enamel finish, measuring 28"H X 36" W to fit under work surface. Drawers have interlock system that inhibits rollout of more than one drawer either sequentially or simultaneously.
 - (iii) Dual corner work surface keyboard mechanism will adjust from a minimum of - 5" below to a minimum of +7" above work surface and articulate from a minimum of +9 (positive) degrees to a minimum of -15 (negative) degrees tilt surface mechanism.

- (c) Full modesty front and side panels on desk.

E2.8 Configuration 6 – Room Number 211, shall be L shaped typical as referred to in Modular Furniture Configuration 5 and constructed from a high performance laminate and come with support hardware to attach work surfaces in a freestanding application. Components are constructed of a 3 ply (high pressure laminate, particleboard and resin-impregnated backer on the underside) and shall include the following specified components, oriented to fit room dimensions.

- (a) Work surface components shall be 1-1/4" thick and all edges are finished with a T-Mold, PVC or radius edging and measure a total equivalent of the following pieces:
 - (i) Minimum 42" X 42" @ 24"D Freestanding curved/split corner;
 - (ii) Minimum 24"D X 48"W and 24"D X 24"W (with custom cut corner) non-handed work surface; and
 - (iii) Wave style work surface 48"W X 24 / 30"D, left or right to suit designated offices.
- (b) Storage units shall consist of:
 - (i) Overhead storage cabinets are steel with a baked enamel surface and lockable doors including wall-mounting hardware approximately 42"W X 20"H X 14"D. Door styles are radius, with no pull and are standard with an anti-dislodgement device.
 - (ii) Pedestal box/box/file constructed of heavy-duty minimum 18 gauge steel, measuring 28"H X minimum 22-7/8"D to fit under work surface. Pedestal will be double-walled drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.
 - (iii) Mobile box/file with cushion on casters for hard surfaces, constructed of heavy-duty minimum 18 gauge steel to fit under work surface. Pedestal will be double-walled drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.
- (c) Dual corner work surface keyboard mechanism will adjust from a minimum of – 5" below to a minimum of +7" above work surface and articulate from a minimum of +9 (positive) degrees to a minimum of –15 (negative) degrees tilt surface mechanism;
- (d) Full modesty side panels on desk;
- (e) Tack boards wall mounted below and spanning the equivalent width of the overhead storage cabinets specified in (b)(i) above, approximately 18"H, plus wall panels.
- (f) Panels measuring 69"H installed to separate L shaped typicals.
- (g) Task lighting mounted under every overhead storage cabinet specified in (b)(i), above.

E2.9 Configuration 7 – Room Number 235, shall be U shaped typical as referred to in Modular Furniture Configuration 7 and constructed from a high performance laminate and come with support hardware to attach work surfaces in a freestanding application. Components are constructed of a 3 ply (high pressure laminate, particleboard and resin-impregnated backer on the underside) and shall include the following specified components, oriented to fit room dimensions.

- (a) Work surface components shall be 1-1/4" thick and all edges are finished with a T-Mold, PVC or radius edging and measure a total equivalent of the following pieces:
 - (i) Minimum 42" X 42" @ 24"D Freestanding curved/split corner;
 - (ii) Minimum 24"D X 36"W and 24"D X 42"W non-handed work surface; and
- (b) Storage units shall consist of:
 - (i) Overhead storage cabinets are steel with a baked enamel surface and lockable doors including wall-mounting hardware approximately 36"W X 20"H X 14"D and 42"W X 20"H X 14"D. Door styles are radius, with no pull and are standard with an anti-dislodgement device.
 - (ii) Mobile box/files with cushion on casters for soft surfaces, constructed of heavy-duty minimum 18 gauge steel to fit under work surface. Pedestal will be double-walled

drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.

- (c) Dual corner work surface keyboard mechanism will adjust from a minimum of – 5” below to a minimum of +7” above work surface and articulate from a minimum of +9 (positive) degrees to a minimum of –15 (negative) degrees tilt surface mechanism;
- (d) Full modesty side panels on desk;
- (e) Tack boards wall mounted below and spanning the equivalent width of the overhead storage cabinets specified in (b)(i) above, approximately 18”H;
- (f) Panels measuring 69”H to separate and surround U shaped typicals; and
- (g) Task lighting mounted under every overhead storage cabinet specified in (b)(i), above.

E2.10 Configuration 8 – Room Number 340, shall be L shaped typical as referred to in Modular Furniture Configuration 8 and constructed from a high performance laminate and come with support hardware to attach work surfaces in a freestanding application. Components are constructed of a 3 ply (high pressure laminate, particleboard and resin-impregnated backer on the underside) and shall include the following specified components, oriented to fit room dimensions.

- (a) Work surface components shall be 1-1/4” thick and all edges are finished with a T-Mold, PVC or radius edging and measure a total equivalent of the following pieces:
 - (i) Minimum 42” X 42” @ 24”D Freestanding curved/split corner;
 - (ii) Minimum 24”D X 42”W, 24”D X 24”W, 24”D X 60”W and 24”D X 72”W non-handed work surfaces.
- (b) Storage units shall consist of:
 - (i) Overhead open shelves are steel with a baked enamel surface including wall-mounting hardware approximately 48”W;
 - (ii) Pedestal box/box/files constructed of heavy-duty minimum 18 gauge steel, measuring 28”H X minimum 22-7/8”D to fit under work surface. Pedestal will be double-walled drawer design, full-extension file and box drawers on steel ball bearing suspensions and meet/exceed ANSI/BIFMA testing standards.
- (c) Dual corner work surface keyboard mechanism will adjust from a minimum of – 5” below to a minimum of +7” above work surface and articulate from a minimum of +9 (positive) degrees to a minimum of –15 (negative) degrees tilt surface mechanism;
- (d) Full modesty side panels on desk;
- (e) Tack boards wall mounted below and spanning the equivalent width of the overhead open shelves specified in (b)(i) above, approximately 18”H, under open shelving; and
- (f) Task lighting mounted under lower level of every open shelf specified in (b)(i), above.

E2.11 The Contractor shall supply and install Allsteel lockable, legal-sized lateral file cabinets in accordance with the requirements hereinafter specified.

E2.12 Lockable legal-sized lateral file cabinets to be black in color.

E2.13 Seven (7) 2-Drawer High Lateral File Cabinets – as shown in Floor 1 Furniture and Filing Cabinets Area WC – Room Number 121 and Floor 2 Furniture and Filing Cabinets Area WC – Room Number 206, shall be steel with a double baked enamel finish. Drawers have interlock system that inhibits rollout of more than one drawer either sequentially or simultaneously.

E2.14 Two (2) 3-Drawer High Lateral File Cabinets – as shown in Admin Floor 2 Furniture and Filing Cabinets Area WA – Room Number 221, shall be steel with a double baked enamel finish. Drawers have interlock system that inhibits rollout of more than one drawer either sequentially or simultaneously.