



THE CITY OF WINNIPEG

TENDER

TENDER NO. 958-2025

**SUPPLY, DELIVERY AND INSTALLATION OF FURNISHINGS FOR ST. JAMES
CIVIC CENTRE.**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 Supply, Delivery and Installation of Furnishings for St. James Civic Centre.

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, July 7, 2026.

B2.2 The Contract Administrator or the Manager of Purchasing 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 D4.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Tender, 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 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Tender will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Tender will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.5 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.

B3.6 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B4. CONFIDENTIALITY

B4.1 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. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Tender to the media or any member of the public without the prior written authorization of the Contract Administrator.

B5. ADDENDA

B5.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Tender, or clarifying the meaning or intent of any provision therein.

- B5.2 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.
- B5.3 Addenda will be available on the MERX website at www.merx.com.
- B5.4 The Bidder is responsible for ensuring that they have received all addenda and is advised to check the MERX website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.5 The Bidder shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Bid/Proposal. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D4.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Tender.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.
- B6.4 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.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in their 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.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons they wish to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.

B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base their 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 B16.

B6.9 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. BID SUBMISSION

B7.1 The Bid shall consist of the following components:

- (a) Form A: Bid/Proposal;
- (b) Form B: Prices.

B7.2 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.

B7.3 The Bid shall be submitted electronically through MERX at www.merx.com.

B7.3.1 Bids will **only** be accepted electronically through MERX.

B7.4 Bidders are advised that inclusion of terms and conditions inconsistent with the Tender document, including the General Conditions, will be evaluated in accordance with B16.1(a).

B8. BID

B8.1 The Bidder shall complete Form A: Bid/Proposal, making all required entries.

B8.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in their own name, their 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 their own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Bid/Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B8.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in their 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 their duly authorized officer or officers;
- (d) if the Bidder is carrying on business under a name other than their 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.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid/Proposal should be entered below such signatures.

B8.5 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.

B9. PRICES

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work in the appropriate field in MERX.

B9.1.1 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.

B9.1.2 Prices shall not include Environmental Handling Charges (EHC) or fees, which shall be extra where applicable.

B9.2 The quantities listed are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B9.3 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. DISCLOSURE

B10.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B10.2 The Persons contacted for the purposes of furniture research and recommendations, technical information, samples and budget pricing are as follows:

- (a) Global Furniture Group – provided specification information and images;
- (b) Contemporary Office Interiors – provided budget pricing;
- (c) POI Business Interiors - provided budget pricing.

B11. CONFLICT OF INTEREST AND GOOD FAITH

B11.1 Further to C3.2, Bidders, by responding to this Tender, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B11.2 Conflict of Interest means any situation or circumstance where a Bidder or employee of the Bidder proposed for the Work has:

- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
- (ii) compromise, impair or be incompatible with the effective performance of a Bidder's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of their participation in the Tender process or the Work; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the Tender process) of strategic and/or material relevance to the Tender process or to the Work that is not available to other bidders and that could or would be seen to give that Bidder an unfair competitive advantage.

B11.3 In connection with their Bid, each entity identified in B11.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the Tender process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B11.4 Without limiting B11.3, the City may, in their sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in their sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Bidder to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in their sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B11.5 Without limiting B11.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in their sole discretion:

- (a) disqualify a Bidder that fails to disclose a perceived, potential or actual Conflict of Interest of the Bidder or any of their employees proposed for the Work;
- (b) require the removal or replacement of any employees proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in their sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Bidder or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B11.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Bidder if the Bidder, or one of their employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B11.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

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, Purchasing Division website at <https://www.winnipeg.ca/matmgt/Templates/files/debar.pdf>

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;
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba); and
- (d) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B12.4 and D5).

B12.4 Further to B12.3(d), the Bidder acknowledges that they and all Subcontractors have obtained training required by the Accessibility for Manitobans Act (AMA) available at <https://accessibilitymb.ca/resources-events-and-training/online-training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.

B12.5 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.

B12.6 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 BIDS AND RELEASE OF INFORMATION

B13.1 Bids will not be opened publicly.

B13.2 Following the Submission Deadline, the names of the Bidders and their Bid Prices (unevaluated and pending review and verification of conformance with requirements) will be available on the MERX website at www.merx.com.

B13.3 After award of Contract, the name(s) of the successful Bidder(s) and their Contract amount(s) will be available on the MERX website at www.merx.com.

B13.4 The Bidder is advised that any information contained in any Bid may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B13.4.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Bid Submission identified by the Bidder as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B14. IRREVOCABLE BID

- B14.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.
- B14.2 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 until a Contract for the Work has been duly formed and the contract securities have been furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B15. WITHDRAWAL OF BIDS

- B15.1 A Bidder may withdraw their Bid without penalty at any time prior to the Submission Deadline.

B16. EVALUATION OF BIDS

- B16.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Tender, or acceptable deviation therefrom (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12 (pass/fail);
 - (c) Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B6;
 - (e) costs to the City of administering multiple contracts.
- B16.2 Further to B16.1(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.
- B16.3 Further to B16.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in their Bid or in other information required to be submitted, that they are qualified.
- B16.4 Further to B16.1(c) the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item in each Section.
- B16.5 Further to B17.1(a), in the event that a unit price is not provided on Form B: Prices, the City may determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B16.5 This Contract may be awarded separately in sections.
- B16.5.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on all sections.
- B16.5.2 Notwithstanding B17.3, the City shall not be obligated to award any section to the responsible Bidder submitting the lowest evaluated responsive Bid for that section and shall have the right to choose the alternative which is in their best interests. If the Bidder has not bid on all sections, they shall have no claim against the City if their partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which they have not bid.

B17. AWARD OF CONTRACT

- B17.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

- B17.2 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 qualified, and the Bids are determined to be responsive.
- B17.2.1 Without limiting the generality of B17.2, 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 their 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.
- B17.3 Where an award of Contract is made by the City, the award shall be made to the qualified Bidder submitting the lowest evaluated responsive Bid, in accordance with B16.
- B17.4 Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B17.4.1 The Contract Documents, as defined in C1.1(p), 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.
- B17.5 Following the award of contract, a Bidder will be provided with information related to the evaluation of their Bid upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply of Goods* (Revision 2020-01-31) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Tender 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 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, delivery and installation of furniture at St. James Civic Centre for newly expanded areas of the existing facility at 2055 Ness Ave., Winnipeg, MB.
- D2.2 The major components of the Work are as follows:
- (a) Supply, delivery, assembly and installation of new furnishings for the facility expansion project including all associated temporary storage, unpacking and removal of all packaging and materials from site.

D3. DEFINITIONS

- D3.1 When used in this Tender:
- (a) **"Supply Chain Disruption"** means an inability by the Contractor to obtain goods or services from third parties necessary to perform the Work of the Contract within the schedule specified therein, despite the Contractor making all reasonable commercial efforts to procure same. Contractors are advised that increased costs do not, in and of themselves, amount to a Supply Chain Disruption;

D4. CONTRACT ADMINISTRATOR

- D4.1 The Contract Administrator is LM Architectural Group | Environmental Space Planning represented by:
- Keland Newton
Interior Designer
Telephone No.: 204-942-0681
Email Address:. k.newton@lm-esp.ca

D5. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

- D5.1 The Accessibility for Manitobans Act (AMA) imposes obligations on The City of Winnipeg to provide accessible customer service to all persons in accordance with the Customer Service Standard Regulation ("CSSR") to ensure inclusive access and participation for all people who live, work or visit Winnipeg regardless of their abilities.
- D5.1.1 The Contractor agrees to comply with the accessible customer service obligations under the CSSR and further agrees that when providing the Goods or Services or otherwise acting on the City of Winnipeg's behalf, shall comply with all obligations under the AMA applicable to public sector bodies.
- D5.1.2 The accessible customer service obligations include, but are not limited to:
- (a) providing barrier-free access to goods and services;
 - (b) providing reasonable accommodations;
 - (c) reasonably accommodating assistive devices, support persons, and support animals;
 - (d) providing accessibility features e.g. ramps, wide aisles, accessible washrooms, power doors and elevators;

- (e) inform the public when accessibility features are not available;
- (f) providing a mechanism or process for receiving and responding to public feedback on the accessibility of all goods and services; and
- (g) providing adequate training of staff and documentation of same.

D6. SUPPLIER CODE OF CONDUCT

- D6.1 The Contractor has reviewed and understands the City's Supplier Code of Conduct. This document is located at: <https://www.winnipeg.ca/media/4891>
- D6.2 The Contractor agrees to comply with the Supplier Code of Conduct as it may be amended or replaced from time to time. The Contractor is responsible for periodically checking the above link for updates to the Supplier Code of Conduct. Contract signature on Form A: Bid/Proposal from the Contractor signifies agreement to the Supplier Code of Conduct which comes into effect once the Contract starts.
- D6.3 If there is a conflict between the Contract and the Supplier Code of Conduct – the Contract will prevail.

D7. UNFAIR LABOUR PRACTICES

- D7.1 Further to C3.2, the Contractor declares that in bidding for the Work and in entering into this Contract, the Contractor and any proposed Subcontractor(s) conduct their respective business in accordance with established international codes embodied in United Nations Universal Declaration of Human Rights (UDHR) <https://www.un.org/en/about-us/universal-declaration-of-human-rights> International Labour Organization (ILO) [https://www.ilo.org/global/lang--en/index.htm](https://www.ilo.org/global/lang-en/index.htm) conventions as ratified by Canada.
- D7.2 The City of Winnipeg is committed and requires its Contractors and their Subcontractors, to be committed to upholding and promoting international human and labour rights, including fundamental principles and rights at work covered by ILO eight (8) fundamental conventions and the United Nations Universal Declaration of Human Rights which includes child and forced labour.
- D7.3 Upon request from the Contract Administrator, the Contractor shall provide disclosure of the sources (by company and country) of the raw materials used in the Work and a description of the manufacturing environment or processes (labour unions, minimum wages, safety, etc.).
- D7.4 Failure to provide the evidence required under D7.3, may be determined to be an event of default in accordance with C16.
- D7.5 In the event that the City, in its sole discretion, determines the Contractor to have violated the requirements of this section, it will be considered a fundamental breach of the Contract and the Contractor shall pay to the City a sum specified by the Contract Administrator in writing ("Unfair Labour Practice Penalty"). Such a violation shall also be considered an Event of Default, and shall entitle the City to pursue all other remedies it is entitled to in connection with same pursuant to the Contract.
- D7.5.1 The Unfair Labour Practice Penalty shall be such a sum as determined appropriate by the City, having due regard to the gravity of the Contractor's violation of the above requirements, any cost of obtaining replacement goods/ services or rectification of the breach, and the impact upon the City's reputation in the eyes of the public as a result of same.
- D7.5.2 The Contractor shall pay the Unfair Labour Practice Penalty to the City within thirty (30) Calendar Days of receiving a demand for same in accordance with D7.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Contractor.
- D7.5.3 The obligations and rights conveyed by this clause survive the expiry or termination of this Contract, and may be exercised by the City following the performance of the Work, should the City determine, that a violation by the Contractor of the above clauses has occurred

following same. In no instance shall the Unfair Labour Practice Penalty exceed the total of twice the Contract value.

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

D8.1 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.

D9. INSURANCE

D9.1 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; and
- (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.

D9.2 Deductibles shall be borne by the Contractor.

D9.3 All policies shall be taken out with insurers duly licensed to carry on business in the Province of Manitoba.

D9.4 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 Documents, as applicable.

D9.5 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.

D10. SAFETY DATA SHEETS

D10.1 The Contractor shall provide the Contract Administrator with one (1) copy of Safety Data Sheets (SDS's) for each product to be supplied under the Contract at least two (2) Business Days prior to the commencement of Work but in no event later than the date specified in C4 for the return of the executed Contract.

D10.2 Submit supporting LEED documentation (letters from suppliers, Greenguard certificates, etc.) for all products in this section.

D10.3 Throughout the term of the Contract, the Contractor shall provide the Contract Administrator with revisions or updates of the SDS's as soon as may be reasonably possible.

D11. SUBCONTRACTOR LIST

D11.1 The Contractor shall provide the Contract Administrator with a complete list of the Subcontractors whom the Contractor proposes to engage (Form J: Subcontractor List) 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 C4.1 for the return of the executed Contract Documents, if applicable.

SCHEDULE OF WORK

D12. COMMENCEMENT

- D12.1 The Contractor shall not commence any Work until they are in receipt of a notice of award from the City authorizing the commencement of the Work.
- D12.2 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 D8;
 - (ii) evidence of the workers compensation coverage specified in C6.17;
 - (iii) evidence of the insurance specified in D9;
 - (iv) the Safety Data Sheets specified in D10;
 - (v) the Subcontractor list specified in D11;
 - (vi) the direct deposit application form specified in D18
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D13. DELIVERY

- D13.1 The St. James Civic Centre Expansion project is currently under construction. The current schedule indicated that the expected date for furniture delivery and installation completion is as follows:
- (a) Delivery and installation shall not commence earlier than October 15, 2026.**
 - (b) Full delivery and installation shall be completed by November 15, 2026.**
- D13.2 Further to D13.1 (a) and (b), the Contract Administrator may request to alter the expected delivery and installation dates range for the Good to accommodate any unanticipated changes to the construction schedule.
- D13.2.1 If a delay is encountered, the Contractor shall arrange for the Goods to be stored off-site until a revised delivery and installation date is established. Goods are to be stored at no additional cost (if required) for a minimum of 30 days prior to and post stated commencement and completion dates confirmed by the Contract Administrator at date of confirmation of award.
- D13.3 The Contractor shall ensure and successfully complete the following:
- (a) Coordinate dates for delivery and staging within the premises with the Contract Administrator and provide a delivery schedule indicating dates for delivery, loading and delivery zones and staging areas if required. Delivery schedule will be reviewed and confirmed with City of Winnipeg and the construction Contractor.
 - (b) During installation, damaged or defective good shall be replaced and/or repaired as directed by the Contract Administrator at no cost to The City of Winnipeg. The Contractor shall touch up marred finishes or replace component parts as necessary to eliminate the evidence of damage to the satisfaction of The City of Winnipeg.
 - (c) Assemble furnishings and install in locations indicated on attached drawing.
 - (d) Keep packing and shipping materials out of walkways and paths of travel, remove all packing and shipping materials from site daily.
 - (e) Provide Contract Administrator with all written materials compiled in Operation Manuals related to supplied Goods, including product details, warranty information and Contractor contact information for servicing and maintenance.
 - (f) Provide all maintenance materials as requested in Specifications.

DELIVERY AT THE SITE

- D13.4 Goods shall be delivered F.O.B. destination, freight prepaid to:

St. James Civic Centre, 2055 Ness Ave., Winnipeg, MB

- D13.5 The Contractor shall coordinate all deliveries with the Contract Administrator. Confirm each delivery with the Contract Administrator or their designate, at least two (2) Business Days before delivery.
- D13.6 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- D13.7 The Contractor shall off-load goods as directed at the delivery location.
- D13.8 Installation shall commence immediately upon delivery and be completed with seven (7) Calendar Days of commencement.
- D13.9 St. James Civic Centre is currently under construction and may be partially under construction when the goods are to be delivered. The delivery date(s) may be modified to accommodate construction activities and facilitate delivery of goods. In such a case, the dates(s) indicated in D13.1 (a) and (b) shall be adjusted to reflect this modification.

D14. LIQUIDATED DAMAGES

- D14.1 If the Contractor fails to achieve delivery of the goods within the time specified in D13.1 Delivery the Contractor shall pay the City five hundred dollars (\$500) per Calendar Day for each and every Calendar Day until the goods have been delivered.
- D14.2 The amount specified for liquidated damages in D14.1 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.
- D14.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D15. SUPPLY CHAIN DISRUPTION SCHEDULE DELAYS

- D15.1 The City acknowledges that the schedule for this Contract may be impacted by Supply Chain Disruption. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the delivery requirements and schedule identified in the Contract, in close consultation with the Contract Administrator.
- D15.2 If the Contractor is delayed in the performance of the Work by reason of Supply Chain Disruption, the Work schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.
- D15.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether a Supply Chain Disruption will affect the start date. The Contractor shall provide sufficient evidence that the delay is directly related to a Supply Chain Disruption, including but not limited to evidence related to ordering of material or goods, production and/or manufacturing schedules or availability of staff as appropriate.
- D15.4 For any delay related to Supply Chain Disruption and identified after Work has commenced, the Contractor shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D15.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D15.5 The Work schedule, including the durations identified in D13 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.
- D15.6 Any time or cost implications as a result of Supply Chain Disruption and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

D16. ORDERS

- D16.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

MEASUREMENT AND PAYMENT

D17. INVOICES

- D17.1 Further to C10, the Contractor:
- (a) shall submit invoices for Work performed in accordance with the instruction on the City's website at: <https://www.winnipeg.ca/finance/corporate-accounts-payable.stm>; and
 - (b) should copy the Contract Administrator on submission of its invoice.

D18. PAYMENT

- D18.1 Further to C10, the City shall make payments to the Contractor by direct deposit to the Contractor's banking institution, and by no other means. Payments will not be made until the Contractor has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://legacy.winnipeg.ca/finance/files/Direct_Deposit_Form.pdf.

D19. PAYMENT SCHEDULE

- D19.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D20. WARRANTY

- D20.1 Notwithstanding C11.2, the warranty period shall begin on the date of Total Performance and shall expire one (1) year thereafter, except where longer warranty periods are specified in the respective Specification sections, unless extended pursuant to C11.2 to C11.3, in which case it shall expire when provided for thereunder.
- D20.2 Notwithstanding C11.2, the Contract Administrator may permit the warranty period for a portion or portions of the Work to begin prior to the date of Total Performance if a portion of the Work cannot be completed because of unseasonable weather or other conditions reasonably beyond the control of the Contractor but that portion does not prevent the balance of the Work from being put to their intended use.
- D20.2.1 In such case, the date specified by the Contract Administrator for the warranty period to begin shall be substituted for the date specified in C11.2 for the warranty period to begin.

DISPUTE RESOLUTION

D21. DISPUTE RESOLUTION

- D21.1 If the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator, the Contractor shall act in accordance with the Contract Administrator's opinion, determination, or decision unless and until same is modified by the process followed by the parties pursuant to D21.
- D21.2 The entire text of C19.4 is deleted, and amended to read: "Intentionally Deleted"
- D21.3 The entire text of C19.5 is deleted, and amended to read:
- (a) If Legal Services has determined that the Disputed Matter may proceed in the Appeal Process, the Contractor must, within ten (10) Business Days of the date of the Legal Services Response Letter, submit their written Appeal Form, in the manner and format

set out on the City's Purchasing Division Website, to the Chief Administrative Officer, and to the Contract Administrator. The Contractor may not raise any other disputes other than the Disputed Matter in their Appeal Form.

- D21.4 Further to C19, prior to the Contract Administrator's issuance of a Final Determination, the following informal dispute resolution process shall be followed where the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator ("Dispute"):
- (a) In the event of a Dispute, attempts shall be made by the Contract Administrator and the Contractor's equivalent representative to resolve Disputes within the normal course of project dealings between the Contract Administrator and the Contractor's equivalent representative.
 - (b) Disputes which in the reasonable opinion of the Contract Administrator or the Contractor's equivalent representative cannot be resolved within the normal course of project dealings as described above shall be referred to a without prejudice escalating negotiation process consisting of, at a minimum, the position levels as shown below and the equivalent Contractor representative levels:
 - (i) The Contract Administrator;
 - (ii) Supervisory level between the Contract Administrator and applicable Department Head;
 - (iii) Department Head.
- D21.4.1 Names and positions of Contractor representatives equivalent to the above City position levels shall be determined by the Contractor and communicated to the City at the pre-commencement or kick off meeting.
- D21.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.
- D21.4.3 Both the City and the Contractor agree to make all reasonable efforts to conduct the above escalating negotiation process within twenty (20) Business Days, unless both parties agree, in writing, to extend that period of time.
- D21.4.4 If the Dispute is not resolved to the City and Contractor's mutual satisfaction after discussions have occurred at the final escalated level as described above, or the time period set out in D21.4.3, as extended if applicable, has elapsed, the Contract Administrator will issue a Final Determination as defined in C1.1(v), at which point the parties will be governed by the Dispute Resolution process set out in C19.

THIRD PARTY AGREEMENTS

D22. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D22.1 In the event that funding for the Work of the Contract is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, the following terms and conditions shall apply, as required by the applicable funding agreements.
- D22.2 Further to D22.1, in the event that the obligations in D22 apply, actual costs legitimately incurred by the Contractor as a direct result of these obligations ("Funding Costs") shall be determined by the actual cost to the Contractor and not by the valuation method(s) outlined in C7.4. In all other respects Funding Costs will be processed in accordance with Changes in Work under C7.
- D22.3 For the purposes of D22:
- (a) "**Government of Canada**" includes the authorized officials, auditors, and representatives of the Government of Canada; and
 - (b) "**Government of Manitoba**" includes the authorized officials, auditors, and representatives of the Government of Manitoba.
- D22.4 Modified Insurance Requirements

- D22.4.1 Where applicable, the Contractor will be required to provide wrap-up liability insurance in an amount of no less than two million dollars (\$2,000,000) inclusive per occurrence. Such policy will be written in the joint names of the City, Contractor, Consultants and all subcontractors and subconsultants and include twelve (12) months completed operations. The Government of Manitoba and their Ministers, officers, employees, and agents shall be added as additional insureds.
- D22.4.2 If applicable the Contractor will be required to provide builders' risk insurance (including boiler and machinery insurance, as applicable) providing all risks coverage at full replacement cost, or such lower level of insurance that the City may identify on a case-by-case basis, such as an installation floater.
- D22.4.3 The Contractor shall obtain and maintain third party liability insurance with minimum coverage of two million dollars (\$2,000,000.00) per occurrence on all licensed vehicles operated at the Site. In the event that this requirement conflicts with another licensed vehicle insurance requirement in this Contract, then the requirement that provides the higher level of insurance shall apply.
- D22.4.4 Insurers shall provide satisfactory Certificates of Insurance to the Government of Manitoba prior to commencement of Work as written evidence of the insurance required. The Certificates of Insurance must provide for a minimum of thirty (30) days' prior written notice to the Government of Manitoba in case of insurance cancellation.
- D22.4.5 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.
- D22.5 Indemnification By Contractor
- D22.5.1 In addition to the indemnity obligations outlined in C15 of the General Conditions for Goods, the Contractor agrees to indemnify and save harmless the Government of Canada and the Government of Manitoba and each of their respective Ministers, officers, servants, employees, and agents from and against all claims and demands, losses, costs, damages, actions, suit or other proceedings brought or pursued in any manner in respect of any matter caused by the Contractor or arising from this Contract or the Work, or from the goods or services provided or required to be provided by the Contractor, except those resulting from the negligence of any of the Government of Canada's or the Government of Manitoba's Ministers, officers, servants, employees, or agents, as the case may be.
- D22.5.2 The Contractor agrees that in no event will Canada or Manitoba, their respective officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:
- (a) any injury to any person, including, but not limited to, death, economic loss or infringement of rights;
 - (b) any damage to or loss or destruction of property of any person; or
 - (c) any obligation of any person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;
- in relation to this Contract or the Work.
- D22.6 Records Retention and Audits
- D22.6.1 The Contractor shall maintain and preserve accurate and complete records in respect of this Contract and the Work, including all accounting records, financial documents, copies of contracts with other parties and other records relating to this Contract and the Work during the term of the Contract and for at least six (6) years after Total Performance. Those records bearing original signatures or professional seals or stamps must be preserved in paper form; other records may be retained in electronic form.
- D22.6.2 In addition to the record keeping and inspection obligations outlined in C6 of the General Conditions for Goods, the Contractor shall keep available for inspection and audit at all reasonable times while this Contract is in effect and until at least six (6) years after Total Performance, all records, documents, and contracts referred to in D22.6.1 for inspection,

copying and audit by the City of Winnipeg, the Government of Manitoba and/or the Government of Canada and their respective representatives and auditors, and to produce them on demand; to provide reasonable facilities for such inspections, copying and audits, to provide copies of and extracts from such records, documents, or contracts upon request by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada and their respective representatives and auditors, and to promptly provide such other information and explanations as may be reasonably requested by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada from time-to-time.

D22.7 Other Obligations

- D22.7.1 The Contractor consents to the City providing a copy of the Contract Documents to the Government of Manitoba and/or the Government of Canada upon request from either entity.
- D22.7.2 If the Lobbyists Registration Act (Manitoba) applies to the Contractor, the Contractor represents and warrants that it has filed a return and is registered and in full compliance with the obligations of that Act, and covenants that it will continue to comply for the duration of this Contract.
- D22.7.3 The Contractor shall comply with all applicable legislation and standards, whether federal, provincial, or municipal, including (without limitation) labour, environmental, and human rights laws, in the course of providing the Work.
- D22.7.4 The Contractor shall properly account for the Work provided under this Contract and payment received in this respect, prepared in accordance with generally accepted accounting principles in effect in Canada, including those principles and standards approved or recommended from time-to-time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, applied on a consistent basis.
- D22.7.5 The Contractor represents and warrants that no current or former public servant or public office holder, to whom the Value and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post Employment, or the Conflict of Interest Act applies, shall derive direct benefit from this Contract, including any employment, payments, or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation.
- D22.7.6 The Contractor represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Contractor or of a Subcontractor, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Contractor or a Subcontractor concerning the Work.

(See D11)

SUPPLY, DELIVERY AND INSTALLATION OF FURNISHINGS FOR ST. JAMES CIVIC CENTRE.

[illegible]

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 No.</u>	<u>Drawing Name/Title</u>
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F1	St. James Civic Centre Facility Expansion - Furniture Plan
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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 B6. In every instance where a brand name or design specification is used, the City will also consider approved equals and/or approved alternatives in accordance with B6.

E1.4 At least 75% of all furniture in the project scope of work, by cost, must be tested in accordance with ANSI/BIFMA standard methods M7.1-2011 (R2016). Comply with ANSI/BIFMA e-2014e Furniture Sustainability Standards, Sections 7.6.2 and 7.6.3, using either the concentration modeling approach or the emissions factor approach. Model the test results using the open plan, private office, or seating scenario in ANSI/BIFMA M7.1, as appropriate, or recognized by one of the following equivalent programs:

- (a) UL Greenguard Certified
- (b) UL Greenguard Gold
- (c) SCS Indoor Advantage – Furniture
- (d) SCS Indoor Advantage – Gold
- (e) Intertek ETL Environmental VOC+
- (f) MAS Certified Green, following ANSI/BIFMA M7.1-2011
- (g) TUV Rheinland Green Product Mark Furniture

E2. GOODS

E2.1 The Contractor shall supply furniture in accordance with the requirements hereinafter specified.

SECTION A: TABLES – FLIP TOP

E2.2 Item No. 1 – **TB-01A – Flip Top Nesting Table**

E2.3 Item No. 2 - **TB-01B – Flip Top Nesting Table**

ITEM CODE: TB-01A, TB-01B

Flip Top Nesting Table: One hand flip operation, locking casters.

STANDARD OF ACCEPTANCE:

Global, Terina

Image may not represent actual product specified.



CONSTRUCTION:

- (i) Conforms to ANSI/BIFMA X5.5 (Desk/Table Products)
- (ii) Top: 1 1/16" Thick 45 lb. density particle board core with high pressure plastic laminate face c/w 3mm flat profile edge
- (iii) Base: Cross beam and die-cast foot
- (iv) Legs: Minimum clear space between legs 62" for TB-01A, 57" for TB-01B

FINISH:

- (i) Top: High pressure plastic laminate top with 3mm edge. Colour to be selected from manufacturer's full range of colours.
- (ii) Base: Aluminum leg, polished aluminum die-cast foot and legs & cross beam to be selected from manufacturer's full range of finish options.

HARDWARE & ACCESSORIES:

- (i) Flip-Top Mechanism: Single hand release mechanism shall be activated from the center of the user side of the table.
 - Note: Table must flip and nest together with other tables in a compact format.
- (ii) Casters: Locking, heavy duty 2 3/8" dual wheel casters with manual lock. Full 360 degree swivel. Casters to suit flooring type. Confirm with Contract Administrator prior to ordering.
- (iii) Ganging plates included for ganging adjoining tables together.
- (iv) Maintenance material: 15% additional glides to be provided.

WARRANTY:

Limited Lifetime warranty; Moving parts – 5 year warranty

DIMENSIONS:

- (i) Overall Dimensions: 29" H, Refer to required table top size below variations

REQUIRED VARIATIONS:

- TB-01A: 72"W x 30"D
- TB-01B: 66"W x 30"D

ENVIRONMENTAL DATA (For informational purposes only):

- ☒ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification
☐ MAS Certified Green ☐ Benchmark International VOC Green

SECTION B: TABLES - CAFÉ

E2.4 Item No. 3 - **TB-02A – Café Table**

E2.5 Item No. 4 - **TB-02B – Café Table**

ITEM CODE: TB-02A, TB-02B Café Tables
STANDARD OF ACCEPTANCE: Spec, Heavy duty table
Image may not represent actual product specified. 
CONSTRUCTION: (i) Round Top: Nu-Green 2, ULEF (Ultra Low Emission Formaldehyde) raw particleboard core with high pressure plastic laminate face c/w 2mm flat profile BIO edge (ii) Base: Column uprights and feet are constructed of 14-gauge seamwelded steel tube with the column being 3" O.D. and the base steel disc covering being 16-gauge ranging in diameter to match the top size. An inner 3/8" thick counterweight is inserted under the whole circumference of the disc cover plate for both support and to provide weight to give stability to the top. A 1/4" thick steel mounting plate is welded to the top of the column and secured to the top using 3/4" tamperproof bolts. The counterweight is mechanically fastened to the column. Steel shot is added to the column for weight. All fasteners are tamperproof.
FINISH: (i) Top: High pressure plastic laminate top with BIO edge. Colour to be selected from manufacturer's full range of colours. (ii) Base: Powder coat paint finish. Colour to be selected from manufacturer's full range of colours.
HARDWARE & ACCESSORIES: N/A
WARRANTY: Lifetime structural warranty; 2 year finish warranty
DIMENSIONS: (i) Overall Dimensions: 29" H, Refer to required table top size below for variations

REQUIRED VARIATIONS:

- TB-02A: 48" dia
- TB-02B: 42" dia

ENVIRONMENTAL DATA (For informational purposes only):

- ☐ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification
☐ MAS Certified Green ☐ Benchmark International VOC Green

SECTION C: CHAIRS – GUEST

E2.6 Item No. 5 - **CH-01A – Side Chair**

E2.7 Item No. 6 - **CH-01B – Side Chair**

E2.8 Item No. 7 - **CH-01C – Side Chair**

ITEM CODE: CH-01A, CH-01B, CH-01C

Guest Side Chairs

STANDARD OF ACCEPTANCE:

Global, Willow, Four-Leg Chair, upholstery seat and back

Image may not represent actual product specified.



CONSTRUCTION:

- (i) Conforms to ANSI/BIFMA X5.1-2017 (General purpose Office Chairs)
- (ii) Frame/Legs: 13 gauge 1" tubular steel fully welded steel.
- (iii) Seat & Back: Pans are nylon, 6mm thick. Metal to metal connections with frame. Plastic seat shroud. 1" thick molded seat foam, 3/4" thick molded back foam.
- (iv) Fully enclosed fasteners. No visible brackets or upholstery staples.
- (v) Arms: Nylon Arms with grip assist arms.
- (vi) Capability for stacking on floor up to 4 high, or 8 high on a dolly.
- (vii) Weight:
 - W/ Arms: 21.88 lbs ±
 - Armless: 19 lbs ±
 - Bariatric W/ Arms: 41 lbs ±
- (viii) Weight Rating: up to 400 lbs with glides, 600 lbs for bariatric.

FINISH:

- (i) Legs & Frame: Powder coat epoxy paint finish; colour to be selected from manufacturer's full range of colours.
- (ii) Seat Upholstery: LDI Interiors Enviroleather - California; two colours to be selected from manufacturer's full range of colours.
 - a. 500,000+ double rubs min. Wyzenbeek ASTM D-3597
 - b. All seams for seats and backs to be seam sealed.
 - c. PVC-Free
 - d. 50% TPE, 50% Polyester
 - e. double-knit substrate
 - f. bleach cleanable
 - g. UFAC Class 1
 - h. CA TB117-2013
 - i. NFPA 260A
 - j. ASTM E-84

k. Passes CAL 01350 low VOC emissions test (iii) Back Upholstery: To be selected from manufacturer's full range multi coloured patterned and textured vinyl selections. Two colours. a. ASTM D4157 Wyzenbeek 250,000+ double rubs b. 100% Tekloom TPE c. 100% Polyester Woven back d. Cal TB 117-2013 e. A clear, thermoplastic elastomer topcoat f. Bleach cleanable (iv) Arm & Arm Cap: Colour to be selected from manufacturer's full range of colours.
HARDWARE & ACCESSORIES: (i) Glides: To suit flooring type; confirm with Contract Administrator prior to ordering. (ii) Maintenance material: 15% additional glides to be provided.
WARRANTY: Lifetime warranty. Foam, upholstery, textiles (as sampled on Global branded and textile program cards), mesh material and electrical devices, are warranted for five (5) years. All other parts are 12 year warranty.
DIMENSIONS: (i) Overall Dimensions: • CH-01A W/ Arms: 24.25"W x 22"D x 32.25"H • CH-01B Armless: 20.75"W x 23.5"D x 32.25"H • CH-01C Bariatric W/ arms: 35.25"W x 23.5"D x 32.25"H (ii) Seat Dimensions: 17.75"W x 18.25"D x 18.25"H (iii) Minimum seat width of 17.5" (1 Seat width must be a minimum of 27"W as per Section 1.3.5 seating in CWADS 2015)
REQUIRED VARIATIONS: • CH-01A: with Arms • CH-01B: Armless • CH-01C: Bariatric
ENVIRONMENTAL DATA (For informational purposes only): ☒ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification ☐ MAS Certified Green ☐ Benchmark International VOC Green

E2.9 Item No. 8 - **CH-01D – Side Chair**

E2.10 Item No. 9 - **CH-01E – Side Chair**

ITEM CODE: CH-01D, CH-01E Guest Side Chairs
STANDARD OF ACCEPTANCE: Global, Willow, Four-Leg Chair, poly seat and back
Image may not represent actual product specified. 
CONSTRUCTION: (i) Conforms to ANSI/BIFMA X5.1-2017 (General purpose Office Chairs) (ii) Frame/Legs: 13 gauge 1" tubular steel fully welded steel. (iii) Seat & Back: Pans are nylon, 6mm thick. Metal to metal connections with frame. Plastic seat shroud. (iv) Fully enclosed fasteners. No visible brackets or upholstery staples. (v) Arms: Nylon, grip assist arms (vi) Capability for stacking on floor up to 6 high, or 10 high on a dolly. (vii) Weight: • W/ Arms: 20.88 lbs ± • Armless: 18 lbs ± (viii) Weight Rating: up to 400 lbs with glides.
FINISH: (i) Legs & Frame: Powder coat epoxy paint finish; colour to be selected from manufacturer's full range of colours. (ii) Seat & Back: Shell colour to be selected from manufacturer's full range of colours. (iii) Arm & Arm Cap: Colour to be selected from manufacturer's full range of colours.
HARDWARE & ACCESSORIES: (i) Glides: To suit flooring type; confirm with Contract Administrator prior to ordering. (ii) Maintenance material: 15% additional glides to be provided.
WARRANTY: Lifetime warranty. Foam, upholstery, textiles (as sampled on Global branded and textile program cards), mesh material and electrical devices, are warranted for five (5) years. All other parts are 12 year warranty.
DIMENSIONS: (i) Overall Dimensions: • CH-01D: W/ Arms: 24.25"W x 23.5"D x 32"H • CH-01E: Armless: 20.75"W x 23.5"D x 32"H

(ii) Seat Dimensions: 17.5"D x 17.75"W x 17"H

(iii) Minimum seat width of 17.5"

REQUIRED VARIATIONS:

- CH-01D: with Arms
- CH-01E: Armless

ENVIRONMENTAL DATA (For informational purposes only):

☒ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification
☐ MAS Certified Green ☐ Benchmark International VOC Green

E2.11 Item No. 10 – **CS-01A – Dolly**

E2.12 Item No. 11 – **CS-01B –Dolly – Bariatric**

ITEM CODE: CS-01A, CS-01B

Guest Side Chairs Dolly

STANDARD OF ACCEPTANCE

Global, Willow Chair Dolly, WDOL & WDOL30

Image may not represent actual product specified.



CONSTRUCTION:

- (i) Welded 16ga steel. Electrostatically applied and baked powder-coated black paint finish.
- (ii) Frame: Steel. Minimum 25% recycled content. Square with chair leg supports and threaded inserts for casters.
- (iii) Casters: 360-degree swivel, single over-sized caster with metal hood. Hard urethane plastic.
- (iv) Stacking height: 10 standard 4-legged chairs, 8 upholstered 4-legged chairs, 4 bariatric 4-legged chairs.

FINISH:

- (i) Powder coat paint finish to be selected from manufacturer's full range of colours.

HARDWARE & ACCESSORIES:

N/A

WARRANTY:

Limited Lifetime

DIMENSIONS:

Overall Dimensions:

- (i) Dolly: 22"W x 23.75"D x 9.25"H
- (ii) Bariatric: 32.12"W x 23.75"D x 9.25"H

NOTES:

- Provide quantities of dollies as required to suit chair CH-01A, B, C, D & E total quantity specified.

ENVIRONMENTAL DATA (For informational purposes only):

- ☒ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☐ BIFMA Level Certification
☐ MAS Certified Green ☐ Benchmark International VOC Green

SECTION D: LOUNGE SEATING

E2.13 Item No. 12 - **LC-01 – Modular Circular Seating**

ITEM CODE: LC-01

Lounge Seating – Modular Circular Seating: c/w coffee table

STANDARD OF ACCEPTANCE:

Global River + Cellular Modular Seating c/w integrated ganging. Aluminum Loop Arm w/armcap (x2), and coffee table.

(Refer to Dimensions Section for itemized of components/cells per grouping required)

Image may not represent actual product specified.



CONSTRUCTION:

- (i) Meets or exceeds ANSI/BIFMA X5.4 – 2020(R2025): Lounge and Public Seating
- (ii) Modular straight and curved sections; seating with factory installed integrated ganging hardware. Must swivel out of the way when not in use.
- (iii) Base: Interlocking puzzle box construction, underside is covered with fabric lining, metal-to-metal connections between all components; 0.75"-1" thick birch plywood frame.
- (iv) Seat: 0.75" thick birch plywood seat frame; seat cushion is made of high density Ultracell foam, 5" thick; PVC (vinyl) sealed seat bottoms with PUR sealed staple fastening.
- (v) Back: 1" thick birch plywood back frame, 2" thick back foam.
- (vi) Seat to back finished metal connector components join back and seat, maintaining offset for cleanout.
- (vii) Legs: Welded steel legs, 6.5" high, bolted directly to unit frame; back legs slated, front legs straight. 0.5" of leveling.
- (viii) Weight rating: 600 lbs per seat. Rated for high traffic, 24/7 use.

FINISH:

- (i) Legs & Frame: Colour to be selected from manufacturer's full range of colours.
- (ii) Seat & Back: LDI Interiors Enviroleather - California; two colours (seat and back application) to be selected from manufacturer's full range of colours.
 - a. 500,000+ double rubs min. Wyzenbeek ASTM D-3597
 - b. All seams for seats and backs to be seam sealed.
 - c. PVC-Free
 - d. 50% TPE, 50% Polyester
 - e. double-knit substrate
 - f. bleach cleanable
 - g. UFAC Class 1

- h. CA TB117-2013
- i. NFPA 260A
- j. ASTM E-84
- k. Passes CAL 01350 low VOC emissions test

(iii) Table Tops: High Pressure Laminate; colour to be selected from manufacturer's full range.

Note: Where fabric/upholstery is specified, vendors responsible for providing grade of fabric equivalent to standard of acceptance product specification. Contract Administrator will review grades of fabric provided for substituted products to determine equivalency with base grade specified.

HARDWARE & ACCESSORIES:

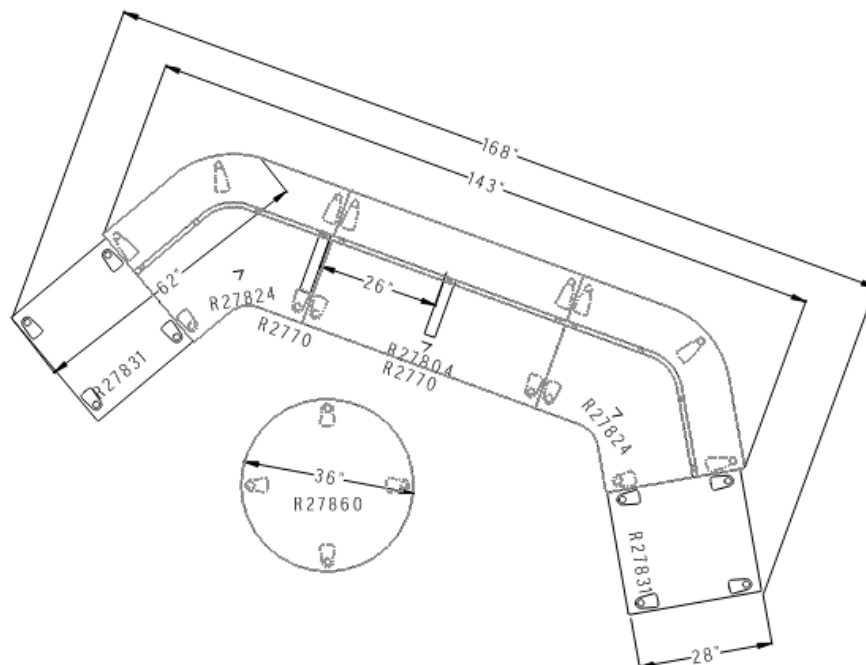
- (i) Ganging mechanisms
- (ii) Non marking, height adjustable glides.
- (iii) W/ Loop Arm with vinyl armcap (quantity x2)

WARRANTY:

12 year heavy duty warranty; 24/7 use; min. 5 year warranty on foam and textiles

DIMENSIONS:

- (i) Overall composition Dimensions: 168" x 62" (+/-); Refer to drawing



Components:

- (i) Two-Seat Sofa with standard back; Model No. R27804; 30" D x 52" W x 18" H seat/32" back (quantity x1) W/ Loop Arm with armcap (quantity x2) (Must provide minimum of 2 arm rests with a 610mm seat width clearance minimum as per CWAD 2015.)
- (ii) 120 degree Corner unit with standard back; Model No. R27824; 30" D x 52.5" W x 18" H/32" Back (quantity x2)
- (iii) Round Laminate Coffee Table; Model No. R27860; 36" dia. x 17" H (quantity x1)
- (iv) Single Seat Bench; Model No. R27831; 28.5" D x 26" W x 17.5" H (quantity x2)

OTHER REQUIREMENTS:

- Shop drawings to be provided as outlined in General Requirements for Furniture Contracts, Submittals Procedures.

ENVIRONMENTAL DATA (For informational purposes only):

- ☒ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification
☐ MAS Certified Green ☐ Benchmark International VOC Green

E2.14 Item No. 13 - **LC-02 – Modular Rectangular Seating**

ITEM CODE: LC-02

Lounge Seating – Modular Rectangular Seating: 2 seater bench

STANDARD OF ACCEPTANCE:

Global River +, Cellular Modular Seating c/w integrated ganging. Aluminum Loop Arm W/armcap (x2)
(Refer to Dimensions Section for itemized of components/cells per grouping required)

Image may not represent actual product specified.



CONSTRUCTION:

- (i) Meets or exceeds ANSI/BIFMA X5.4 – 2020(R2025): Lounge and Public Seating
- (ii) Modular straight; seating with factory installed integrated ganging hardware. Must swivel out of the way when not in use.
- (iii) Base: Interlocking puzzle box construction, underside is covered with fabric lining, metal-to-metal connections between all components; 0.75"-1" thick birch plywood frame.
- (iv) Seat: 0.75" thick birch plywood seat frame; seat cushion is made of high density Ultracell foam, 5" thick; PVC (vinyl) sealed seat bottoms with PUR sealed staple fastening.
- (v) Back: 1" thick birch plywood back frame, 2" thick back foam.
- (vi) Seat to back finished metal connector components join back and seat, maintaining offset for cleanout.
- (vii) Legs: Welded steel legs, 6.5" high, bolted directly to unit frame; back legs slated, front legs straight. 0.5" of leveling.
- (viii) Weight rating: 600 lbs per seat. Rated for high traffic, 24/7 use.

FINISH:

- (i) Legs & Frame: Colour to be selected from manufacturer's full range of colours.
- (ii) Seat & Back: LDI Interiors Enviroleather - California; two colours (seat and back application) to be selected from manufacturer's full range of colours.
 - a. 500,000+ double rubs min. Wyzenbeek ASTM D-3597
 - b. All seams for seats and backs to be seam sealed.
 - c. PVC-Free
 - d. 50% TPE, 50% Polyester

- e. double-knit substrate
- f. bleach cleanable
- g. UFAC Class 1
- h. CA TB117-2013
- i. NFPA 260A
- j. ASTM E-84
- k. Passes CAL 01350 low VOC emissions test

Note: Where fabric/upholstery is specified, vendors responsible for providing grade of fabric equivalent to standard of acceptance product specification. Contract Administrator will review grades of fabric provided for substituted products to determine equivalency with base grade specified.

HARDWARE & ACCESSORIES:

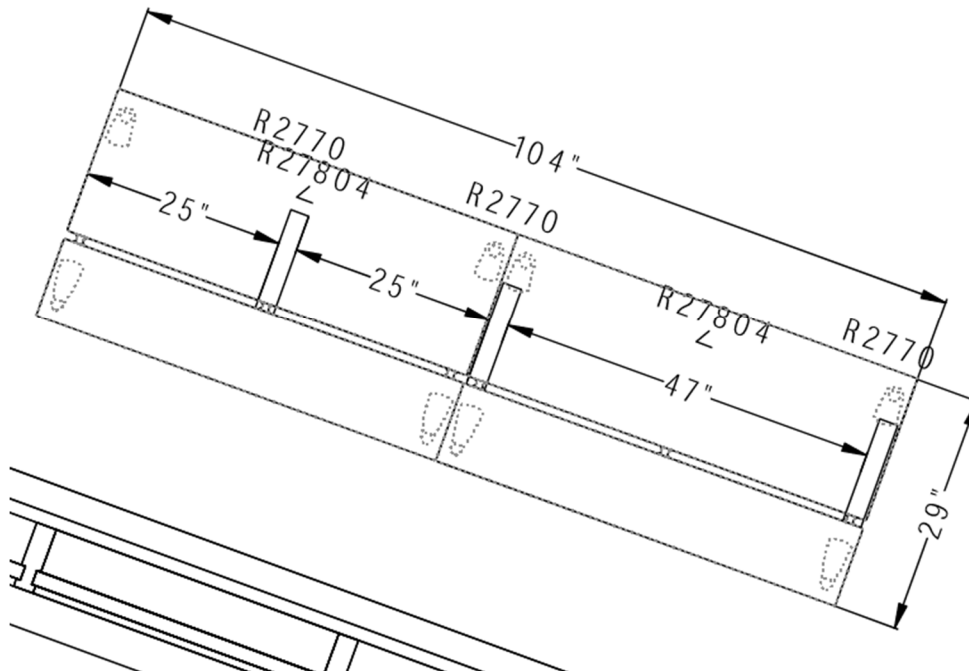
- (i) Ganging mechanisms
- (ii) Non marking, height adjustable glides.
- (iii) W/ Loop Arm with armcap (quantity x2)

WARRANTY:

25 year warranty for bases, cushion cores and locks; 5 year warranty for cushion foam; 10 year warranty for cushion covers.

DIMENSIONS:

- (i) Refer to drawing



OTHER REQUIREMENTS:

- Shop drawings to be provided as outlined in General Requirements for Furniture Contracts, Submittals Procedures.

ENVIRONMENTAL DATA (For informational purposes only):

- ☒ GREENGUARD Gold
- ☐ SCS Indoor Advantage Gold
- ☐ Intertek Clean Air Gold
- ☒ BIFMA Level Certification
- ☐ MAS Certified Green
- ☐ Benchmark International VOC Green

SECTION E: CHAIRS - TASK

E2.15 Item No. 14 - **TC-01 – Task Chair**

ITEM CODE: TC-01

Task Chair: Ergonomic office task chair

STANDARD OF ACCEPTANCE

Steelcase, Amia W/upholstered seat and back 4821410

Image may not represent actual product specified.

**CONSTRUCTION:**

- (i) Seat: Seat cushion is a composite construction of a 1.2" thick, high density molded polyurethane foam cushion and a 0.65" thick polyester foam topper.
- (ii) Back: plastic frame
- (iii) Arm: pivot 30 degrees in and out.
- (iv) Mechanisms:
 - a. LiveLumbar system
 - b. Synchro-tilt mechanism
 - c. 4" arm height range
 - d. 3" arm depth range
 - e. 3" seat adjustment
 - f. Passive seat edge angle
 - g. 5" range with a pneumatic adjustment mechanism
- (v) Casters: heavy duty dual wheel carpet casters
- (vi) Weight: 48.4 lbs
- (vii) Designed and tested for users weighing up to: 400 lbs & 24/7 use.

FINISH:

- (i) Seat: LDI Interiors Enviroleather - California; or equivalent, to be selected from manufacturer's full range of colours.
 - a. 500,000+ double rubs min. Wyzenbeek ASTM D-3597
 - b. All seams for seats and backs to be seam sealed
 - c. PVC-Free
 - d. 50% TPE, 50% Polyester
 - e. double-knit substrate
 - f. bleach cleanable
 - g. UFAC Class 1
 - h. CA TB117-2013
 - i. NFPA 260A

j. ASTM E-84 k. Passes CAL 01350 low VOC emissions test (ii) Plastic Components: Colour to be selected from manufacturer's full range. (iii) Base: Colour to be selected from manufacturer's full range. Note: Where fabric/upholstery is specified, vendor is responsible for providing grade of fabric equivalent to standard of acceptance product specification. Contract Administrator will review grades of fabric provided for substituted products to determine equivalency with base grade specified.
HARDWARE & ACCESSORIES: N/A
WARRANTY: Lifetime warranty on component parts incl. frame, seat shell, outer back, arm frame structure. 12 year warranty on mechanisms, lumbar mechanisms, headrests, foam, casters and glides.
DIMENSIONS: (i) Overall Dimensions: 26 5/8"W x 24 3/4"D x 37 1/4" – 42 1/2"H (ii) Seat Dimensions: 18.5"D x 19.5"W
REQUIRED VARIATIONS: N/A
ENVIRONMENTAL DATA (For informational purposes only): ☐ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification ☐ MAS Certified Green ☐ Benchmark International VOC Green

E2.16 Item No. 15 - **TC-02 – Task Chair**

ITEM CODE: TC-02

Task Chair: Ergonomic task chair

STANDARD OF ACCEPTANCE:

Global, Sora Medium Back, Weight Sensing Synchro-tilter

Image may not represent actual product specified.



CONSTRUCTION:

- (i) Base: Injected molded nylon base, fiberglass reinforced. 26" diameter.
- (ii) Seat: Reinforced nylon seat pan with molded foam seat cushion.
- (iii) Back: reinforced nylon back, lumbar pads with back mesh
- (iv) Arm: rotates up to 20" inwards and 10" outwards. Height adjustable by 4.5" and depth adjustability by 2".
- (v) Mechanisms:
 - a. Constructed of cast aluminum and stamped steel
 - b. Connected to gas-assisted pneumatic cylinder
 - c. 4.4" lumbar adjustability range
 - d. Synchro-tiler mechanism
 - e. Self-adjusting tilt tension
 - f. Back angle adjustment with infinite tilt lock
- (vi) Casters: heavy duty 2.5" dual wheel hard casters, made of reinforced nylon.
- (vii) Weight: 58 lbs.
- (viii) Designed and tested for users weighing up to: 300 lbs & 24/7 use.

FINISH:

- (i) Seat: LDI Interiors Enviroleather - California; to be selected from manufacturer's full range of colours
 - a. 500,000+ double rubs min. Wyzenbeek ASTM D-3597
 - b. All seams for seats and backs to be seam sealed.
 - c. PVC-Free
 - d. 50% TPE, 50% Polyester
 - e. double-knit substrate
 - f. bleach cleanable
 - g. UFAC Class 1
 - h. CA TB117-2013
 - i. NFPA 260A

j. ASTM E-84 k. Passes CAL 01350 low VOC emissions test (ii) Back: Mesh to be selected from manufacturer's full range, minimum grade 4. (iii) Plastic Components: Colour to be selected from manufacturer's full range. (iv) Base: Colour to be selected from manufacturer's full range. Note: <u>Where fabric/upholstery is specified, vendors responsible for providing grade of fabric equivalent to standard of acceptance product specification. Contract Administrator will review grades of fabric provided for substituted products to determine equivalency with base grade specified.</u>
HARDWARE & ACCESSORIES: N/A
WARRANTY: Lifetime warranty on all components. 5 Years on foams & fabrics. 12 years on control mechanisms.
DIMENSIONS: (i) Overall Dimensions: 25"W x 24"D x 40.5"H (ii) Seat Dimensions: 17.5"-19.75"D x 19.5"W (Generous)
REQUIRED VARIATIONS: N/A
ENVIRONMENTAL DATA (For informational purposes only): ☒ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification ☐ MAS Certified Green ☐ Benchmark International VOC Green

SECTION F: WORKSTATION

E2.17 Item No. 16 – **WS-01 – Workstation**

ITEM CODE: WS-01

Workstation – Sit Stand Powered Adjustable Height Worksurface with Fixed Height Return, Modesty Panel, and freestanding Storage/Wardrobe

Refer to drawing

STANDARD OF ACCEPTANCE:

Global, Zira desking W/ Height Adjustable Table

Image may not represent actual product specified.

**CONSTRUCTION:**

- (i) Meets or exceed ANSI/BIFMA X5.5-2021 Desk/Table product tests and complies with ANSI/BIFMA Ergonomic Standard BIRMA X10.1-2024 Ergonomics Requirements for Furniture Design for Computer Use
- (ii) Components:
 - a. Primary Work Surface: height adjustable, rectangular worksurface w/ slim base and half height modesty panel. 84" L x 30" D x 30" H +/- (27.2 – 46.9". +/- height adjustability)
 - b. Credenza/Storage Unit: 20" D x 96" W; 36" W lateral file box drawer, pencil drawer and 2 x 30" open storage cabinets. Conceals one support of the primary worksurface. One seamless common top.
 - c. Table Top bookcase 36" W x 42" H (above lateral file) w/ open shelves, wall mount closed front overhead storage with hinged doors 60" W x 16" D x 20" H and a full wall mounted tack surface below. 60" W x 41" H.
 - d. Freestanding Storage Tower/Wardrobe combo: 36" W x 20" D x 72" H
- (iii) Construction:
 - a. Height Adjustable rectangular worksurface w/ slim base:
 - b. Min. 1" thick, 45 lbs. particle board w/ high pressure laminate finish c/w matching 3mm (min.) PVC square profile w/ eased edges.
 - c. Upper crossbars (no lower crossbars permitted); steel construction leg assembly; glides.
 - d. 350 lb weight rating
 - e. Standard range column consisting of two parts, to adjust from 27.2 – 46.9" high; low noise level; no visible gliding pads.

- f. Standard up/down controller featuring Bluetooth connection, two favorite set positions, and a reminder via an LED to change desk position.
- g. Under counter wire management to run full length
- h. Power cord location to be located against wall. Must reach wall-mounted power outlet location noted. Refer to AP Drawings.
- i. Grommet to accommodate power and data access.
- j. Half modesty panel below worksurface
- (iv) Credenza/Bookcase/Upper overhead storage (return):
 - a. Min. 1" thick, 45 lbs. particle board w/ thermally fused laminate finish c/w matching 2mm (min.) PVC square profile w/ eased edges.
 - b. All work surfaces to accommodate power and data access from below through grommets.
 - c. Hardware assembly for work surfaces and necessary supports to be metal to metal connections consisting of machine screws and threaded metal inserts.
- (v) Gables: Min. 1" thick, 45 lbs. particle board w/ low pressure laminate c/w matching PVC edges; adjustable leveling glides.
- (vi) Freestanding Storage Tower/Wardrobe: 2 door storage unit c/w high pressure laminate finish adjustable shelves every 18" on one side and wardrobe with rod on other side. c/w keyed locks.
- (vii) Drawers:
 - a. Drawer Faces: min. 3/4" thick thermally fused laminate c/w matching PVC edges, to be mechanically fastened to drawer structure.
 - b. Hardware: Full extension, steel ball bearing drawer glides w/ min. 150 lb capacity for file drawers & min. 100 lb capacity for box drawers. Slides shall have sound dampening pads to reduce noise. Drawer slides shall attach the drawer to the case and metal connection to slides and be removable/replaceable on site.
 - c. Interlock system to prevent the opening of 2 drawers at the same time.
 - d. Counterweight where required to prevent tipping.
- (viii) Modesty Panels: Low pressure laminate construction c/w matching thermoplastic edges. Modesty panels to be set back a min. of 6" attached to underside of work surface.
- (ix) Stretcher: Provide stretchers as required to ensure work surface stability, min. of 22" above finished floor to provide access to wall-mounted power, and data devices. To be coordinated with outlet location and orientation of workstations.

FINISH:

- (i) Laminate: High & low pressure plastic laminates c/w matching edges. Colours to be selected from manufacturer's full range of colours. Finish selections must include a wood grain & solid colour plastic laminate finish.
- (ii) Height Adjustable & fixed Leg: Powder coat paint finish; colour to be selected from manufacturer's full range of colours.
- (iii) Slim Base: High pressure plastic laminates c/w matching edges. Colours to be selected from manufacturer's full range of colours. Finish selections must include a wood grain & solid colour plastic laminate finish.
- (iv) Tack Surface: To be selected from manufacturer's full range of min. grade 1 tack surface textiles.

HARDWARE & ACCESSORIES:

- (i) Pulls: All doors and drawers to include D/Arc type to be selected from manufacturer's full range. Pulls to be mechanically fastened through drawer/door face.
- (ii) Cable management: Full continuous lengths underneath all work surfaces where indicated.
- (iii) Grommets: Wire grommet w/ removable cap to be included. Colour to be selected from manufacturer's full range of colours.

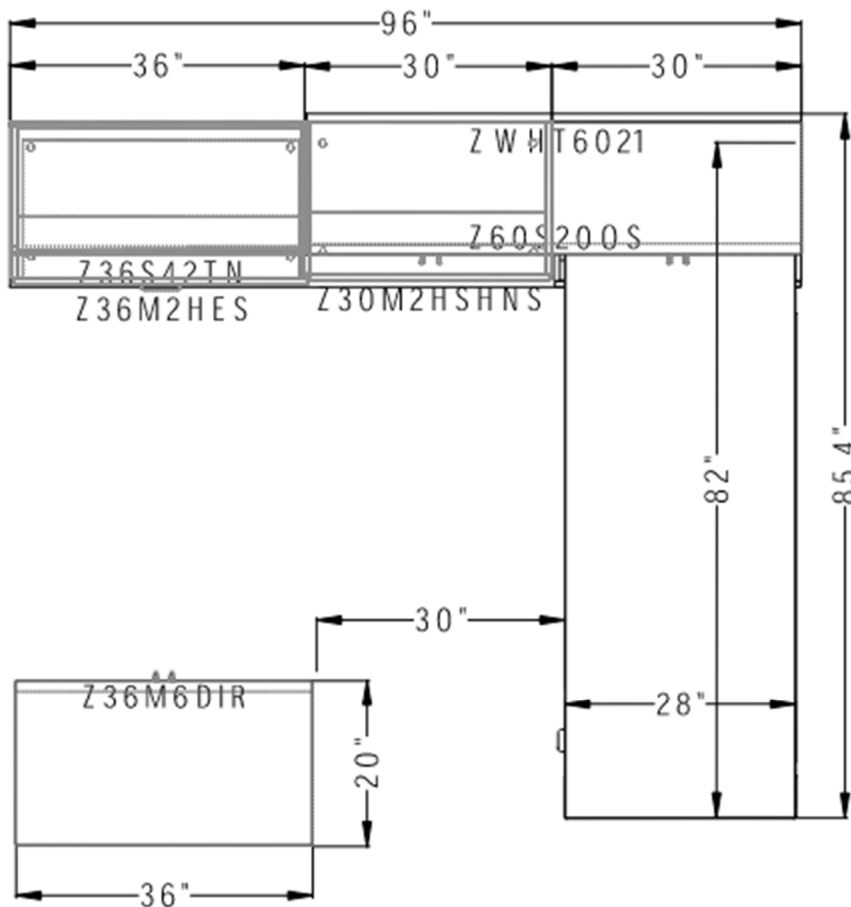
- (iv) File rails: All file drawers & mobile pedestal storage drawers to be complete with hanging file rails complete with bars with slots in drawer sides and hook into place, supporting legal size filing.
- (v) Keyed locks: all storage to be locking. Final keying to be confirmed with owner at shop drawing phase.
- (vi) Glides: To suit flooring type. Contract Administrator to confirm prior to ordering.

WARRANTY:

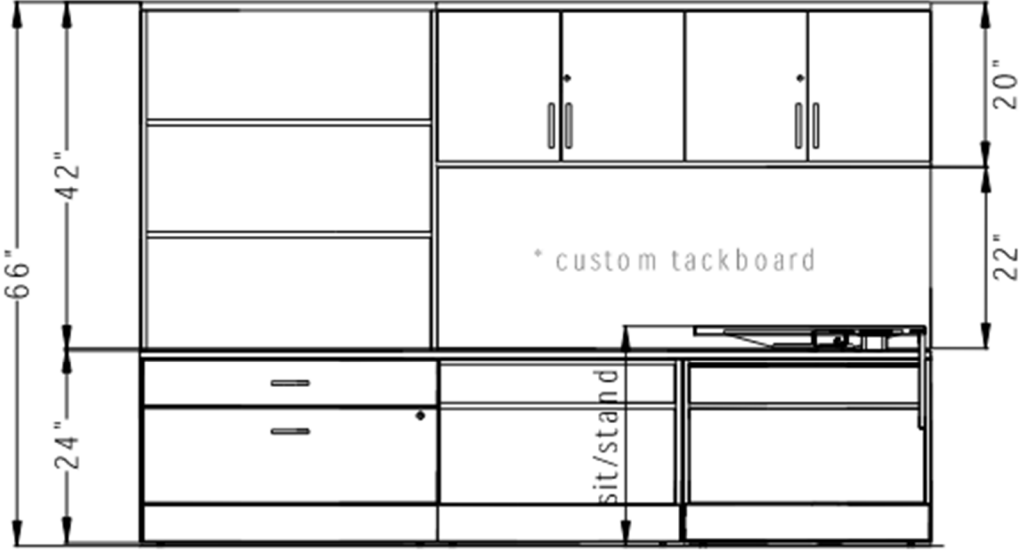
Lifetime warranty for all components, with the exception of 5-year min. warranty for tack board textiles and 7 years for height adjustable table base.

DIMENSIONS:

- (ii) Refer to drawing



plan view



elevation view

OTHER REQUIREMENTS:

- Shop drawings to be provided as outlined in General Requirements for Furniture Contracts, Submittals Procedures.

ENVIRONMENTAL DATA (For informational purposes only):

☒ GREENGUARD Gold	☐ SCS Indoor Advantage Gold	☐ Intertek Clean Air Gold	☒ BIFMA Level Certification
☐ MAS Certified Green	☐ Benchmark International VOC Green		

SECTION G: SEATING – BENCH

E2.18 Item No. 17 – B-01 - Wood Bench

ITEM CODE: B-01

Laminate Top Bench

STANDARD OF ACCEPTANCE:

Peter Pepper – 72” Arrow Bench – 3 – seater

Image may not represent actual product specified.

**CONSTRUCTION:**

- (i) Meets or exceed ANSI/BIFMA M7.1/X7.1-2011 R2021 for VOC Emissions from Office Furniture and Seating and ANSI/BIFMA e.3-2024 Credits 7.6.1, 7.6.2, 7.6.3 for seating parameters.
- (ii) Legs: Powder-coated steel base
- (iii) Seat: Laminate finish with hardwood edge
- (iv) Weight:100 lbs.
- (v) Weight Rating: 500 lb.

FINISH:

- (i) Legs & Frame: Colour to be selected from manufacturer’s full range of colours.
- (ii) Seat: Colour to be selected from manufacturer’s full range of colours.

HARDWARE & ACCESSORIES:

- (i) Glides: To suit flooring type; confirm with Contract Administrator Prior to ordering.

WARRANTY:

3 year warranty for all components from the date of installation.

DIMENSIONS:

- B-01: Overall Dimensions: 72”W x 23.75”D x 16”H

ENVIRONMENTAL DATA (For informational purposes only):

- ☐ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification
☐ MAS Certified Green ☐ Benchmark International VOC Green

SECTION H: SEATING – TASK

E2.19 Item No. 18 – **TC-03 – Task Chair**

ITEM CODE: TC-03

Task Chair: Ergonomic task chair

STANDARD OF ACCEPTANCE:

Global, Robust Medium Back

Image may not represent actual product specified.



CONSTRUCTION:

- (i) Base: Standard with a six prong, oval tubular steel base (32" in diameter)
- (ii) Seat: Ultracell high density resilient foam and a contoured seat with extra padding and sewn seat borders
- (iii) Back: steel back support with Ultracell high density, high resilient foam.
- (iv) Arm: Solid steel loop style arm, vinyl dipped
- (v) Mechanisms:
 - a. Slide activated tilt tension is easy to reach and adjust from a seated position
 - b. Seat height control features heavy duty bariatric pneumatic cylinder rated for up to 750 lbs.
 - c. Pneumatic seat height adjustment.
 - d. Forward and rearward seat-tilt with infinite lock and free floating back angle control.
 - e. Tilt-tension control.
- (vi) Casters: heavy duty large diameter 3" casters each rated for 225 lbs.
- (vii) Weight: 90 Lbs
- (viii) Designed and tested for users weighing up to: 500 lbs. 24/7 use.

FINISH:

- (i) Seat & Back: LDI Interiors Enviroleather - California; two colours (seat and back application) to be selected from manufacturer's full range of colours.
 - a. 500,000+ double rubs min. Wyzenbeek ASTM D-3597
 - b. All seams for seats and backs to be seam sealed.
 - c. PVC-Free
 - d. 50% TPE, 50% Polyester
 - e. double-knit substrate
 - f. bleach cleanable
 - g. UFAC Class 1

- h. CA TB117-2013
- i. NFPA 260A
- j. ASTM E-84
- k. Passes CAL 01350 low VOC emissions test

(ii) Plastic Components: Colour to be selected from manufacturer's full range.

(iii) Base: Colour to be selected from manufacturer's full range.

Note: Where fabric/upholstery is specified, vendors responsible for providing grade of fabric equivalent to standard of acceptance product specification. Contract Administrator will review grades of fabric provided for substituted products to determine equivalency with base grade specified.

HARDWARE & ACCESSORIES:

N/A

WARRANTY:

Lifetime warranty on all components. 5 Years on foams & fabrics. 12 years on control mechanisms.

DIMENSIONS:

(iii) Overall Dimensions: 29"W x 26.5"D x 42.5"H

(iv) Seat Dimensions: 25.5"W x 20"D x 3"H

REQUIRED VARIATIONS:

- N/A

ENVIRONMENTAL DATA (For informational purposes only):

☒ GREENGUARD Gold ☐ SCS Indoor Advantage Gold ☐ Intertek Clean Air Gold ☒ BIFMA Level Certification
☐ MAS Certified Green ☐ Benchmark International VOC Green