



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 188-2013**

**SUPPLY, DELIVERY AND ASSEMBLY OF FURNITURE FOR THE  
PUBLIC WORKS EAST YARDS COMPLEX- 960 THOMAS AVE**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 SUPPLY, DELIVERY AND ASSEMBLY OF FURNITURE FOR THE PUBLIC WORKS EAST YARDS COMPLEX- 960 THOMAS AVE

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, May 8, 2013.

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/she 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 8 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/her 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/she 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/her 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/her own name, his/her 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/her 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 10 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/her 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/her 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 a price in Canadian funds for each item of the Work identified on Form B: Prices.

B8.1.1 Prices on Form B: Prices shall include:

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

B8.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B8.3 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.

## **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 total 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 9 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 9 of Form A: Bid.

## **B12. WITHDRAWAL OF BIDS**

B12.1 A Bidder may withdraw his/her 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 10 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 10 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/her Bid after the Submission Deadline but before his/her 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) Bid Price;
  - (d) economic analysis of any approved alternative pursuant to B5;
  - (e) costs to the City of administering multiple contracts.
- 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/her Bid or in other information required to be submitted, that he/she is responsible and qualified.
- B13.4 Further to B13.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B13.4.1 If there is any discrepancy, the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence.
- B13.4.2 Further to B13.1(a), in the event that a unit price is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B13.5 This Contract may be awarded as a whole or separately in sections as identified on Form B: Prices.
- B13.5.1 Notwithstanding B8.1, the Bidder may, but is not required to, bid on all sections.
- B13.5.2 Notwithstanding B14.3, 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 its best interests. If the Bidder has not bid on all sections, he/she shall have no claim against the City if his/her partial Bid is



rejected in favour of an award of the Contract on the basis of an alternative or section upon which he/she has not bid.

**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/her Bid upon written request to the Contract Administrator.
- B14.4 Notwithstanding C4 and Paragraph 6 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 of Goods* (Revision 2008 05 26) 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, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](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 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 furniture for the Public Works East Yards Complex, 960 Thomas Avenue, Winnipeg, Manitoba..

D2.1.1 Tables and legs to some furniture shall be assembled onsite. The Contractor shall confirm the assembly requirements with the Contract Administrator.

#### **D3. CONTRACT ADMINISTRATOR**

D3.1 The Contract Administrator is:  
Andy Urbanowicz, C.E.T., Project Officer  
4<sup>th</sup> Floor -185 King Street  
Telephone No.: 204- 986-2311  
Facsimile No.: 204- 986-7311

#### **D4. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE**

D4.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.

D4.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

D4.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;

- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
- (b) the Contract, all deliverables produced or developed; and
- (c) any statement of fact or opinion regarding any aspect of the Contract.

D4.4 A Contractor who violates any provision of D4 may be determined to be in breach of Contract Notices.

#### **D5. NOTICES**

D5.1 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 facsimile number:

The City of Winnipeg  
Chief Financial Officer  
Facsimile No.: 204- 949-1174

## **SUBMISSIONS**

### **D6. AUTHORITY TO CARRY ON BUSINESS**

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

### **D7. INSURANCE**

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

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

D7.2 Deductibles shall be borne by the Contractor.

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

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

## **SCHEDULE OF WORK**

### **D8. COMMENCEMENT**

D8.1 The Contractor shall not commence any Work until he/she 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 D6;
  - (ii) evidence of the workers compensation coverage specified in C6.16;
  - (iii) evidence of the insurance specified in D7; and
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

### **D9. DELIVERY**

D9.1 The delivery location is a new construction, and the exact access day for delivery is not currently confirmed. Occupancy is expected to take place by mid-August.

- (a) Goods shall be available to be delivered by July 19, 2013 (to facilitate a potentially earlier occupancy date).

- (b) The Contractor may be required to warehouse goods (at no additional charge) prior to actual delivery date. Freight to warehousing shall be fob destination, freight prepaid.
- (c) The Contract Administrator will advise Contractor when occupancy date is confirmed and delivery from warehouse to Public Works East Yard Complex – 960 Thomas shall be fob destination freight prepaid.
- (d) The Contractor shall off-load goods as directed at the delivery location.

## **MEASUREMENT AND PAYMENT**

### **D10. PAYMENT**

- D10.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

### **D11. PAYMENT SCHEDULE**

- D11.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

## **WARRANTY**

### **D12. WARRANTY**

- D12.1 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 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B5.
- E1.3 Delivery shall be in accordance with D9.
- E1.4 The following are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
F-1_R0	Workstations Type A & B
F-2_R0	Workstations Type B1 & B2
F-3_R0	Workstations Type C & C1
F-4_R0	Workstations Type C2 & D
F-5_R0	Workstation Type E
F-6_R0	F.M.A. Furniture Plan
F-7_R0	Streets Furniture Plan
F-8_R0	Lunch Room Furniture Plan
F-9_R0	Parks & Bridges Furniture Plan
F-10_R0	Meeting Rooms Furniture Plan

#### E2. GOODS

- E2.1 The Contractor shall supply furniture in accordance with the requirements hereinafter specified.
- E2.2 See attached drawing for plan details, & floor plan layouts for rights & lefts and installation.
- E2.3 Each workstation shall have locking pedestals keyed alike.
- E2.4 All products shall be Green Guard Certified with minimum 10 year warranty.
- E2.5 Goods shall be approved by ANSI/BIFMA standards.
- E2.6 Each workstation shall be keyed alike including pedestals, overhead storage and filing.
- E2.7 All desks credenzas and returns shall be non-handed.
- E2.8 All electrical shall be building supplied through wall outlets or power poles with workstations providing cable management on the underside of worksurface, for concealment of wiring.

#### E2.9 Section 1 – Workstations shall be:

- (a) Workstation Type A:  
72"W, 48"W, 24" D, 48"W, 24"D c/w 1 2B1F, 2F Pedestal;  
Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Location: 10 only Forman's Office 123.
- (b) Workstation Type B:  
72"W, 48"W, 24" D, 48"W, 24"d, c/w 1 2B1F Pedestal, 2F Pedestal  
6' Overhead Binder Bins c/w soft close, T5 Task light and 6' Tack Board;  
Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC

Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric.

- (c) Workstation Type B1:  
72"W, 48"W, 24" D, 48"W, 24"d, c/w 1 2B1F Pedestal, 2F Pedestal  
2 only 48" Overhead Binder Bins, 2 only T5 Task light and 2 only 48" Tack Board;

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric  
Location: 2 only Store Keepers 168, 2 only Superintendent 166,  
2 only Office 227.

- (d) Workstation Type B2:  
72"W, 48"W, 24" D, 36"W, 24"d, c/w 1 2B1F Pedestal, 2F Pedestal  
72" Overhead Binder Bins, T5 Task light, 72" Tack Board;

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric  
Location: 1 only Office 215.

- (e) Workstation Type C:  
2 only 72"W, 48"W, 24" D, c/w 1 2B1F Pedestal, 2F Pedestal  
72" Overhead Binder Bins, T5 Task light, 72" Tack board;

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric  
Location: 2 only Office 131 Clerical, 1 only 165 Forman's Office.

- (f) Workstation Type C1:  
2 only 72"W, 48"W, 24" D, c/w 1 2B1F Pedestal, 2F Pedestal  
48" Overhead Binder Bins, T5 Task light, 48" Tack board;

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric  
Location: 1 only 163 Quality Coordinator.

- (g) Workstation Type C2:  
72"W, 48"W, 24" D, 36"W, 24"D c/w 1 2B1F, 2F Pedestal, 48" 2'-6" half circle Table;

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Location: 1 only 165 Forman's Office.

- (h) Workstation Type D:

Desk 72"W, 36"D, c/w 2B1F Pedestal & knee space for visitors , 48"L, 24"D Return,  
Credenza 72"W, 24"D with 72" Overhead Binder Bins, c/w Tack board & T5 Task Light  
c/w 2 High 36"W Lateral Filing cabinet;

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric  
Location: 1 only Office 127, 1 only Office 216, 1 only Office 219,  
1 only Office 220, 1 only Office 221.

- (i) Workstation Type E:  
Desk 72"W, 30"D, c/w 2B1F Pedestal, 48"L, 24"D Return c/w 2F Pedestal 48" Overhead  
Binder Bins , c/w Tack board and T5 Task Light ;

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric  
Location: 1 only Office 217.

- (j) Bridge units 36" , 24"(to be mounted between Workstations):

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Location: 2 only Office 218.

- (k) Table, 24" , 36" 30' H for Printer:  
Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Location: 1 only Office 131.

- (l) Workstation 48"W, 24" D c/w 1 2B1F Pedestal, 48" Overhead Binder Bins, 48" Tack Board,  
T5 Task Light :

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Overhead Finish: Metal  
Task Board: Fabric  
Location: 1 only First Aid Room 169, 1 only First Aid Room 116.

- (m) Workstation 72"W, 30" D c/w 1 2B1F Pedestal, 2F Pedestal:

Top Finish: Plastic Laminate  
Edge Finish: 3 mm PVC  
Base Finish: Metal  
Location: 4 only 123 Forman's Office.

- (n) Privacy Screens 18" H 36"W Mounted to Desk surface:

Fabric: To be selected  
Location: 16 only 123 Forman's Office, 2 only Foremen's Office 165.



- (o) Lift & Lock Articulating Arms with separate mouse pad, Articulating arm to fit into corner units:  
21.75" glide Track, Lift & lock 8.38' height adjustment, 2.25" above to 4.88" below track, Tilt +10/-15 adjustment and 360 rotation, Dial-a-tilt & height indicator gauge, non-handed, removable wrist rest included  
Location: 2 only Office 227, 2 only Office 131.
  
- (p) Lift & Lock Articulating Arms with separate mouse pad. Articulating arm to fit into 24" return units:  
21.75" glide Track, Lift & lock 8.38' height adjustment, 2.25" above to 4.88" below track, Tilt +10/-15 adjustment and 360 rotation, Dial-a-tilt & height indicator gauge, non-handed, removable wrist rest included  
Location: 1 only Reception Desk, 1 only Office 220, 1 only Office 221.

E2.9.1 Workstation Quality Specifications for Steel Components shall be:

- (a) desk bases, pedestals, Binder Bins and supports to be manufactured from cold rolled;
- (b) steel. All structural components to be 16 Gauge steel. Pedestals, filing & binder bins to be 18 gauge steel and 22 gauge steel for exterior components;
- (c) Modesty panels to be 18 gauge steel 2/3 end panels on desks, returns & credenzas, Panel to accommodate;
- (d) wiring and conceal from view outside of workstation;
- (e) Full end panels on ends of each workstation;
- (f) All exposed metal surfaces shall have baked-on paint or powder-coating.

E2.9.2 Workstation Quality Specifications for Worksurfaces shall be:

- (a) worksurfaces to be 1 1/8" thick minimum with 45 lb. density particleboard, high pressure;
- (b) plastic laminate as specified and backer board for stability;
- (c) edging to be 2 or 3 mm flat PVC color to match metal paint finish, minimum 2 grommet holes per worksurface with 4 grommet holes on the 8' 6' workstations;
- (d) grommets can be plastic or metal;
- (e) color to match steel finish or high pressure plastic laminate color as specified;
- (f) plastic Laminate on all worksurfaces to be Wilsonart Morro Zephyr 4846-60.

E2.9.3 Workstation Quality Specifications for Free Standing Pedestals:

- (a) pedestals constructed from 18 gauge steel, finished on all sides, double wall construction, counter weight to inhibit tipping when drawers are open;
- (b) full-extension file & box drawers on steel ball-bearing suspensions;
- (c) one pencil tray per pedestal, lateral & vertical file bars in each file drawer;
- (d) integrated locks so locking device to prevent one drawer from being opened at one time;
- (e) pulls to be integrated into drawers for a clean accessible use;
- (f) pedestal depths to match desk depth;
- (g) all lockable units shall be equipped with core-replaceable locks, which utilize a common key.

E2.9.4 Workstation Quality Specifications for Binder Bins shall be:

- (a) over all height 36", depth 15", width as noted on drawers to be 48", 60" or 72".  
19.5"to 20" between desk surface & underside to door;

- (b) doors to swing over body for maximum interior space with ball bearing slides and soft close, locking 2 Shelf dividers per 4' of binder storage;
- (c) baked enamel finish.

E2.9.5 Workstation Quality Specifications for Tack boards shall be:

- (a) medium density particle boards frames, with light weight mineral fiber board interior that resists moisture, 3/8" thick, NRC rating 24;
- (b) panels mounted to worksurfaces with mechanical connections;
- (c) all edges to be finishes with trim kits.

E2.9.6 Workstation Quality Specifications for Task light shall be:

- (a) T5, with on/off switch, wiring to run behind Tackboard mounts to the underside of the overhead storage unit;
- (b) leveling guides standard on all desks, pedestals & cabinets with minimum adjustability of 1 1/2".
- (c) each workstation to have all locks keyed alike, 3 master keys for each area to be provided to management.

E2.10 Section 2 – Filing & Storage shall be:

- (a) Steel Forms Cabinet, with adjustable shelves 3"h pockets in either letter or legal sizes, Adjustable 1/2" increments, 2 columns of 11"w, 1 column of 12" w, 15" h shelf space at the bottom for boxes of form:

Size: 36"W, 18"D, 65"H;  
Finish: Baked enamel;  
Color: Color to match metal on desks;  
Location: 2 only Foreman's Office 123.

- (b) Lateral Filing 5 High Cabinet:

Size: 36"W, 18"D, 65"H;  
Finish: Baked enamel;  
Color: Color to match metal on desks;  
Location: 1 only Office 127, 3 only Office 215, 1 only Office 125.

- (c) Lateral Filing 3H High Cabinet c/w Common Plastic Laminate Top:

Size: 36"W, 18"D, 65"H;  
Finish: Baked enamel;  
Color: Color to match metal on desks;  
Location: 4 only Office 218 (one common pl lam top), 6 only Office 215 (one common pl. lam. top).

- (d) Lateral Filing 2H High Cabinet c/w Common Plastic Laminate Top:

Size: 36"W, 18"D, 29"H;  
Finish: Baked enamel;  
Color: Color to match metal on desks;  
Location: 1 only Foremen's Office 123, workstation.

- (e) Storage Cabinet c/w Hinged doors and Adjustable Shelves:

Size: 36"W, 18"D, 65"H;  
Finish: Baked enamel;  
Color: Color to match metal on desks;  
Location: 2 only Office 227.

E2.10.1 Filing & Storage Quality Specifications for Shell shall be:

- (a) constructed of components consisting of top, bottom, sides, back, uprights, bottom and top reinforcements, spot welded and MIG welded together;
- (b) top is 18-gauge cold rolled steel with 1½" flanges, on three sides;
- (c) front face has an additional flange formed inward to provide additional strength;
- (d) back edge offset formed to accept the top flange of the back;
- (e) back is 20-gauge C.R.S. and is formed on four sides to provide a flush seamless back surface;
- (f) flanges are located in the offset of the top and sides to provide a flush surface;
- (g) bottom is 20-gauge with a flush upper surface and flanged downward to provide a welding surface with the sides and back;
- (h) front face is formed down 1 ⅛" and inward to provide additional strength.
- (i) each shell has four vertical uprights fabricated from 18-gauge C.R.S;
- (j) uprights are pierced on approximately 1½" centers to allow various internal components to be "clipped" in or screw fastened;
- (k) front upright is formed to fit inside the channel formation of the side panel; the rear edge is offset formed for maximum strength;
- (l) back upright has two offset formations for maximum strength.
- (m) The front uprights are MIG welded internally at each end to the top and bottom reinforcements;
- (n) MIG welding inside the corners provides a rugged shell design;
- (o) bottom fitted with two 18-gauge structurally formed reinforcements which are located along the front and back of the cabinet;
- (p) reinforcements have 4-threaded weld nuts to accept adjustable leveling glides;
- (q) glides are hex shaped at the base for adjustment and can be adjusted from the inside by using a ¼" nut runner or socket wrench;
- (r) top reinforcement is 18-gauge and formed to fit inside the top flange;
- (s) full length is offset formed to allow MIG welding to the top end of each front upright.

E2.10.2 Filing & Storage Quality Specifications for Drawers shall be:

- (a) fronts are fabricated from 20-gauge and formed to a thickness of ¾";
- (b) handle detail is full length of the front and is an integral part of the front;
- (c) 22-gauge handle filler formed to close off the handle detail and is securely spot-welded to the front;
- (d) fronts screw mounted to the drawer body;
- (e) receding door front is 20-gauge and fabricated to match the drawer front;
- (f) door operates on two 16-gauge formed runners;
- (g) door guide mechanisms fitted with nylon glides to prevent metal-on-metal contact and provide effortless operation;
- (h) anti-lift brackets ensure that the doors stay on the runners and prevent the door from being lifted beyond the horizontal position when being stored;
- (i) sound absorbing material is affixed to the inside of the door to provide for quiet operation;
- (j) drawer body/roll-out shelves are common components;
- (k) body is 20-gauge pre-painted C.R.S. structurally formed along the front edge and channel formed down the middle to provide strength;
- (l) bottom and back slotted to accept dividers;

- (m) 18-gauge drawer ends are punched to accept side-to-side folder bars as well as pockets to interface with drawer suspensions;
- (n) drawer ends are mechanically clenched to the drawer body.

E2.10.3 Filing & Storage Quality Specifications for Hinged Storage Unit shall be:

- (a) hinged doors with double wall construction;
- (b) Electro-static powder coat finish;
- (c) Interlock Drawer system;
- (d) 5 shelves.

E2.10.4 Filing & Storage Quality Specifications for Worksurfaces for common filing groups shall be:

- (e) 1 1/8" thick minimum with 45 lb. density particleboard, high pressure plastic laminate as specified and backer board for stability;
- (f) edging to be 3 mm flat PVC;
- (g) color to match metal paint finish;
- (h) grommets can be plastic or metal;
- (i) color to match steel finish or high pressure plastic laminate color as specified;
- (j) plastic laminate on all worksurfaces to be Wilsonart Morro Zephyr 4846-60;
- (k) leveling guides standard on all desks, pedestals & cabinets with minimum adjustability of 1 1/2".

E2.11 Section 3 – Meeting Room Tables & Chairs shall be:

(a) Meeting Room Tables, c/w Flip Top, Casters

Mfg.: KI  
Series: Enlite  
Model: ENNRC2460-73P  
Size: 60", 24" 29"H  
Top Finish: Plastic Laminate, Wilsonart, River Cherry 7937-38  
Edge Finish: Sand  
Base Finish: Chrome  
Edge detail: Flat PVC  
Location: 20 only Meeting Rm. 205, 10 only Meeting Rm. 204A,  
10 only Meeting Rm. 204B, 6 only Meeting Rm 210

(b) Meeting Room Tables, c/w Flip Top, Casters

Mfg.: KI  
Series: Enlite  
Model: ENNRC2460-73P  
Size: 60", 24" 29"H  
Top Finish: Plastic Laminate, Wilsonart, Morro Zephyr 48-46-60  
Edge Finish: Sand  
Base Finish: Chrome  
Edge detail: Flat PVC  
Location: 6 only Meeting Rm 179

(c) Multi-Purpose Room Tables, c/w Flip Top, Casters

Mfg.: KI  
Series: Portico  
Model: P35FT-74P  
Size: 60", 36" 29"H  
Top Finish: Plastic Laminate, Wilsonart, Morro Zephyr 48-46-60  
Edge Finish: Sand  
Base Finish: Chrome  
Edge detail: Flat PVC  
Location: 21 only MPR 119

(d) Meeting Tables

Mfg.: KI  
Series: Portico  
Model: PR4F-74P  
Size: 48' Dia 29"H  
Top Finish: Plastic Laminate, Wilsonart, Morro Zephyr 48-46-60  
Edge Finish: Sand  
Base Finish: Chrome  
Edge detail: Flat PVC  
Location: 1 only Superintendent 166, 1 only Office 227

(e) Meeting Tables

Mfg.: KI  
Series: Portico  
Model: PS3FX-74P  
Size: 36" x 36" 29"H  
Top Finish: Plastic Laminate, Wilsonart, Morro Zephyr 48-46-60  
Edge Finish: Sand  
Base Finish: Chrome  
Edge detail: Flat PVC  
Location: 1 only Manuals 167

(f) Meeting Tables

Mfg.: KI  
Series: Portico  
Model: P357F-74P  
Size: 42"W, 84"L 29"H  
Top Finish: Plastic Laminate, Wilsonart, Morro Zephyr 48-46-60  
Edge Finish: Sand  
Base Finish: Chrome  
Edge detail: Flat PVC  
Location: 1 only Meeting Rm. 126

(g) Nesting Meeting Chairs with Cantilevered Arms, Carpet Casters

Mfg.: KI  
Series: Strive  
Model: SNCAU  
Base Finish: Chrome  
Shell Finish: Nordic  
Uphol Seat: Vinyl, Savory, Steel Grey  
Location: 40 only Meeting Rm. 205, 20 only Meeting Rm 204A,  
20 only Meeting Rm 204B

(h) Nesting Meeting & Side Chairs with No Arms, Carpet Casters

Mfg.: KI  
Series: Strive,  
Model: SNNAU  
Base Finish: Chrome  
Shell Finish: Nordic  
Uphol Seat: Vinyl, Savory, Steel Grey VSSY  
Location: 12 only Meeting Rm 210

(i) Nesting Side Chairs with Cantilever Arms, Hard Surface Casters

Mfg.: KI  
Series: Strive,  
Model: SNCAU  
Base Finish: Chrome  
Shell Finish: Nordic

Uphol Seat: Vinyl, Kilkenny Tweed, Nightshade, VKNE  
Location: 2 only Office 127, 2 only Office 219, 1 only Office 220,  
1 only Office 221, 3 only Office 218, 3 only Office 215,  
2 only Office 216, 2 only Office 217, 4 only Office 227,  
2 only First Aid 116, 2 only First Aid 169

(j) Nesting Meeting Chairs with No Arms, Hard surface Casters

Mfg.: KI  
Series: Strive,  
Model: SNNAU  
Base Finish: Chrome  
Shell Finish: Nordic,  
Uphol Seat: Vinyl, Kilkenny Tweed, Nightshade, VKNE  
Location: 6 only Meeting Rm.126

(k) Waiting Room 4 Seats Ganged one corner coffee table as per plan

Mfg.: KI  
Series: Strive, Tandem w/ arms  
Models: P/N: TTCT/LC – Strive 30x30 Corner Table  
P/N: ST1AAP/S1/1T0 – Strive Tandem Single Seat w/arms  
P/N: ST3AAP/S3/3T0 – Strive Tandem 3 Seat w/ arms  
Base Finish: Chrome  
Shell Finish: Nordic  
Uph Seat: Vinyl, Kilkenny, Nightshade  
Table Top: Wilsonart, Morro Zephyr, 4846-60  
Edge Detail: Flat, Sand  
Location: Waiting Rm. 102

(l) Waiting Room Seating, Armless, 4 legs

Mfg.: KI  
Series: Strive WallSaver Chair  
Model: SLNAUWS  
Base Finish: Chrome  
Shell Finish: Nordic  
Uph Seat: Vinyl, Kilkenny Tweed, Nightshade, VKNE  
Location: 8 only Waiting 162, 16 only Meeting Rm 179, 4 only Office 166,  
3 only Manuals 167, 2 only Foreman's Office 165

(m) Waiting Room Coffee Table

Mfg.: KI  
Series: Portico  
Model: S13524991  
Size: 24" Square, 18" high  
Base Finish: Chrome  
Edge Finish: Sand, Flat PVC Edge  
Laminate Finish: Wilsonart, Morro Zephyr, 4846-60  
Location: 2 only Waiting 162

(n) Operators Arms Chairs, c/w Mesh Back, Multifunction with seat slider, Memory foam seat, 25" Polished Aluminum Base, hard floor caster, Syncro Knee Tilt:

Mfg.: Life Form  
Series: Aria 185  
Model: MFSS/MF  
Base Finish: Chrome  
Shell Finish: Black  
Upholstery: Black Grade 4, soft knit fabric  
Location: 3 only Quality Coordinator 163 W.S. 1, 2, 3,

2 only Store Keeper 168, W.S. 1 & 2,  
2 only Superintendent 166, W.S. 1 & 2,  
2 only Office 227, 1 only Office 216, 1 only Office 217,  
5 only Office 215, W.S. 3, 4, 5, 6, 7, 1 only Office 220, 1 only Office 221,  
2 only Office 218, W.S. 5, 6

E2.12 Section 4 – First Aid Bed shall be:

(a) Examination Bed with Shelf, with comfort contoured head rest

Steel Frame:

Mfg.: S.W. Med-Source  
Model: Winco Recovery Couch 8550 Standard  
Size: 72"W, 28"D, 19"H  
Finish: Standard  
Vinyl: Black  
To be assembled on site

Location: 1 only First Aid Room 169, 1 only First Aid Room 116  
[http://swmedsource.com/exam\\_tables\\_treatment\\_tables.htm#dfgf](http://swmedsource.com/exam_tables_treatment_tables.htm#dfgf)

E2.13 Section 5 – MPR Chairs shall be:

(a) Cafeteria Chairs

Mfg.: Virco  
Series: Sage  
Model: M-SG418NP  
Base Finish: Chrome- CHRM  
Shell Finish: Blu51-  
Location: MPR 119