



THE CITY OF WINNIPEG

TENDER

TENDER NO. 1192-2018

SUPPLY AND INSTALLATION OF FURNITURE FOR WFPS EOC

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND INSTALLATION OF FURNITURE FOR WFPS EOC

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, February 26, 2019

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 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.

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 Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B5.4 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.
- B5.5 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.
- B5.6 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 seven (7) 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 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.
- 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 he/she wishes 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 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 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;
 - (b) Form B: Prices;
- B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.
- B7.3 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.
- B7.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.5 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 Tender 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
- B7.5.1 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 Tender number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.6 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.
- B7.6.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time or guarantee the successful receipt of a faxed Bid Submission.
- B7.7 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.8 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).
- B7.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

B8. BID

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

B8.2 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.

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, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B8.4 Paragraph 11 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.

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

B8.4.2 All signatures shall be original.

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 identified on Form B: Prices.

B9.1.1 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.

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

B9.2 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.

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 are:

- (a) Teknion
 - (i) Product information, drawings and specifications
- (b) Humanscale
 - (i) Product information and specifications
- (c) Eurocraft
 - (i) Specifications and Drawings

B11. CONFLICT OF INTEREST AND GOOD FAITH

B11.1 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 its 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 its 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 its 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 its 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 its 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 its sole discretion:
- (a) disqualify a Bidder that fails to disclose a perceived, potential or actual Conflict of Interest of the Bidder or any of its 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 its 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 its 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 its 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, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>
- B12.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and
 - (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
 - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

- (d) upon request of the Contract Administrator, provide the Security Clearances as identified in PART F - .

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

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

B13. OPENING OF 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 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>

B13.3 After award of Contract, the name(s) of the successful Bidder(s), their address(es) 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>

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 9 of Form A: Bid.

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 for the time period specified in Paragraph 9 of Form A: Bid.

B15. WITHDRAWAL OF BIDS

B15.1 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.

B15.1.1 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.

B15.1.2 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 11 of Form A: Bid, and only such person, has authority to give notice of withdrawal.

B15.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the 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 11 of Form A: Bid; and
- (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Bid withdrawn.

B15.2 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 B14.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B16. 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) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B6;

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 his/her Bid or in other information required to be submitted, that he/she is qualified.

B16.4 Further to B16.1(c), where the Total Bid Price exceeds the funds stated in D2.3, the City may determine that no award will be made in accordance with B17.2.1(a).

B16.5 Further to B16.1(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.

B16.5.1 Further to B16.1(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.

B16.6 This Contract will be awarded as a whole.

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 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.

- 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.
- B17.3.1 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.
- B17.4 Notwithstanding C4, the City may issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B17.5 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 2019-01-15) 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
- 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 supply, delivery and installation of furniture for the WFPS Emergency Operations Centre at 510 Main Street Council Building

D2.2 The major components of the Work are as follows:

- (a) EOC Area B-20 Furniture
- (b) Office Areas B-15, B-16, B-16a Furniture
- (c) Break Out Room B-17 Furniture

D2.3 The funds available for this Contract are \$39,000.00

D3. DEFINITIONS

D3.1 When used in this Tender:

- (a) "**WFPS**" means Winnipeg Fire Paramedic Service;
- (b) "**EOC**" means Emergency Operations Centre.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Kerri Neish
Senior Accommodations Planner
Telephone No.: 204- 986-7588
Email Address: Kneish@winnipeg.ca

D5. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D5.1 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.

D5.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

D5.3 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.
- (d) photographs within the space, or of information shared by WFPS Emergency Operations Centre at time of furniture installation are strictly prohibited. Disclosure of any aspect of the

Work in anyway, including but not limited to disclosure on social media, will be considered a breach of contract.

D5.4 A Contractor who violates any provision of D5 may be determined to be in breach of Contract.

D6. NOTICES

D6.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer

SUBMISSIONS

D7. AUTHORITY TO CARRY ON BUSINESS

D7.1 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.

D8. INSURANCE

D8.1 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.

D8.2 Deductibles shall be borne by the Contractor.

D8.3 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.

D8.4 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

D9. COMMENCEMENT

D9.1 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.

D9.2 The Contractor shall not commence any Work until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D7;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (iii) evidence of the insurance specified in D8;

- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D10. DELIVERY

- D10.1 Goods shall be delivered by **April 4, 2019**, f.o.b. destination, freight prepaid to:
WFPS Emergency Operations Centre

510 Main Street-Council Building Lower Level, Winnipeg, MB The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D10.3 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- D10.4 The Contractor shall off-load the Goods as directed at the delivery location.

D11. SCHEDULED MAINTENANCE

- D11.1 Determination of Total Performance shall be exclusive of scheduled maintenance identified herein. All scheduled maintenance shall be completed prior to the expiration of the warranty period. Where the scheduled maintenance cannot be completed during the warranty period, the warranty period shall be extended for such period of time as it takes the Contractor to complete the scheduled maintenance.

MEASUREMENT AND PAYMENT

D12. INVOICES

- D12.1 Further to C10, the Contractor shall submit an invoice for each order delivered to:
The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: 204- 949-0864
Email: CityWpgAP@winnipeg.ca
- D12.2 Invoices must clearly indicate, as a minimum:
 - (a) the City's purchase order number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of goods delivered;
 - (e) the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
 - (f) the Contractor's GST registration number.
- D12.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D12.4 **Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B7.**

D13. PAYMENT

- D13.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D14. PAYMENT SCHEDULE

D14.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D15. WARRANTY

D15.1 Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
A-1.0	1192-2018_Drawing WFPS Emergency Operations Centre Furniture Overall Plan-R0
A-1.1	1192-2018_Drawing WS-1 and WS-2 Plan and Perspective-R0
A-1.2	1192-2018_Drawing WS-4 Plan and Perspective-R0
A-1.3	1192-2018_Drawing WS-5 Plan and Perspective-R0
A-1.4	1192-2018_Drawing WS-6 Plan-R0
A-1.5	1192-2018_Drawing WS-6 Perspective-R0
A-1.6	1192-2018_Drawing WS-7 Plan-R0
A-1.7	1192-2018_Drawing TB-1 Plan and Perspective-R0

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.

E2. GOODS

E2.1 The Contractor shall supply, deliver and install all workstations, tables, one (1) wardrobe cabinet, keyboard trays, and one (1) monitor arm in accordance with the requirements hereinafter specified.

E2.2 **Item No.1 - EOC WS-1 Workstations shall be Teknion or equivalent in accordance with B6.**

(a) Workstation 1 (WS-1) Description:

Teknion Interpret Complete Double-Sided Bench frame, with cantilevered peninsula add-on worksurface. Open frame with square post legs. Bench Frame includes metal cable trays sufficient to manage cables, and adaptors as required for all electronic/AV equipment. Overall nominal size 60" x 84" x 29" high, plus add on Peninsula surface 60" wide x 30" deep. Refer to drawings. Bench frame to have integrated accessory beam down the centre of table to allow for the mounting of frosted tempered glass privacy screen, storage, and/or accessories. Workstation must have the ability to accommodate 5 users or more in activation through its design.

(b) Work Surfaces:

- (i) 1- 1/16" thick with Foundation Laminate (HPL) high pressure thermally fused laminate on grade M2 particleboard. Color to be fog vapour 6Q
- (ii) Laminate Flat and Full Knife edges use a 1.5mm thick PVC flat edge band. Laminate worksurfaces have square corners. Laminate coordinated to colour/pattern of worksurface on all exposed edges.
- (iii) Worksurfaces to have a continuous 1" wire gap at rear edge.
- (iv) 84" single surface shared by two users.
- (v) Peninsula add-on worksurface to be supported by cantilever brackets and minimal (one) post leg support recessed from user edge to provide knee clearance.
- (vi) Worksurface to include rectangular grommet shared between users for pass through of cables from monitors and other desktop electronics. Grommets to be grey in colour. A total of 2 grommets are required in a total workstation for WS-1. Workstation WS-2 to receive 1 grommet. Refer to drawings for quantities.

- (vii) Weight capacity on worksurfaces are BIFMA tested to support 1.5 lb./inch of perimeter of distributed functional load (functional load is level of loading intended to be typical of hard use)
- (viii) Worksurfaces have threaded metal inserts and pre-drilled pilot holes to connect supports.
- (ix) Flush plates are constructed of 14 gauge cold-rolled steel.
- (c) Frame:
 - (i) Bench frame is constructed of cold rolled steel and welded tubes and is welded and mechanically fastened to form a rigid structure.
 - (ii) Traverse beam is 16 gauge 1.5" square hot rolled steel tube. Cross beam is 50mm square tube with a 2mm wall thickness.
 - (iii) Legs are square 60mm x 40mm rectangular tubes with 2mm wall thickness. Clamp bracket is aluminum alloy die cast.
 - (iv) No dimensional creep in straight line frame connections.
 - (v) Bench Frame has adjustable tilting levelers formed of cold-rolled steel with aluminum covers coated with durable and rust resistant polyester epoxy blend powder paint. Leveler mount is welded to the panel vertical for rigidity for maximum leveling adjustment of at least 2".
 - (vi) Table height is 29" high with leveling range of +/- 1".
 - (vii) Frame to be painted polyester epoxy blend powder paint; Foundation Soft Gris Matte finish
- (d) Privacy Screen:
 - (i) 10mm Frosted, Tempered Glass screen with painted metal base trim in polyester epoxy blend powder paint, mounted to accessory beam. Screen to be 84" long and 13" high to create overall datum height of 42".
 - (ii) Satin etched both sides.
- (e) Power/IT requirements:
 - (i) One BLMP flip-up module per user. Flip-up module to provide two (2) power receptacles and two (2) standard data openings.
 - (ii) to be light grey in colour.
 - (iii) All power modules to be plug and play with cords routed to base building outlets in raised access floor.
 - (iv) Allow for Field installation of owner supplied (2) Two Crestron DM-TX-4K-100-C-1G Transmitter and cover faceplates into worksurfaces. Refer to drawings for location.
 - (v) Power Management Channel tray (WWEPT-D Power Tray) for all electronic AV equipment for double sided bench as required to run length of work surfaces.
- (f) Integrated Accessory Beam
 - (i) Track is anodized aluminum.
 - (ii) Cover is 20-gauge cold rolled steel.
 - (iii) To hold frosted glass 10mm thick Tempered Glass- Satin Etched

E2.3 Item No.2 - EOC Workstation WS-2 shall be Teknion or equivalent in accordance with B6.

- (a) Workstation 2 (WS-2) Description:

Teknion Interpret Complete Single-Sided Bench frame, Open frame with square post legs. Bench Frame includes metal cable trays sufficient to manage cables, and adaptors as required for all electronic/AV equipment. Overall nominal size 84" x 30" x 29" high for two (2) people. Refer to drawings. Bench frame to have integrated accessory beam down the rear of table to allow for the mounting of frosted tempered glass privacy screen, storage, and/or accessories. Workstation to include laminate modesty panel.
- (b) Work Surface:

- (i) 1- 1/16" thick with Foundation Laminate (HPL) high pressure thermally fused laminate on grade M2 particleboard. Color to be Fog Vapour 6Q.
 - (ii) Weight capacity on worksurfaces are BIFMA tested to support 1.5 lb./inch of perimeter of distributed functional load (functional load is level of loading intended to be typical of hard use)
 - (iii) Worksurfaces to have a continuous 1" wire gap at rear edge.
 - (iv) 84" single surface shared by two users.
 - (v) Worksurface to include rectangular grommet shared between users for pass through of cables from monitors and other desktop electronics. Grommet to be grey in colour. Workstation WS-2 to receive 1 grommet. Refer to drawings for quantities.
 - (vi) Weight capacity on worksurfaces are BIFMA tested to support 1.5 lb./inch of perimeter of distributed functional load (functional load is level of loading intended to be typical of hard use)
 - (vii) Worksurfaces have threaded metal inserts and pre-drilled pilot holes to connect supports.
 - (viii) Flush plates are constructed of 14 gauge cold-rolled steel.
- (c) Frame:
- (i) Bench frame is constructed of cold rolled steel and welded tubes and is welded and mechanically fastened to form a rigid structure.
 - (ii) Traverse beam is 16 gauge 1.5" square hot rolled steel tube. Cross beam is 50mm square tube with a 2mm wall thickness.
 - (iii) Legs are square 60mm x 40mm rectangular tubes with 2mm wall thickness. Clamp bracket is aluminum alloy die cast.
 - (iv) No dimensional creep in straight line frame connections.
 - (v) Bench Frame has adjustable tilting levelers formed of cold-rolled steel with aluminum covers coated with durable and rust resistant polyester epoxy blend powder paint. Leveler mount is welded to the panel vertical for rigidity for maximum leveling adjustment of at least 2".
 - (vi) Table height is 29" high with leveling range of +/- 1".
 - (vii) Frame to be painted polyester epoxy blend powder paint; Foundation Soft Gris Matte finish
- (d) Privacy Screen:
- (i) 10mm Frosted, Tempered Glass screen with painted metal base trim in polyester epoxy blend powder paint, mounted to accessory beam. Screen to be 84" long and 6" high to create overall datum height of 35".
 - (ii) Satin etched both sides.
- (e) Power/IT requirements:
- (i) One BLMP flip-up module per user. Flip-up module to provide two (2) power receptacles and two (2) standard data openings. Refer to drawings for locations.
 - (ii) to be light grey in colour.
 - (iii) All power modules to be plug and play with cords routed to base building outlets in raised access floor.
 - (iv) Power Management Channel tray (WWEPT-S Power Tray) for single sided bench as required for all electronic AV equipment to run full length of work surface.
- (f) Integrated Accessory Beam
- (i) Track is anodized aluminum. Installed at rear edge to allow for mounting of glass screen/ storage or accessories.
 - (ii) Cover is 20-gauge cold rolled steel.
 - (iii) To hold frosted glass 10mm thick Tempered Glass- Satin Etched
- (g) Modesty Panel:

- (i) Workstation to include laminate modesty panel at modesty height 15" from floor. Laminate to match workstation.
- (h) Finishes:
 - (i) Laminate Worksurfaces: Foundation laminate from manufacturer's full range of colours. Provide matching/coordinating edge trims.
 - (ii) Laminate Gables: Source laminate from manufacturer's full range of colours. Coordinating laminate trim on all edges
 - (iii) Metal components: Foundation (Epoxy Powder Paint finish) paint from manufacturer's full range of colours. Epoxy powder paint finish to be .
- (i) Warranty:
 - (i) Limited lifetime warranty
- (j) Standards:
 - (i) Exceeds BIFMA e3 Level 2 standards
 - (ii) All Products to have GreenGUARD and GreenGUARD Gold certification
 - (iii) Certified ISO 9001 and 14001

E2.4 Item No. 3 – Admin. Desk (WS-3) shall be Teknion or equivalent in accordance with B6.

Admin Desk (WS-3) Description: Custom desk as per drawings. Finishes to match EOC Workstation WS-1 desks

- (a) Work surface:
 - (i) 1- 1/16" thick with Foundation Laminate (HPL) high pressure thermally fused laminate on grade M2 particleboard. Color to be Fog Vapour 6Q to match WS-1 Desks.
 - (ii) Worksurface to include rectangular grommet shared for pass through of cables from monitors and other desktop electronics. Grommets to be grey in colour. Refer to drawings for quantities.
 - (iii) Weight capacity on worksurfaces are BIFMA tested to support 1.5 lb./inch of perimeter of distributed functional load (functional load is level of loading intended to be typical of hard use)
 - (iv) Weight capacity on worksurfaces are BIFMA tested to support 1.5 lb./inch of perimeter of distributed functional load (functional load is level of loading intended to be typical of hard use)
- (b) Base:
 - (i) Desk base finished in Source Low Pressure Laminate (LPL) Color: Java Walnut (LPL).
- (c) Warranty:
 - (i) Limited lifetime warranty.
- (d) Standards:
 - (i) Exceeds BIFMA e3 Level 2 standards
 - (ii) All Products to have GreenGUARD and GreenGUARD Gold certification
 - (iii) Certified ISO 9001 and 14001

E2.5 Item No. 4 – Office workstations (WS-4, WS-5, WS-6, WS-7) shall be Eurocraft or equivalent in accordance with B6.

- (a) Work surfaces:
 - (i) 1" thick, with high pressure thermally fused laminate on industrial grade 45lb particle board to match Eurocraft colour Chocolate Pear Tree L444.
 - (ii) 3mm PVC edge all exposed edges to match top finish, 5 mm edging on concealed edges
 - (iii) Wood grain to run width of the desk.

- (iv) Each work surface segment to include one (1) 3" grommet- black color. Refer to drawings.
- (b) Hutch:
 - (i) 1" thick, low pressure thermally fused laminate on industrial grade 45lb particle board to match Eurocraft colour Chocolate Pear Tree L444.
 - (ii) 3mm PVC edge all exposed edges to match top finish, 5mm edging on concealed edges.
 - (iii) Wood grain to run width of the hutch
 - (iv) Hutch to be securely fastened to work surface
 - (v) Grommet hole in hutch modesty for light cord access
 - (vi) Wooden biscuit connectors glued and clamped for solid construction
- (c) Cabinet Doors:
 - (i) 5/8" low pressure thermally fused laminate on industrial grade 45 lb particle board with 3mm PVC edging all edges
 - (ii) Soft close concealed clip on, 3 way adjustable European hinges
 - (iii) Finish: Chocolate Pear Tree L444, wood grain to run vertical
 - (iv) All doors to be lockable and keyed alike to each workstation
- (d) Shelving:
 - (i) 1" low pressure thermally fused laminate on industrial grade 45lb particle board with 3mm PVC edging on exposed edges
 - (ii) Adjustable – 1 in the overhead cabinets
 - (iii) Finish: Chocolate Pear Tree L444, wood grains to run the width of the hutch.
- (e) Pedestals:
 - (i) Drawer fronts to be 5/8" low pressure thermally fused laminate on industrial grade 45lb particle board with 3mm PVC edging on all sides
 - (ii) All file drawers to have full extension drawer slides with precision steel ball bearings under mount soft close
 - (iii) Finish: Chocolate Pear Tree L444
 - (iv) Box drawers to have ¾ extension slides with nylon rollers
 - (v) All pedestals to come with one plastic pencil tray insert- Black Finish
 - (vi) All drawers to be locking and keyed alike to each workstation
 - (vii) All drawers to accommodate file extrusion for legal and letter hanging files side to side
 - (viii) All pedestals to be removable so as to allow workstation to be non-handed
 - (ix) Mobile pedestal to have anti tipping properties, and to be finished in Chocolate Pear Tree L444 and locking drawers. Castors to be locking at front for carpet.
- (f) Modesty Panels:
 - (i) 5/8" low pressure thermally fused laminate on industrial grade 45lb particle board with .5mm PVC edging on exposed edges
 - (ii) Back modesty against walls to be ½ height so as to accommodate access to electrical and data outlets
 - (iii) Finish: Chocolate Pear Tree L444
- (g) Task light:
 - (i) Provide 1 4'-0" LED task light per overhead cabinet section.
- (h) Gables:
 - (i) to be removable so as to allow workstation to be non-handed
 - (ii) Affixed to desks, gables to be 1" low pressure thermally fused laminate on industrial grade 45lb particle board with 3mm PVC edging all exposed edges and .5mm edging on concealed edges

- (iii) Gables should be easily removable with screws on site for move co-ordination
- (iv) Superior metal angle bracket connectors with lo-root wood screws at desks
- (v) 2 ¼" adjustable leveling glides on all gable supports and supports
- (vi) Finish: Chocolate Pear Tree L444,
- (i) Valence:
 - (i) 1" low pressure thermally fused laminate on industrial grade 45lb particle board with 3mm PVC edging to match on exposed edge
 - (ii) Finish: Chocolate Pear Tree L444, wood grains to run horizontal
- (j) Pulls:
 - (i) Bridge pull handles; chrome finish
- (k) Tackboard:
 - (i) J.Ennis Fabrics, Heavenly: Colour #37 Sapphire
- (l) Standards:
 - (i) Exceeds BIFMA standards

E2.6 Item No. 5 –TB-1 (Table-96" Long) shall be Teknion or equivalent in accordance with B6

- (a) Racetrack Conference Table with two (2) rectangular bases and recessed power.
 - (i) Size: 96" long x 42" wide x 29" high.
 - (ii) Meeting table to include two (2) recessed power modules, each module includes 4 receptacles above, one below, and blank data/communication opening with pivoting retractable door.
 - (iii) Access door in rectangular base to be clear anodized aluminum with platinum colour metal trim.
 - (iv) Worksurface to be Foundation Laminate High Pressure Laminate (HPL), 1 3/16" thick with flat polypropylene edge trim to coordinate with worksurface colour/pattern. Colour to be Java Walnut.
 - (v) Rectangular Table Bases to have removable panel for access to cable management below table surface. Panel bases finished in Source Low Pressure Laminate (LPL) with aluminum trims.
 - (vi) Provide PVC Cable floor cover protector, black in color, for wire coverage beneath table.
- (b) Warranty:
 - (i) Limited lifetime warranty.
- (c) Standards:
 - (i) Exceeds BIFMA e3 Level 2 standards
 - (ii) All Products to have GreenGUARD and GreenGUARD Gold certification
 - (iii) Certified ISO 9001 and 14001

E2.7 Item No. 6 -TB-2 (Table 36" Diametre) Office shall be Eurocraft or equivalent in accordance to B6.

- (a) Table Top:
 - (i) 1" thick, with high pressure thermally fused laminate on industrial grade 45lb particle board to match Eurocraft colour Chocolate Pear Tree L444
 - (ii) 3mm PVC edge all exposed edges to match top finish,5mm edging on concealed edges
 - (iii) Wood grain to run width of top
- (b) Post Leg:
 - (i) Powder coated 16-gauge metal
 - (ii) Legs at base to be cross base with adjustable glides

- (iii) Silver finish
- (c) Standards:
 - (i) Exceeds BIFMA standards

E2.8 Item No. 7- WC-1 (Wardrobe Cabinet) shall be Eurocraft or equivalent in accordance to B6.

- (a) Cabinet Body:
 - (i) 5/8" low pressure thermally fused laminate on industrial grade 45 lb particle board with 3mm PVC edging all edges
 - (ii) Soft close concealed clip on, 3-way adjustable European hinges
 - (iii) Finish: Chocolate Pear Tree L444, wood grain to run vertical.
 - (iv) all doors to be lockable and keyed alike to workstation WS-5 EMO.
- (b) Pulls:
 - (i) Bridge pull handles; chrome finish
- (c) Closet Rod:
 - (i) 1 1/4" diameter chrome rod and chrome flanges
- (d) Standards:
 - (i) (i) Exceeds BIFMA standards

E2.9 Item No. 8- Keyboard Trays shall be Humanscale or equivalent in accordance to B6.

- (a) Keyboard Tray KB-1 for Admin. Desk (WS-3):
 - (i) Model No. 6G550F22; for Radiused Desk Configurations. keyboard platform and mouse surface are on the same platform. Tilt adjustment range: 0o to -15o (positive-tilt lock out)
 - (ii) Finish to be Black.
 - (iii) Made primarily of powder-coated steel
 - (iv) Platform made of 1/4" phenolic resin
 - (v) Intuitive height adjustment that requires no locks, levers or controls Encourages low-risk typing postures
 - (vi) Foam palm support with synthetic leather cover
 - (vii) Keyboard Platform dimension 25" W x 10.625" D
 - (viii) Height adjustment range: 7" (1.75" above track to 5.25" below track. Tilt adjustment range: 0° to -15°
 - (ix) Weight: 6.5 pounds
- (b) Warranty:
 - (i) 15-year 24/7 warranty
 - (ii) Product training provided for end user
- (c) Standards:
 - (i) BIFMA level 3 standard
 - (ii) SCS Global Services Certified

E2.10 Item No. 9- Keyboard Trays shall be Humanscale or equivalent in accordance to B6.

- (a) Keyboard Trays KB-2 for Office Desks WS-4, WS-5, & WS-6:
 - (i) Model No. 6G500F22; for Straight Desk Configurations. Keyboard platform and mouse surface are on the same platform. Tilt adjustment range: 0o to -15o (positive-tilt lock out)
 - (ii) Finish to be Black.
 - (iii) Made primarily of powder-coated steel
 - (iv) Platform made of 1/4" phenolic resin

- (v) Intuitive height adjustment that requires no locks, levers or controls Encourages low-risk typing postures
- (vi) Foam palm support with synthetic leather cover
- (vii) Keyboard Platform dimension 27" W x 10.625" D
- (viii) Height adjustment range: 7" (1.75" above track to 5.25" below track. Tilt adjustment range: 0° to -15°
- (ix) Weight: 6.5 pounds
- (b) Warranty:
 - (i) 15-year 24/7 warranty
 - (ii) Product training provided for end user
- (c) Standards:
 - (i) BIFMA level 3 standard
 - (ii) SCS Global Services Certified

E2.11 Item No. 10- Monitor Arm shall be Humanscale or equivalent in accordance to B6.

- (a) Monitor Arm for Admin. Desk WS-3:
 - (i) Monitor arm, single monitor mount, with integrated powered base (8 to 42 pounds)
 - (ii) Supports monitor weights from 6-28lbs
 - (iii) Interchangeable mounting options attach to a variety of work surfaces. To be surface mounted on desktop.
 - (iv) Integrated rubberized cable management hides cables within the arm.
 - (v) Weight-compensating spring technology enabling smooth and uniform height adjustment.
 - (vi) Built-in counterbalance indicator allows to counter balance arm to monitor weight prior to installation.
 - (vii) VESA Plate supports all monitors with 75mm and 100mm VESA hole patterns (Larger VESA plates also available)
 - (viii) VESA plate includes matching plastic cover improving aesthetic and covering up hardware.
 - (ix) Removable Smart stop – allows user to customize the rotation of the arm, preventing contact with the walls or panels.
 - (x) M/Power base – allows for desktop charging for USB devices (2 standard and 1 high speed) with audio pass through (headphone jack).
 - (xi) Quick release joints snap links together - requires one tool for install.
 - (xii) Finish to be: Silver/ Grey from standard finish selections.
 - (xiii) Offers up to 12" of dynamic height adjustment.
- (b) Warranty:
 - (i) 15-year 24/7 warranty
 - (ii) Product training provided for end user
- (c) Standards:
 - (i) BIFMA level 3 standard
 - (ii) SCS Global Services Certified

E2.12 Item No. 11- Adjustable Height Base shall be Humanscale or equivalent in accordance to B6.

- (a) Adjustable Height Base for EMA. Desk WS-7: * Note- Desk top part of specifications in Workstation WS-7. Refer to drawings.
 - (i) Model No. FLR12A1C3AS Efloat Lite
 - (ii) Rectangular Base fits surface widths from 36" w to 84" wide
 - (iii) Adjustment speed 1.375" per second

- (iv) Power Consumption less than 0.3W
 - (v) Less than 50db noise level using ISO 11201: 2010 acoustics
 - (vi) Adjustable support bar simplifies specification; one base for multiple top sizes
 - (vii) Weight capacity- rectangular base 200lbs
 - (viii) Height range 27"- 47"
 - (ix) 30" C foot with glides. Powder coated steel legs/ feet.
 - (x) basic up/down controller
- (b) Warranty:
- (i) 15-year 24/7 warranty
 - (ii) Product training provided for end user
- (c) Standards:
- (i) BIFMA level 3 standard
 - (ii) SCS Global Services Certified

E2.13 Item No. 12- Expedited Shipping Option.

- (a) Bidder shall provide optional price to provide expedited shipping option on EOC Area Furniture B-20 to site.

E3. APPROVED PRODUCTS

E3.1 Subject to E1.3, the following products are approved;

- (a) Teknion
- (b) Eurocraft
- (c) Humanscale

PART F - SECURITY CLEARANCE

F1. SECURITY CLEARANCE

- F1.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Police Information Check from the police service having jurisdiction at his place of residence. This can be obtained from one of the following;
- (a) police service having jurisdiction at his/her place of residence; or
 - (b) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
 - (c) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home>; or
 - (d) FASTCHECK Criminal Record & Fingerprint Specialists, forms to be completed can be found on the website at: <https://myfastcheck.com>
- F1.2 Prior to the award of Contract, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Police Information Check obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.
- F1.3 Any individual for whom a Police Information Check is not provided, or for whom a Police Information Check indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work.
- F1.4 Any Police Information Check obtained thereby will be deemed valid for the duration of the Contract subject to a repeated record search as hereinafter specified.
- F1.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated Police Information Check. Any individual who fails to provide a satisfactory Police Information Check as a result of a repeated Police Information Check will not be permitted to continue to perform any Work.