



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 603-2014

**SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE & SHELVING FOR THE
NEW CHARLESWOOD LIBRARY LOCATED AT 4910 ROBLIN BLVD.**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE & SHELVING FOR THE NEW CHARLESWOOD LIBRARY LOCATED AT 4910 ROBLIN BLVD.

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 11, 2014.

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 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. 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 Bid Opportunity 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 Bid Opportunity, 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.
- B5.2.1 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>
- B5.2.2 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.
- B5.3 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.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- 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 B14.
- 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.
- B6.10 Notwithstanding B6.2 to B6.9, and in accordance with B7.7, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B14.1(a).

B7. BID SUBMISSION

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices;
 - (c) SECTION L Library Shelving product information, beginning Part E page 17 of 20 beginning clause E2.2.21, should be submitted with the bid.
- 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 in ink, to constitute a responsive Bid.
- 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 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
- 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 Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.6 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.7 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 B14.1(a).
- B7.8 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.

B7.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.

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 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.

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, UNIT PRICES.

B9.2 The Bidder shall state the lump sum price in Canadian funds for the Work on Form B: Prices, LUMP SUM PRICE.

B9.2.1 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.

B9.2.2 Prices on Form B: Prices shall not include Environmental Handling Charges (EHC) or fees, which shall be extra where applicable.

B9.3 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.

B9.4 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. QUALIFICATION

B10.1 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.

B10.2 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>

B10.3 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);

B10.4 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.

B10.5 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.

B11. OPENING OF BIDS AND RELEASE OF INFORMATION

B11.1 Bids will not be opened publicly.

B11.2 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>

B11.3 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>

B11.4 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.

B12. IRREVOCABLE BID

B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B12.2 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.

B13. WITHDRAWAL OF BIDS

B13.1 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.

B13.1.1 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.

B13.1.2 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.

B13.1.3 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 B13.1.3(b), declare the Bid withdrawn.

B13.2 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 B12.2 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.

B14. EVALUATION OF BIDS

B14.1 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 B10 (pass/fail);
- (c) Bid Price;

- (d) economic analysis of any approved alternative pursuant to B6;
- (e) costs to the City of administering multiple contracts.

- B14.2 Further to B14.1(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.
- B14.3 Further to B14.1(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.
- B14.4 Further to B14.1(c), the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices, UNIT PRICES, or the lump sum price shown on Form B: Prices, LUMP SUM.
- B14.4.1 Further to B14.1(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.
- B14.5 This Contract may be awarded as a whole or separately in sections as identified on Form B: Prices UNIT PRICES and as a whole on Form B: Prices LUMP SUM PRICE.
- B14.5.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on all sections on Form B: Prices UNIT PRICES.
- B14.5.2 Notwithstanding B15.3, 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.

B15. AWARD OF CONTRACT

- B15.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B15.2 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.
- B15.2.1 Without limiting the generality of B15.2, 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.
- B15.2.2 The available budget for the work is approximately \$154,000, MRST and GST extra.**
- (a) Further to B15.2.1(a); if the lowest evaluated responsive Bid(s) submitted by a responsible and qualified Bidder(s) exceeds the budgetary provision for the Work, the Bid Price of all responsive Bids submitted by responsible and qualified Bidders will be adjusted by removing section(s) B, K, I, J, H, G, F, E, D, C, A, L (in that order) until budgetary provision is met.

- B15.3 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 B14.
- B15.3.1 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.
- B15.4 Notwithstanding C4 and Paragraph 6 of Form A:Bid, the City may issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B15.5 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
- 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 Delivery and setup of library furniture and shelving at 4910 Roblin Blvd, at various locations within the building, as instructed by the Contract Administrator:.

- (a) Floor where the shelves are to be installed is primarily existing cast concrete finished with carpet tile, except a small section that is new cast concrete finished with carpet tile. The new concrete is located between grids 12a & 13a and C1a & C2a
- (b) Walls where shelves will be anchored are steel stud and drywall. Walls will be prepared with plywood backing at 42" where shelves are shown against the wall.

D2.2 Further to C7; If at any time during the six (6) month period following the award of the Contract the City requires additional quantities of the items, the City may request the Contractor to supply up to one hundred percent (100%) additional quantities as Extra Work at the unit prices bid.

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "DF": means double-faced;
- (b) "SF" means single-faced.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Evan Wiebe
Project Officer

Telephone No.: 204 986-2570

Email: ewiebe@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.

D5.4 A Contractor who violates any provision of 0 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 at the following facsimile number:

The City of Winnipeg
Chief Financial Officer

Facsimile No.: 204- 949-1174

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; and
- (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 The Library is undergoing major construction and renovation and may be under construction when the Goods are available for delivery. The Library's Grand Opening is scheduled for January 5, 2015. The current expected delivery and installation date for the Goods is:

- (a) No earlier than December 15, 2014;
- (b) No later than January 1, 2015.

D10.1.1 The Contract Administrator may request to change the expected delivery and installation date for the Goods to accommodate any delays they experience to the Grand Opening schedule. If a delay is encountered, the Programs Room has been identified as a staging area and the Contractor shall deliver goods to this area temporarily, and shall return to deliver and install the Goods as Coordinated by the Contract Administrator.

D10.1.2 The Contractor shall confirm any and each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.

D10.1 Goods shall be delivered, f.o.b. destination, freight prepaid to:

Charleswood Library
4910 Roblin Blvd
Winnipeg, MB R3R Charleswood Library
between 8:30 a.m. and 3:30 p.m. on Business Days

D11. LIQUIDATED DAMAGES

D11.1 If the Contractor fails to achieve delivery of the goods within the time specified in D10.1 Delivery the Contractor shall pay the City One Hundred dollars (\$100.00) per Calendar Day for each and every Calendar Day until the goods have been delivered.

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

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

MEASUREMENT AND PAYMENT

D12. 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 Bids Submissions must be submitted to the address in B7.5.

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 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>
FA.1	Main Floor Furniture, Library Shelving and Equipment Plan

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.

E2. GOODS

E2.1 The Contractor shall supply furnishings and library shelving in accordance with the requirements hereinafter specified.

SECTION A - Seating

E2.1.1 Item 1 (CH1) – side chair shall be Side Chair: armless, molded polyurethane seat and back, four post leg c/w glides

(a) Acceptable Products:

- (i) K.I., Strive Stack Chair, Model: SLNAP
- (ii) Haworth, Very Side Chair, Model: SCS-45-0H

(b) Dimensions: Approximate (+/-) 21"W x 22"D x 33"H

(c) Construction:

- (i) Frame: Minimum 7/8" o.d. x 14-gauge tubular steel
- (ii) Legs: Four point, Minimum 7/8" o.d. x 13-gauge tubular steel
- (iii) Seat & Back: High strength polymer shell or injection molded polypropylene; flexing, curved back.

(d) Finish:

- (i) Legs and Frame: Epoxy powder coat paint finish; colour to be selected from manufacturer's full range of colours.
- (ii) Seat and Back: Colour to be selected from manufacturer's full range of colours.

(e) Hardware: Glides to suit flooring type; confirm with Design Consultant prior to ordering.

(f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 19% recycled content with establish recycling process at end of life.

(g) Warranty: Minimum 12 year warranty.

E2.1.2 Item 2 (CH2) - Side Chair shall be armless, molded polyurethane back, four post leg c/w casters

(a) Acceptable Products:

- (i) K.I., Strive Stack Chair, Model: SNACP
- (ii) Haworth, Very Side Chair, Model: SCS-45-01

(b) Dimensions: Approximate (+/-) 21"W x 22"D x 33"H

(c) Construction:

- (i) Frame: Minimum 7/8" o.d. x 14-gauge tubular steel

- (ii) Legs: Four point, Minimum 7/8" o.d. x 13-gauge tubular steel
- (iii) Seat & Back: High strength polymer shell or injection molded polypropylene; flexing, curved back.
- (d) Finish:
 - (i) Legs and Frame: Epoxy powder coat paint finish; colour to be selected from manufacturer's full range of colours.
 - (ii) Seat and Back: Colour to be selected from manufacturer's full range of colours.
- (e) Hardware: Four, double-wheel casters to suit flooring type; confirm with Design Consultant prior to ordering.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 19% recycled content with establish recycling process at end of life.
- (g) Warranty: Minimum 12 year warranty.

E2.1.3 Item 3 (CH3) - Stacking Chair shall be, armless, molded polyurethane seat & back, sled base c/w glides and storage dolly

- (a) Acceptable Products:
 - (i) K.I., Strive High Density Stack Chair, Model: KI-62073R1 c/w Transport Dolly, Model: SCD.BL
 - (ii) Haworth, Very Wire Stack Chair, Model: SCH-44-0S c/w Stacking Cart, Model: SCT-1
- (b) Dimensions: Approximate (+/-) 20"W x 22"D x 33"H
- (c) Construction:
 - (i) Frame: Minimum 7/16" solid steel rod
 - (ii) Seat & Back: High strength polymer shell or injection molded polypropylene; flexing, curved back.
- (d) Finish:
 - (i) Frame and Legs: Epoxy powder coat paint finish or trivalent chrome, colour to be selected from manufacturer's full range of colours
 - (ii) Seat and Back: Colour to be selected from manufacturer's full range of colours.
- (e) Hardware: Glides to suit flooring type; confirm with Design Consultant prior to ordering.
- (f) Dolly: Provide quantity of dollies as required to suit CH3 chair quantity specified.
- (g) Other: Chair to stack minimum 10 high on the floor and minimum 25 high on dolly.
- (h) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 19% recycled content with established recycling process at end of life.
- (i) Warranty: Minimum 10 year warranty.

E2.1.4 Item 4 Dolly:

- (a) Provide quantity of dollies required to accommodate Item 3 requirements on Form B:Prices UNIT PRICES.
- (b) Dollies shall be suitable further to E2.1.4(a)

SECTION B: - Task Seating

E2.1.5 Item 5 (TB1) shall be Lounge Seating & Laptop Table shall be Task Chair: 'Sit Stand Stool' with arms.

- (a) Acceptable Products: Ergo Centric, 3 in 1 Sit Stand Stool
- (b) Dimensions: 20"W x 19"D X 19"-33-½" H
- (c) Finish: Chrome finish base.

- (d) Upholstery:
 - (i) Foam: Molded polyurethane foam.
 - (ii) Fabric: Vinyl upholstered seat and back c/w 5" clear "No Slip Strip" seat cover. Upholstery colour to be selected from manufacturer's full range of products.
- (e) Hardware: Pneumatic Lift - 200 mm knurled dual height adjustment system. Two dual wheel nylon 2-1/4" casters and three 2-1/4" glides.
- (f) Warranty: Lifetime warranty except for mechanisms, arms, foam and fabric which are 10 years, and vinyl upholstery which is warranted for 5 years.

SECTION C: - Tables

E2.1.6 Item 6 (TB2) Nesting Table shall be rectangular, flip top c/w casters

- (a) Acceptable Products: K.I., Enlite Nesting Table, Model: ENNRC3072-73P
- (b) Dimensions: 30"D x 72"L x 29"H (+/-)
- (c) Construction:
 - (i) Base: 16 gauge tubular steel and 7/16" Dia. steel wire stiffening. 1/4" th steel spider plate welded to legs w/ stiffening gussets and decorative panel inserts; offset leg configuration.
 - (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet and high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
 - (iv) Flipping/Nesting Mechanism: Two extruded aluminum rotating hinges, with extruded locking latches for both flat and upright positions, mounted over die cast aluminum hinge pins using molded nylon bushings. Actuating lock mechanism c/w molded nylon pull handle, spring retention and secure clamps.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.
 - (ii) Nesting Mechanism: Powder coat painted black.
 - (iii) Top: High pressure plastic laminate with 2mm rigid PVC edge, flat profile to match top; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware: Molded, nylon casters min 2.44" diameter, medium hard wheel treads, two wheel-locking, to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
- (f) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (g) Warranty: 10 years.

E2.1.7 Item 7 (TB2) Study Table shall be rectangular, fixed t-leg c/w glides and 'Power Up' module

- (a) Acceptable Products: K.I., Synthesis, Model: S35F-74P
- (b) Dimensions: 36"D x 60"L x 29"H (+/-)
- (c) Construction:
 - (i) Base: Two 1-5/8" x 1-1/4" extruded aluminum double column, T-legs attached to a 1/4" steel top joiner plate and foot with cast aluminum end caps. Maximum 4" offset leg position from table edge for optimal clearance between legs for seating.
 - (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.

- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.
 - (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
- (f) 'Power Up' Power Module: Power/Data module c/w cover, flush mounted in table. Location of module to be confirmed with Design Consultant and Owner. Underside of table provided w/ Velcro clips to route power supply cords into vertical leg wire manager. Provide wire management sleeve for one leg to conceal cords.
- (g) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (h) Warranty: Lifetime warranty; 10 year warranty for electrical components.

E2.1.8

Item 8 (TB3) Meeting Table shall be rectangular, fixed t-leg c/w glides

- (a) Acceptable Products: K.I., Synthesis, Model: S350F-74P
- (b) Dimensions: 42"D x 120"L x 29"H (+/-)
- (c) Construction:
 - (i) Base: Two 1-5/8" x 1-1/4" extruded aluminum, double column, t-legs attached to a 1/4" steel top joiner plate and foot with cast aluminum end caps.
 - (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected for manufacturer's full range of products.
 - (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge, flat profile to match top; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware: Molded; adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
- (f) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (g) Warranty: Lifetime warranty.

E2.1.9

Item 9 (TB4) Cafe Table shall be: rectangular, fixed t-leg c/w glides.

- (a) Acceptable Products: K.I., Synthesis, Model: S256SF-74P
- (b) Dimensions: 30"D x 72"L x 29"H (+/-)
- (c) Construction:
 - (i) Base: Two 1-5/8" x 1-1/4" extruded aluminum, double column, t-legs attached to a 1/4" steel top joiner plate and foot with cast aluminum end caps.
 - (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.

- (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
- (f) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (g) Warranty: Lifetime warranty.

E2.1.10 Item 10 (TB5) Work Room Table shall be rectangular, fixed t-leg c/w glides

- (a) Acceptable Products: K.I., Synthesis, Model: S256SF-74P
- (b) Dimensions: 30"D x 72"L x 29"H (+/-)
- (c) Construction:
 - (i) Base: Two 1-5/8" x 1-1/4" extruded aluminum, double column, t-legs attached to a 1/4" steel top joiner plate and foot with cast aluminum end caps.
 - (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.
- (e) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (f) Hardware: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
- (g) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (h) Warranty: Lifetime warranty.

E2.1.11 Item 11 (TB6) Print Station Table shall be rectangular, fixed t-leg c/w glides.

- (a) Acceptable Products: K.I., Trek, Model: T256F-74P
- (b) Dimensions: 30"D x 72"L x 36"H
- (c) Construction:
 - (i) Base: Two 2-1/4" 14 gauge round tubular steel leg column c/w y-shaped, 16 gauge steel tapered legs and steel end caps.
 - (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.
 - (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware:
 - (i) Glides: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.

- (ii) Cable Management: Scuff resistant, high-impact rigid plastic wire management tray mounted to underside of table; sized to run length of table.
- (iii) Grommets: 3" diameter plastic grommet recessed into table top
- (f) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 60% recycled content.
- (g) Warranty: Lifetime warranty; 10 years warranty for grommets.

E2.1.12 Item 12 (TB7A) Self Check Table shall be rectangular, height adjustable, t-leg c/w glides.

- (a) Acceptable Products: K.I., Trek, Model: T254P-74P
- (b) Dimensions: 30"D x 48"L x 26-32"H (adj. range)
- (c) Construction:
 - (i) Base: Two 2-1/4" 14 gauge elliptical tubular steel leg column c/w end cap welded to 1/4" solid steel plate. Leg assembly to be 16 gauge tapered T-leg c/w steel collar.
 - (ii) Top: 1-1/8" thick rectangular top w/ high-density particleboard core and phenolic backing sheet. Finish to be high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.
 - (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware:
 - (i) Glides: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
 - (ii) Pin-Height Adjust Mechanism: Sliding leg assemblies over leg columns c/w locking pins. Adjustable between 26" to 32" high in one inch increments.
 - (iii) Cable Management: Scuff resistant, high-impact rigid plastic wire management tray mounted to underside of table; sized to run length of table.
 - (iv) Grommets: 3" diameter plastic grommet recessed into table top.
- (f) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 60% recycled content.
- (g) Warranty: Lifetime warranty; 10 years warranty for grommets.

E2.1.13 Item 13 (TB7B) shall be Self-Check Table: rectangular, fixed t-leg c/w glides.

- (a) Acceptable Products: K.I., Trek, Model: T254F-74P
- (b) Dimensions: 30"D x 48"L x 36"H
- (c) Construction:
 - (i) Base: Two 2-1/4" 14 gauge round tubular steel leg column c/w end cap. Leg assembly to be 16 gauge tapered T-leg.
 - (ii) Top: 1-1/8" thick rectangular top w/ high-density particleboard core and phenolic backing sheet. Finish to be high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.

- (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware:
 - (i) Glides: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
 - (ii) Cable Management: Scuff resistant, high-impact rigid plastic wire management tray mounted to underside of table; sized to run length of table.
 - (iii) Grommets: 3" diameter plastic grommet recessed into table top.
- (f) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 60% recycled content.
- (g) Warranty: Lifetime warranty; 10 years warranty for grommets.

E2.1.14 Item 14 (TB8) Children's Computer Table shall be: rectangular, height adjustable, c-leg c/w glides.

- (a) Acceptable Products: K.I., Synthesis, Model: S23CP-74P
- (b) Dimensions: 24"D x 42"L x 27-32"H (adj. range)
 - (i) Construction:
 - (ii) Base: Two 1-5/8"x1-1/4" extruded aluminum, double column, c-legs attached to a 1/4" steel top joiner plate and foot with cast aluminum end caps.
 - (iii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
 - (iv) Connections: Metal to metal connections throughout, no spot welds permitted.
- (c) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.
 - (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (d) Hardware:
 - (i) Glides: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
 - (ii) Pin-Height Adjust Mechanism: Extruded aluminum channel over dual aluminum columns. Steel spring loaded pins, actuated by finger pressure. Adjustable between 27" to 32" high in one inch increments.
 - (iii) Cable Management: Scuff resistant, high-impact rigid plastic wire management tray mounted to underside of table; sized to run length of table.
 - (iv) Grommet: 3" diameter plastic grommet recessed into table top.
- (e) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (f) Warranty: Lifetime warranty, 10 years warranty for grommets.

E2.1.15 Item 15 (TB14A) Computer Table shall be rectangular, fixed c-leg c/w glides.

- (a) Acceptable Products: K.I., Synthesis, Model: S24C-74P
- (b) Dimensions: 24"D x 48"L x 29"H (+/-)
- (c) Construction:
 - (i) Base: Two 1-5/8" x 1-1/4" extruded aluminum, double column, c-legs attached to a 1/4" steel top joiner plate and foot with cast aluminum end caps. Legs to be set forward to allow continuous routing of cords/cablings through wire management tray.

- (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
- (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat paint finish; colour to be selected from manufacturer's full range of products.
 - (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware:
 - (i) Glides: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
 - (ii) Cable Management: Scuff resistant, high-impact rigid plastic wire management tray mounted to underside of table; sized to run length of table.
- (f) Grommet: 3" diameter plastic grommet recessed into table top.
- (g) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (h) Warranty: Lifetime warranty; 10 years warranty for grommets.

E2.1.16

Item 16 (TB14B) shall be Computer Table: rectangular, height adjustable, c-leg c/w glides.

- (a) Acceptable Products: K.I., Synthesis, Model: S24CP-74P
- (b) Dimensions: 24"D x 48"L x 27-32"H (adj. range)
- (c) Construction:
 - (i) Base: Two 1-5/8" x 1-1/4" extruded aluminum, double column, c-legs attached to a 1/4" steel top joiner plate and foot with cast aluminum end caps. Legs to be set forward to allow continuous routing of cords/cabling through wire management tray.
 - (ii) Top: 1-1/4" thick rectangular top w/ high-density particleboard core, phenolic backing sheet, high pressure laminate c/w flat profile, squared edges.
 - (iii) Connections: Metal to metal connections throughout, no spot welds permitted.
- (d) Finish:
 - (i) Frame & Base: Epoxy powder coat finish; colour to be selected from manufacturer's full range of products.
 - (ii) Top: High pressure plastic laminate with 2mm rigid PVC edge; colour to be selected from manufacturer's entire range (to include option for 'white' or 'off-white').
- (e) Hardware:
 - (i) Glides: Molded, adjustable, nylon glides to suit flooring type. Colour to be selected from manufacturer's full range of products. Confirm flooring type with Design Consultant prior to ordering.
 - (ii) Pin-Height Adjust Mechanism: Extruded aluminum channel over dual aluminum columns. Steel spring loaded pins, actuated by finger pressure. Adjustable between 27" to 32" high in one inch increments.
 - (iii) Cable Management: Scuff resistant, high-impact rigid plastic wire management tray mounted to underside of table; sized to run length of table.
 - (iv) Grommet: 3" diameter plastic grommet recessed into table top.
- (f) Environmental Data: SCS Indoor Advantage Gold, with a minimum of 53% recycled content.
- (g) Warranty: Lifetime warranty; 10 years warranty for grommets.

- E2.1.17 Item 17 (CR1) shall be Credenza
- (a) Acceptable Products: Teknion, Expansion Casegood Credenza, Model: BSCD (x2) Cabinet, BMSTR Continuous Top
 - (b) Dimensions: 24"D x 72"W O/A x 29"H (+/-)
 - (c) Construction:
 - (i) Case & Doors: Case and doors shall be 11/16" thick particleboard, 42.5 lbs/ft³ density, two faces, dowel assembly. Case edges shall be protected with a 1.5 mm ABS plastic Straight Trim. Case bottom shall be 1- 1/8" thick particle board, 42.5 lbs./ft. density base.
 - (ii) Adjustable Shelving: 11/16" thick plastic laminated faced with pins and holes spaced at 1" intervals.
 - (d) Finish:
 - (i) Case & Doors: Low pressure laminate; colour to be selected from manufacturer's full range.
 - (ii) Top: Continuous 1-3/16" High pressure laminate c/w 2mm rigid matching PVC edge; colour to be selected from manufacturer's full range.
 - (e) Hardware:
 - (i) Rectilinear pull with Mica Platinum finish c/w lock and key set.
 - (ii) Hinged doors to have hinges that allow doors to open up to 110°.
 - (iii) Base to have levelers with a minimum adjustment range of 1".
 - (f) Environmental Data: Certified Greenguard Indoor Air Quality certified. Contains a minimum of 91% recycled content and is minimum 6% recyclable at end of life.
 - (g) Warranty: 10 year warranty.

SECTION D: Lounge Seating & Laptop Table

- E2.1.18 Item 18 (LC1) shall be Lounge Chair: fully upholstered seat and back, wood arms and legs c/w glides.
- (a) Acceptable Products: Turnstone, Jenny, Model: TS31408
 - (b) Dimensions: 32-1/2"D x 32-1/2"W x 32-1/2"H
 - (c) Construction:
 - (i) Frame: Plywood components glued and stapled, dowels used to reinforce critical locations. Seat and back bolted together.
 - (ii) Legs: Solid maple legs.
 - (iii) Arms: Laminate poplar core covered with maple veneer. No exposed seams and mounted with concealed fasteners.
 - (d) Finish: Solid wood arms and legs c/w clear finish to be selected from manufacturer's full range.

- (e) Upholstery:
 - (i) Foam: Fire retardant seat and back. Seat cushion to be minimum 3-½" layer of 2.65 lb/cu ft. density, 28 UC foam. Back to be 2-½" layer of 1.8lb density, 18 UC foam.
 - (ii) Fully upholstered seat and back, Grade/price group 2 vinyl to be selected from manufacturer's full range, colour to be selected by Design Consultant.
- (f) Hardware: Adjustable glides to suit flooring type; confirm with Design Consultant prior to ordering.
- (g) Environmental Data: SCS Indoor Advantage certified, contains a minimum of 3% recycled content and is minimum 27% recyclable at end of life.
- (h) Warranty: Lifetime warranty; 12 year warranty for foam, casters, glides and vinyl.

E2.1.19 Item 19 (LC2) shall be Lounge Chair: fully upholstered seat, back and arms, wood legs c/w glides.

- (a) Acceptable Products: Turnstone, Jenny, Model: TS31402
- (b) Dimensions: 32-½"D x 34-½"W x 32-¼"H
- (c) Construction:
- (d) Frame: Plywood components glued and stapled, dowels used to reinforce critical locations. Seat and back bolted together.
 - (i) Legs: Solid maple legs.
 - (ii) Arms: Plywood components glued and stapled, dowels used to reinforce critical locations. Arms bolted to seat and back, fully upholstered.
- (e) Finish: Solid wood legs c/w clear finish to be selected from manufacturer's full range.
- (f) Upholstery:
 - (i) Foam: Fire retardant seat and back. Seat cushion to be minimum 3-½" layer of 2.65 lb/cu ft. density, 28 UC foam. Back to be 2-½" layer of 1.8lb density, 18 UC foam.
 - (ii) Fully upholstered seat and back, Grade/price group 2 vinyl to be selected from manufacturer's full range, colour to be selected by designer.
- (g) Hardware: Adjustable glides to suit flooring type; confirm with Design Consultant prior to ordering.
- (h) Environmental Data: SCS Indoor Advantage certified, contains a minimum of 3% recycled content and is minimum 27% recyclable at end of life.
- (i) Warranty: Lifetime warranty; 12 year warranty for foam, casters, glides and vinyl.

E2.1.20 Item 20 (LC4) shall be Lounge Chair, fully upholstered seat and back c/w attached ottoman.

- (a) Acceptable Products: Coalesse, Hosu Lounge with attached fold out ottoman and lumbar pillow, Model: COURQLO
- (b) Dimensions: 35-¾"D x 35-¾"W x 35-¾"H
- (c) Construction:
 - (i) Frame: Plywood Tab Construction
 - (ii) Upholstery:
 - (iii) Foam: Fire retardant. Multiple densities of polyurethane foam and polyester fibre.
 - (iv) Fully upholstered seat and back, grade/price group 2 vinyl to be selected from manufacturer's full range; colour to be selected by designer.
- (d) Hardware: Non-adjustable glides. Pull tab on ottoman; colour to be selected from manufacturer's full range.
- (e) Environmental Data: SCS Indoor Advantage Gold certified, contains a minimum of 12% recycled content and is minimum 59% recyclable at end of life.

(f) Warranty: 10 year warranty (min.)

E2.1.21 Item 21 (ST4) shall be Ottoman: round, fully upholstered, four post legs c/w glides.

(a) Acceptable Products: Turnstone, Alight Round Ottoman, Model: TS34401

(b) Dimensions: 24" Dia. x 19" H

(c) Construction:

(i) Frame: Plywood components glued and stapled, dowels used to reinforce critical locations.

(ii) Legs: Aluminum with threaded post, adjustable height.

(d) Finish: Brushed aluminum legs.

(e) Upholstery:

(i) Foam: Fire retardant. Inner seat foam 1-1/4"TH, 2-1/2 PCF polyurethane. Outer seat foam 1/2"TH, 3/8 ounce polyester fiber. Inner frame foam 3-1/2"TH, 2-1/2 PCF polyurethane. Outer frame foam 1/2"TH, 3/8 ounce polyester fiber.

(ii) Fully upholstered, Grade/price group 2 vinyl to be selected from manufacturer's full range, colour to be selected by designer.

(f) Hardware: Adjustable glides to suit flooring type; confirm with Design Consultant prior to ordering.

(g) Environmental Data: SCS Indoor Advantage Gold. Contains a minimum of 5% recycled content and is 34% recyclable at end of life.

(h) Warranty: Lifetime warranty; 12 year warranty for foam, glides and vinyl upholstery.

E2.1.22 Item 22 (TB10) shall be End Table: wood legs c/w glides.

(a) Acceptable Products: Turnstone, Jenny End Table, Model: TS31415L

(b) Dimensions: 26-1/2"D x 13-1/2" x 17"H

(c) Construction:

(i) Base & Top: Plywood construction

(ii) Legs: solid maple wood legs

(d) Finish:

(i) Base & Top: high pressure plastic laminate to be selected from manufacturer's full range of colours w/ 3mm PVC edge band in matching finish.

(ii) Legs: Solid wood legs c/w clear finish; species to be selected from manufacturer's full range.

(e) Hardware: Adjustable glides to suit flooring type; confirm with Design Consultant prior to ordering.

(f) Environmental Data: SCS Indoor Advantage Gold. Contains a minimum of 81% recycled content.

(g) Warranty: Lifetime warranty; 12 year warranty for laminate surface.

E2.1.23 Item 23 (TB13) shall be Laptop Table

(a) Acceptable Products: Turnstone, Campfire Personal Laptop Table, Model: TS4TWP

(b) Dimensions: 19- 1/2"D x 14"W x 26"H

(c) Construction: Bent plywood

(d) Finish: Rift-cut natural oak veneer; clear finish.

(e) Warranty: Lifetime warranty; 12 year warranty for wood veneer finish.

SECTION E: Wave Modular Lounge Seating

E2.1.24 Item 24 (LC6A) shall be Wave Modular Lounge Seating

(a) LC6A - Lounge Seating: wave configuration.

- (b) Acceptable Products: Lacasse, Hip Hop Modular Seating Combination, Model: H4860C (x2), H60, H0 (x2); components per each grouping on plan
- (c) Dimensions:
 - (i) H4860C (Wedge Chair - section with back) 79" x 38" x 34"
 - (ii) H60 (Straight Chair - backless center section) 60" x 30" x 18"
 - (iii) H0 (Ogive - curved end units) 30 "x 30" x 18"
- (d) Construction:
 - (i) Frame: ¾" plywood and hardwood, corner blocks fastened with glue and screws, with webbing. Seat back includes serpentine springs and stabilizer rods.
 - (ii) Base: ¼" cold rolled steel looped base.
- (e) Finish: Steel base to have electrostatic powder coating.
- (f) Upholstery:
 - (i) Foam: Fire retardant. Frame to be min. 3" thick foam and min. 2 lbs/cu in. Back to be min 1- ½"thick w/ polyester and min 2 lbs/cu in.
 - (ii) Fully upholstered seat and back. Grade/price group 2 vinyl, combination of 2 colours per each grouping to be selected from manufacturer's full range by designer.
- (g) Hardware:
 - (i) Ganging hardware as required to achieve configuration illustrated on plan.
 - (ii) Glides to suit flooring type.
- (h) Environmental Data: Greenguard certified.
- (i) Warranty: Limited Lifetime warranty; 5 year warranty on fabric and accessories.

E2.1.25 Item 25 (LC6B) shall be Lounge Seating: round, ottoman.

- (a) Acceptable Products:
 - (i) Lacasse, Hip Hop Mix Table, Model: HRTP48
- (b) Dimensions: 48"Dia. x 18"H
- (c) Construction:
 - (i) Frame: ¾" plywood and hardwood, corner blocks fastened with glue and screws, with webbing.
 - (ii) Base: ¼" cold rolled steel looped base.
 - (iii) Table Top Section (center of unit): 1" thick plywood w/ high pressure laminate w/ 3mm matching edge band; colours to be selected from manufacturer's full range.
- (d) Finish: Steel base to have electrostatic powder coating.
- (e) Upholstery:
 - (i) Foam: Fire retardant. Frame to be min. 3" thick foam and min. 2 lbs/cu in.
 - (ii) Fully upholstered. Grade/price group 2 vinyl to be selected from manufacturer's full range.
- (f) Hardware: Glides to suit flooring type.
- (g) Environmental Data: Greenguard certified.
- (h) Warranty: Limited Lifetime warranty; 5 year warranty on fabric and accessories.

E2.1.26 Item 26 (LC6C) shall be Lounge seating: round, ottoman/table combination.

- (a) Acceptable Products: Lacasse, Hip Hop Mix Table Half Moon, Model: HRTM36
- (b) Dimensions: 36"Dia. x 18"H
- (c) Construction:

- (i) Frame: Frame: $\frac{3}{4}$ " plywood and hardwood, corner blocks fastened with glue and screws, with webbing.
 - (ii) Base: $\frac{1}{4}$ " cold rolled steel looped base.
 - (iii) Table Top Section (half of unit): 1" thick plywood w/ high pressure laminate w/ 3mm matching edge band; colours to be selected from manufacturer's full range.
- (d) Finish: Steel base to have electrostatic powder coating.
- (e) Upholstery (half of unit):
- (i) Foam: Foam: Fire retardant. Frame to be min. 3" thick foam and min. 2 lbs/cu in.
 - (ii) Upholstery: Grade/price group 2 vinyl to be selected from manufacturer's full range.
- (f) Hardware: Glides to suit flooring type.
- (g) Environmental Data: Greenguard certified.
- (h) Warranty: Limited Lifetime warranty; 5 year warranty on fabric and accessories.

SECTION F: Nesting Lounge Seating and Tables

E2.1.27 Item 27 (LC3A) shall be Nesting Lounge Chair: leaf shape, adult size, ganging.

- (a) Acceptable Products: Arcadia, Leaf Modular Lounge Chair, Model: 3700-G
- (b) Dimensions: 37"W x 27- $\frac{1}{2}$ "D x 31"H
- (c) Construction:
 - (i) Frame: $\frac{3}{4}$ " thick, engineered hardwood. Joints glued with poly vinyl acetate adhesive, secured with 1- $\frac{3}{4}$ " adhesive staples and 3" long #10 wood screws. Reinforced with corner braces that are glued and screwed into position.
 - (ii) Seat & Back: 4 tows of 3"W x 17"L serpentine springs affixed to the machined frame with universal decking material stapled over the springs.
 - (iii) Legs: Solid wood legs.
- (d) Finish: Solid wood legs. Finish to be selected by Designer from manufacturer's full range.
- (e) Upholstery:
 - (i) Foam: Seat is 5"TH 3.2 lb. high resilient polyurethane foam c/w $\frac{3}{4}$ " poly Dacron wrap. Inside of back is 4" thick piece of 2.0 lb. density, pre-contoured polyurethane foam. The outside back is a $\frac{1}{2}$ " thick piece of polyurethane foam.
 - (ii) Upholstery: fully upholstered seat and back. Grade/price group 2 vinyl, to be selected from manufacturer's full range by Designer
- (f) Hardware: Ganging hardware.
- (g) Environmental Data: SCS Indoor Advantage Gold. Contains 17% recycled content and is 16.5% recyclable at end of life.
- (h) Warranty: 10 year warranty; 1 year warranty for fabric min.

E2.1.28 Item 28 (LC3B) shall be Nesting Lounge Chair: leaf shape, child size, ganging.

- (a) Acceptable Products: Arcadia, Leafette Modular Lounge Chair, Model: 3700-G
- (b) Dimensions: 28- $\frac{1}{4}$ "W x 2- $\frac{1}{2}$ "D x 24- $\frac{3}{4}$ "H
- (c) Construction:
- (d) Frame: $\frac{3}{4}$ " thick, engineered hardwood. Joints glued with poly vinyl acetate adhesive, secured with 1- $\frac{3}{4}$ " adhesive staples and 3" long #10 wood screws. Reinforced with corner braces that are glued and screwed into position.
- (e) Seat & Back: 4 tows of 3"W x 17"L serpentine springs affixed to the machined frame with universal decking material stapled over the springs.
- (f) Legs: Solid wood legs.

- (g) Finish: Solid wood legs. Finish to be selected by designer from manufacturer's full range.
- (h) Upholstery:
 - (i) Foam: Seat is 5"TH 3.2 lb. high resilient polyurethane foam c/w ¾" poly Dacron wrap. Inside of back is 4" thick piece of 2.0 lb. density, pre-contoured polyurethane foam. The outside back is a ½" thick piece of polyurethane foam.
 - (ii) Upholstery: fully upholstered seat and back. Grade/price group 2 vinyl, to be selected from manufacturer's full range by Designer.
- (i) Hardware: Ganging hardware.
- (j) Environmental Data: SCS Indoor Advantage Gold. Contains 17% recycled content and is 16.5% recyclable at end of life.
- (k) Warranty: 10 year warranty; 1 year warranty for fabric min.

E2.1.29 Item 29 (TB11) shall be Nesting Table: leaf shape.

- (a) Acceptable Products: Arcadia, Leaf Modular 45-Degree Table, Model: 3750-45G
- (b) Dimensions: 19"W x 16 ¾"D x 13 ¼"H
- (c) Construction:
 - (i) Base & Top: ¾" Thick beech veneer over high-density particleboard core. Panels joined together with dada joints. Joints glued with poly vinyl acetate adhesive.
 - (ii) Legs: Solid wood legs.
- (d) Finish: Solid wood legs and wood veneer top. Species and finish to be selected from manufacturers full range by Designer.
- (e) Hardware: Ganging hardware.
- (f) Environmental Data: SCS Indoor Advantage Gold. Contains 18% recycled content and is 26% recyclable at end of life.
- (g) Warranty: 10 year warranty.

SECTION G: Children's Furniture

E2.1.30 Item 30 (CH4A) shall be Children's Chair: armless, molded plastic seat and back, four post leg c/w glides.

- (a) Acceptable Products: Virco, Analogy Chair, Model: AN14
- (b) Dimensions: 16"D x 15"W x 24- ½"O/H, Seat Height 14"H
- (c) Construction:
 - (i) Frame: 1" Diameter x 17 gauge tubular steel joined to two 15 gauge steel brackets, continuous weld. No spot welds accepted.
 - (ii) Seat and Back: One-piece, contoured, injection-molded polypropylene shell with flexible, ribbed back.
 - (iii) Metal to metal connections. Concealed metal fasteners for seat to frame connections.
- (d) Finish:
 - (i) Frame: Chrome or powder coated finish.
 - (ii) Seat and Back: Colour to be selected from manufacturer's full range of colours. Colour selection offering to include bolds and brights.
- (e) Hardware: Self-levelling, nylon swivel glides to suit flooring type. Confirm with Design Consultant prior to ordering.
- (f) Environmental Data: Greenguard Indoor Air Quality Gold certified.
- (g) Warranty: 10 year warranty.

E2.1.31 Item 31 (CH4B) shall be Children's Chair: armless, molded plastic seat and back, four post leg c/w glides.

- (a) Acceptable Products: Virco, Analogy Chair, Model: AN16
- (b) Dimensions: 18"D x 17"W x 28"O/H, Seat Height 16"H
- (c) Construction:
 - (i) Frame: 1" Diameter x 17 gauge tubular steel joined to two 15 gauge steel brackets, continuous weld. No spot welds accepted.
 - (ii) Seat and Back: One-piece, contoured, injection-molded polypropylene shell with flexible, ribbed back
 - (iii) Metal to metal connections. Concealed metal fasteners for seat to frame connections.
- (d) Finish:
 - (i) Frame: Chrome or powder coated finish.
 - (ii) Seat and Back: Colour to be selected from manufacturer's full range of colours. Colour selection offering to include bolds and brights.
- (e) Hardware: Self-levelling, nylon swivel glides to suit flooring type. Confirm with Design Consultant prior to ordering.
- (f) Other: Ability to stack.
- (g) Environmental Data: Greenguard Indoor Air Quality Gold certified.
- (h) Warranty: 10 year warranty.

E2.1.32 Item 32 (TB9) shall be Children's Table: rounded wave shape, height adjustable legs, c/w glides.

- (a) Acceptable Products: Mitybilt, Conekt Wave Table, Model: E60 Wave
- (b) Dimensions: 60"D x 22"-30"H (adj. range)
- (c) Construction:
 - (i) Base: 2" Diameter metal post legs
 - (ii) Top: 1" Industrial grade particleboard core with high pressure laminate surface, balancing backer sheet and T-mold edges.
- (d) Finish:
 - (i) Frame & Base: Black powder coat finish.
 - (ii) Top: High pressure plastic laminate with T-mold edge. Colour to be selected from manufacturer's entire range.
- (e) Hardware:
 - (i) Adjustable nylon glides to suit flooring type. Confirm with Design Consultant prior to ordering.
 - (ii) No-tool adjustable legs.
- (f) Environmental Data: Greenguard certified.
- (g) Warranty: 10 year warranty.

SECTION H: Specialty Stools

E2.1.33 Item 33 (ST1A) shall be Stool: oval shaped, molded polyethylene, adult size.

- (a) Acceptable Products: Knoll, Maya Lin Adult Stone, Model: 83YM
- (b) Dimensions: 19"D x 27"W x 15"H
- (c) Construction: 5/8" thick, 100% recycled, molded polyethylene walls with polystyrene filler material inside. Fully finished and enclosed on top, bottom and sides. Slightly concave seat top.
- (d) Finish: Integral colour with light texture and low gloss finish; colour to be selected for manufacturer's full range of finishes.
- (e) Hardware: 1/2" felt glides for indoor use.
- (f) Other: Suitable for indoor and outdoor use.

- (g) Environmental Data: 100% recycled content.
- (h) Warranty: 5 year warranty.

E2.1.34 Item 34 (ST1B) shall be Stool: oval shaped, molded polyethylene, child size.

- (a) Acceptable Products: Knoll, Maya Lin Child Stone, Model: 84YM
- (b) Dimensions: 12"D x 16"W x 10"H
- (c) Construction: 5/8" thick, 100% recycled, molded polyethylene walls with polystyrene filler material inside. Fully finished and enclosed on top, bottom and sides. Slightly concave seat top.
- (d) Finish: Integral colour with light texture and low gloss finish; colour to be selected for manufacturer's full range of finishes.
- (e) Hardware: 1/2" felt glides for indoor use.
- (f) Other: Suitable for indoor and outdoor use.
- (g) Environmental Data: 100% recycled content.
- (h) Warranty: 5 year warranty.

SECTION I: Moveable Stools

E2.1.35 Item 35 (ST2) shall be Ottoman: square, fully upholstered c/w casters.

- (a) Acceptable Products: Teknion, Collaborative Ottoman, Small Square, Model: NCOSSD
- (b) Dimensions: 18"D x 18"W x 16"H
- (c) Construction: Plywood construction. Reinforced nylon scuff-resistant plastic base.
- (d) Upholstery:
 - (i) Foam: Fire Retardant. Seat cushion to be minimum 2.6 min. lbs/cu.ft density, colored blockform foam.
 - (ii) Fully upholstered, Grade/price group 2 vinyl to be selected from manufacturer's full range.
- (e) Hardware: 1.5" hard, reinforced nylon, twin wheeled and hooded casters.
- (f) Environmental Data: Greenguard Indoor Air Quality Gold certified.
- (g) Warranty: Limited lifetime warranty; 5 year warranty for fabric.

SECTION J: Specialty Display Items

E2.1.36 Item 36 (BB) shall be Book Browser Bins, double sided c/w casters.

- (a) Acceptable Products: ColorScape, CS-6 Compartment Mobile Browser Box, Model: 5095601 w/casters.
- (b) Dimensions: 30"H x 41-1/2"W x 28"D
- (c) Construction: 3/4" thick plywood base and 1/2" thick laminated divider panels c/w 1/4" thick hardwood edge band to match. Double faced unit to be divided into 6 equal sized top compartments and 3 equal sized vertical compartments per side.
- (d) Finish:
 - (i) High-pressure plastic laminate c/w matching hardwood edge; colour to be selected from manufacturer's full range. Divider panels are to be finished in contrasting high pressure plastic laminate (max. 2 colour choices per unit).
 - (ii) Solid wood to receive spray-on 6-step finishing process with stain and pre-catalyzed lacquer.
- (e) Hardware: Min. 3" heavy-duty, all-locking casters.
- (f) Warranty: 5 year warranty.

SECTION K: Metal Shelving

E2.1.37 Item 37 (MS1) shall be Metal Shelving: adjustable shelving system.

- (a) a) Acceptable Products: Tennesco, Z-Line Shelving, Medium Profile Shelving Unit
- (b) Dimensions: Approximate (+/-) 84"H x 36"W x 28"D
- (c) Construction:
 - (i) Supports: Medium profile, V-beam formed of 14 gauge steel with intermediate span bracing. 14 gauge angle post with positive double rivet connections.
 - (ii) All exposed edges, corners and surface areas to be free for sharp edges.
 - (iii) Decking: 5/8" medium density, industrial-grade particleboard decking, installed without use of nuts or bolts.
 - (iv) Five adjustable height shelves plus bottom shelf.
- (d) Finish: Epoxy powder coat finish for all metal components. Colour to be selected from manufacturer's full range.
- (e) Hardware: Shelves adjust in 1-1/2" increments with flattened locator keyhole in every 4th position.
- (f) Warranty: 10 year warranty.

SECTION L: Library Shelving

- E2.1.38 The specifications herein describe the supply and installation of cantilever bracket type metal bookstack shelving as defined by the American Library Association (ALA.org) and published in their Library Technology Reports.
- E2.1.39 Bidder shall include all relevant product information related to the bid price indicated on Form B:Prices Section L Lump Sum Price, which shall include full supporting technical specifications.**
- E2.1.40 Library Shelving, Adjustable Cantilever Type Metal Library Book Stack System Description:
- (a) Welded frame system with components consisting of:
 - (i) Welded frame
 - (ii) Adjustable shelves and brackets of varying depth
 - (iii) Base shelves
 - (iv) Base shelf and brackets
 - (v) Canopy tops
 - (b) System shall be fully and easily adjustable, such that components are interchangeable and can be expanded or reconfigured as needed to suit collection growth and specialty shelving needs. End panels to be field removable and replaceable.
 - (c) All uprights and shelving units to be height adjustable in 25mm (1") increments and allow for conversion for the conversion of single to double faced units in the field.
 - (d) Floor and wall anchors and fully adjustable levelling system to be provided for each section.
 - (e) Standard Unit Sizes:
 - (i) Overall width of individual shelving units to be 915 mm (36")
 - (ii) Overall heights to be 1676 mm (66") and 1066 mm (42") as noted in E3. EQUIPMENT ITEMIZATION.
 - (iii) Single-faced unit overall depths to be 330/355 mm (13/14") overall and double faced unit overall depths to be 610/660 mm (24/26").
 - (iv) Clear typical shelving depth to be 254 mm (10") unless noted otherwise. Base shelving to be 280/305mm (11/12") clear depth unless noted otherwise.
 - (f) Components:
 - (i) Welded Frame Upright:
 - (g) The welded frame shall consist of 2 vertical upright columns constructed of a minimum 14 gauge steel. Upright column shall be 50 mm (2") deep with a 32mm (1-1/4") face with 13mm (1/2") return flanges. The uprights shall have shelf attachment

slots on 25mm (1") increments the entire length of the upright. Slots shall be 16mm (5/8") x 6mm (1/4"). Uprights shall include location indicators the entire length of upright on a minimum of 152mm (6") centers.

- (h) Non-welded frame cantilever type shelving units are not acceptable.
- (i) Top and Bottom Spreaders:
 - (i) The tubular top spreader shall be a minimum of 14 gauge steel tube 64mm (2.5") tall x 25mm (1") wide.
 - (ii) The bottom spreader channel shall be a 16 gauge channel with built-in or pre-drilled capacity for floor levellers.
- (j) Base Supports:
 - (i) Base support shall be provided for lateral unit stability. The support shall be min. 14 gauge steel 228mm (9") high with a 25mm (1") return on the bottom. Support shall be bolted to frame upright and designed and constructed with shear tabs with interlock/mate with the upright to provide additional stability and assist in alignment of base support to frame. Base support design must allow the frame to transfer loads to floor or levellers. Base support brackets that put the bolted connection in shear are unacceptable.
- (k) Shelf End Brackets:
 - (i) Minimum 16 gauge steel of a depth not less than that of the shelf on which they are used and shall extend not less than 152mm (6") above the top surface of the shelf. The top and front edges shall be flanged outwardly to a half round profile to prevent accidental knifing of material. Shelf brackets shall have a minimum of two hooks at the top for engaging into the column (post) and one safety lug to prevent accidental dislodgment at the bottom. Outward embossment in the upper front corner of the shelf brackets shall act as shelf spacers and prevent overlapping of shelf end brackets. For aesthetic reasons as well as to prevent sharp corners, the upper front corner of the shelf brackets shall have a radius of not less than 25mm (1"). The base of the end brackets will have two lanced tabs that interlock with the shelf and provide firm support for the shelf. Lance tabs and shelf shall be provided with 6 mm (1/4") holes for optional bolting of components. The front edge of the end bracket shall have a 15 degree slope.
- (l) Base Shelves:
 - (i) Shelves shall be formed from minimum 18 gauge cold rolled steel with a triple 90 degree bend on the rear of shelf and a double bend with a 76 mm (3") surface at the front. Shelf ends to be turned down 90 degrees to engage and interlock into the shelf end brackets.
- (m) Adjustable Shelves:
 - (i) Shelves shall be formed from minimum 18 gauge cold rolled steel with a triple 90 degree bend on both front and rear edges with a shelf thickness to be 19 mm (7.5"). Shelf ends to be turned down 90 degrees to engage and interlock into the shelf end brackets. Shelves shall be no less than 6 mm (1/4") from actual dimension specified.
 - (ii) Shelves shall support book loads of minimum 50 pounds per square foot.
 - (iii) Shelves shall include integral backstops of a minimum 50mm (2") high or shall include separate attachable back stops.
- (n) Backstops:
 - (i) Backstops shall be adjustable where specified and available in a minimum height of 50mm (2") where fixed.
 - (ii) Backstops shall fit in to upright slots and be available in double sided configuration.
- (o) Corner Fillers: Steel full height corner unit with closed top.
- (p) Wall Anchor Brackets:

- (i) Provide metal brackets for attaching single faced units to building walls that are securely fastened to welded frame top spreader and to structural wall element using prescribed hardware.
- (ii) All brackets shall be the same paint colour and material as the shelving frame.
- (q) Accessories:
 - (i) End Panels: Panels to be constructed of 25mm (1") thick plywood with high pressure plastic laminate finish with flat profile matching 3mm PVC edge. Gables to encompass full height of library shelving supports, aligning with top canopy and be mechanically fastened to metal end supports.
 - (ii) Canopy Tops: Flat, steel canopy tops to extend the full width and depth of the unit base, bracketed to uprights.
 - (iii) Integral Back Base Shelves: 280mm (11") deep, flat, fixed base shelf to include 76mm (3") base front with 2" min. backstop, end brackets and one wire divider per 915mm (36") opening.
 - (iv) Closed Base Shelves with Dividers: 280mm (11") deep, flat, fixed base shelf with 4-5"H backstop slotted on 25mm (1") centers to accommodate dividers. Include back and brackets. Five dividers 6-9" high to be provided per 915mm (36") shelf.
 - (v) Periodical Base Shelves: 305mm (12") deep, 355 mm (14")H sloped, fixed height, display surface hinged for access of storage behind.
 - (vi) Adjustable Integral Back Shelves: 250mm (10") deep, flat, adjustable shelves to include 50mm (2") min. backstop, end brackets and one wire divider per 915mm (36") opening.
 - (vii) Divider Shelves with Adjustable Backstop: 250mm (10") deep, flat, adjustable shelving to include 4-5"H adjustable backstop slotted on 25mm (1") centers to accommodate dividers. Include back and brackets. Five dividers 6-9" high to be provided per 915mm (36") shelf.
 - (viii) Fixed Sloped Display Shelves: Sloped for face-out display of books of varying depths (up to 2") and heights 12-14"; end brackets to be included.
- (r) Periodical Base Shelves and Periodical Display Shelves:
 - (i) Sloping display shelves hinged to an adjustable shelf and base shelf brackets.
 - (ii) Base shelves to be non-adjustable.
 - (iii) Shelving to accommodate a 14" high periodical, and be hinged to provide a clear storage height of 8" within. Mechanism to be included to allow shelf to stand in open position without assistance.
 - (iv) Lower edge of display shelf shall have a flange and turned up lip to provide a 1" clearance behind lip.
 - (v) Provide triple 90 degree bend on both front and rear edge to avoid sharp edges.
 - (vi) Include rubber bumpers for sound deadening.
 - (vii) Flat storage shelves shall have a minimum 12" depth.
 - (viii) Book Supports/Dividers (as noted): Each 915mm (36") flat shelf to include one sliding wire book support/divider that attaches to and slides along back edge of integral shelves. Divider shelves to include 5 hook on book supports/dividers of 6-9" in height. Additional wire supports/dividers for future use are listed in Equipment Itemization Table.
- (s) Finishes:
 - (i) All components to be formed and finished in a manner that has no exposed sharp edges to reduce risk of injury.
 - (ii) All metal components to be painted with an electrostatically applied powder coat paint that meets or exceeds specifications set forth by the American Library Association for Cantilever Bracket Type Metal Library Bookstacks published in their Library Technology Reports.

- (iii) Paint colours to be selected from manufacturer's full range of paint finishes. Finishes to be guaranteed available for a period of 18 months after installation complete to facilitate ordering of additional shelving/components etc. if required.
- (iv) End panels to receive custom selected high pressure plastic laminate finish with matching 3mm flat profile PVC edging. Finish selection to be provided by Design Consultant upon award of contract.
- (t) Shop Drawings:
 - (i) Show fabrication, assembly, and installation details including descriptions of procedures and diagrams. Show complete extent of library bookstack installation layout including quantities, locations and types of accessory units required. Include notations and descriptions of all installation items and components.
 - (ii) Show installation details at non-standard conditions, if any.
 - (iii) Provide layout, dimensions, and identification of each unit corresponding to sequence of installation and erection procedures.
 - (iv) Provide installation schedule and complete erection procedures to ensure proper installation.
 - (v) Submit minimum 75 mm square samples of each color and texture on actual substrate for each component to remain exposed after installation.
- (u) Installation:
 - (i) Install library book stacks in accordance with reviewed shop drawings and manufacturer's printed instructions.
 - (ii) Installation to be performed by a skilled tradesman employed by specialty company recognized and trained as approved installer by manufacturer with successful experience on projects of similar size, requirements and complexity.
 - (iii) Follow manufacturer's written instructions for installation of each type of accessory item specified. Verify accessory unit alignment and plumb after installation. Correct if required following manufacturer's instructions.
 - (iv) Securely fasten single faced units to walls using prescribed hardware as per manufacturer's written instructions.
 - (v) Remove components that are chipped, scratched, or otherwise damaged and which do not match adjoining work. Replace with new matching units, installed as specified and in manner to eliminate evidence of replacement.
 - (vi) Adjust all accessories to provide smoothly operating, visually acceptable installation.
 - (vii) Comply with manufacturer's printed instructions for cleaning and touch-up of minor finish damage. Remove and replace work that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.
- (v) Warranty:
 - (i) Manufacturer's Product Warranty: provide an extended warranty for Work of this Section consisting of a Limited Lifetime Warranty from date of Substantial Performance of the Work. Manufacturer hereby warrants library stack systems against defects in materials and workmanship, and these or other observed defects and deficiencies will be repaired or replaced to the satisfaction of the Consultant and Owner, and at no expense to Owner.

E3. EQUIPMENT ITEMIZATION

Area	Code	Height	Description	Units	Type of Shelving*
LIBRARY SHELVING (LS1) Single faced cantilever weld frame; 42"H x 36"W shelving units *Refer to drawings to confirm number of ganged shelving units per item type and quantities of shelving required. Refer to specifications for shelving depths.					
CHILDREN'S AREA 1:28	LS1A	42"	Single faced, 42"H x 36"W wall braced units c/w metal canopy tops and plastic laminate faced end panels	16 SF bays	Each single unit face to consist of the following: - 1 fixed integral back base shelf - 2 adjustable integral back shelves
CHILDREN'S AREA 1:28	LS1B	42"	Single faced, 42"H x 36"W wall braced units c/w metal canopy tops and plastic laminate faced end panels	2 SF bays	Each single unit face to consist of the following: - 1 hinged periodical display base shelf c/w flat storage - 2 hinged periodical display shelves c/w flat storage shelf behind
LIBRARY SHELVING (LS1) Double faced cantilever weld frame; 42"H x 36"W shelving units *Refer to drawings to confirm number of ganged shelving units per item type and quantities of shelving required.					
CHILDREN'S AREA 1:28	LS1C	42"	Double faced, 42"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	12 DF bays	Each face of unit to consist of the following: - 1 fixed integral back base shelf - 2 adjustable integral back shelves
CHILDREN'S AREA 1:28	LS1D	42"	Double faced, 42"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	3 DF bays	Each face of unit to consist of the following unless noted otherwise: - 1 fixed integral back base shelf - 2 adjustable integral back shelves One unit face, as indicated on plan (side facing corridor), to consist of the following variation: - 1 fixed integral back base shelf - 1 adjustable integral back shelf - 1 sloped display shelf

Area	Code	Height	Description	Units	Type of Shelving*
CHILDREN'S AREA 1:28	LS1E	42"	Double faced, 42"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	3 DF bays	<p>Each face of unit to consist of the following unless noted otherwise:</p> <ul style="list-style-type: none"> - 1 fixed integral back base shelf - 2 adjustable integral back shelves <p>Two unit faces (side facing corridor) to consist of the following variation:</p> <ul style="list-style-type: none"> - 1 closed base shelf with dividers - 2 adjustable divider shelves <p>One unit face, as indicated on plan (side facing corridor), to consist of the following variation:</p> <ul style="list-style-type: none"> - 1 closed base shelf with dividers - 1 adjustable divider shelf - 1 sloped display shelf
<p>LIBRARY SHELVING (LS2) Double faced cantilever weld frame; 66"H x 36"W shelving units *Refer to drawings to confirm number of ganged shelving units per item type and quantities of shelving required.</p>					
MAIN LIBRARY 1:21	LS2A	66"	Double faced, 66"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels <i>*Note: two shelving units mid run are single faced only to accommodate existing column location.</i>	34 DF bays 2 SF bays	<p>Each face of unit to consist of the following:</p> <ul style="list-style-type: none"> - 1 fixed integral back base shelf - 4 adjustable integral back shelves
MAIN LIBRARY 1:21	LS2B	66"	Double faced, 66"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	42 DF bays	<p>Each face of unit to consist of the following unless noted otherwise:</p> <ul style="list-style-type: none"> - 1 fixed integral back base shelf - 4 adjustable integral back shelves <p>Both sides of end unit faces, where indicated on plan, to consist of the following variation:</p> <ul style="list-style-type: none"> - 1 fixed integral back base shelf - 3 adjustable integral back shelves - 1 sloped display shelf

Area	Code	Height	Description	Units	Type of Shelving*
TEEN AREA 1:22	LS2C	66"	Double faced, 66"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	4 DF bays	Each face of unit to consist of the following unless noted otherwise: - 1 fixed integral back base shelf - 4 adjustable integral back shelves One face of end unit, where indicated on plan, to consist of the following variation: - 1 fixed integral back base shelf - 3 adjustable integral back shelves - 1 sloped display shelf
TEEN AREA 1:22	LS2D	66"	Double faced, 66"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	4 DF bays	Each face of unit to consist of the following unless noted otherwise: - 1 fixed integral base shelf - 4 adjustable integral back shelves Both sides of one end unit, as indicated on plan, to consist of the following variation: - 1 fixed integral back base shelf - 3 adjustable integral back shelves - 1 sloped display shelf
READING LOUNGE 1:24	LS2E	66"	Double faced, 66"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	4 DF bays	Each face of unit to consist of the following: - 1 hinged periodical display base shelf c/w flat storage shelf behind - 3 hinged periodical display shelves c/w flat storage shelf behind
PASSAGE-WAY 1:25	LS2F	66"	Double faced, 66"H x 36"W freestanding units c/w metal canopy tops and plastic laminate faced end panels	5 DF bays	Each face of unit to consist of the following unless noted otherwise: - 1 closed base shelf with dividers - 4 adjustable divider shelves Both sides of end unit faces, where indicated on plan, to consist of the following variation: - 1 closed base shelf with dividers - 3 adjustable divider shelves - 1 sloped display shelf

Area	Code	Height	Description	Units	Type of Shelving*
LIBRARY SHELVING ACCESSORIES					
* Quantities listed are for future modification purposes and are in addition to the shelving quantities and number of supports to be included per shelf as per base specifications.					
STORAGE 1:27	-	-	Adjustable Shelf (in addition to those specified above)	10	Adjustable integral back shelf
STORAGE 1:27	-	-	Wire Book Supports (in addition to those included with typical shelving as per specifications)	100	-
LIBRARY SHELVING END PANELS					
CHILDREN'S AREA 1:28	EP1	43"(+/-)	Plywood c/w High Pressure Plastic Laminate Face End Panel; 13/14"W x 43"H(+/-) Align height of end panel with top of metal canopy.	8	
CHILDREN'S AREA 1:28	EP2	43"(+/-)	Plywood c/w High Pressure Plastic Laminate Face End Panel; 24"W x 43"H(+/-) Align height of end panel with top of metal canopy.	14	
MAIN LIBRARY 1:21	EP3	67"(+/-)	Plywood c/w High Pressure Plastic Laminate Face End Panel; 24/26"W x 67"H(+/-) Align height of end panel with top of metal canopy.	42	