

**FORM A: BID**  
(See B8)

1. Contract Title REMOVAL, SUPPLY, DELIVERY AND ASSEMBLY OF FURNITURE

2. Bidder

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Usual Business Name of Bidder as it appears on Invoice (if different from above)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email Address of Bidder

\_\_\_\_\_  
Facsimile Number

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable)

The Bidder is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder for purposes of the Bid.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Email Address

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions.

5. Offer The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out on Form B: Prices, appended hereto.

6. Commencement of the Work The Bidder agrees that no Work shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Work.

7. Contract The Bidder agrees that the Bid Opportunity in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid.

8. Addenda The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No.	Dated
_____	_____
_____	_____
_____	_____

9. Time This offer shall be open for acceptance, binding and irrevocable for a period of sixty (60) Calendar Days following the Submission Deadline.

10. Signatures The Bidder or the Bidder's authorized official or officials have signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Bidder or  
Bidder's Authorized Official or Officials

\_\_\_\_\_

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

**FORM B: PRICES**  
 (See B9)

REMOVAL, SUPPLY, DELIVERY AND ASSEMBLY OF FURNITURE

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	QUANTITY	UNIT PRICE
1.	D-Top 30"D x 80"W x 29"H with rounded edges- 1 grommet. ¾ Modesty Panel with end gable with height adjustable floor glide	16044	Each	4	
2.	Table Return (24"D x 48.5W x 29"H), with BBF pedestal (15"W x 21"D x 28"H), 18 3/4 " modesty with a 4" recess to allow access to wall plugs and conceal cords, full end gable,1 grommet. Pedestal drawers come with under mount full extension steel soft close slides with metal ball bearings pencil tray insert, hanging file extrusion for legal or letter filing, drawer Lock. Weight capacity per drawer 66lbs.	16044	Each	4	
3.	Hutch - (14"D x 78.5 "W x 40"H) 5 doors with soft close concealed European hinges, locks keyed with pedestal locks.	16044	Each	4	
4.	Tackboard - (76.5"W x 22"H)	16044	Each	4	
5.	LED Task light - 48" W Black	16044	Each	4	
6.	Keyboard Platform – (26.5"Wx11"D) – ESI Ergonomic Solutions Model PLMAC	16044	Each	4	
7.	Articulating Keyboard Arm – ESI Ergonomic Solutions Model AA355DS	16044	Each	4	
8.	Single Articulating Monitor Arm – ESI Ergonomic Solutions Model EDGE – Silver	16044	Each	7	
9.	State cost of removal per current desk."	16044	Each	1	

\_\_\_\_\_  
 Name of Bidder

## FORM N: DETAILED SPECIFICATIONS 16044

### FURNITURE

#### **1.0 DESCRIPTION-**

- 1.1 These specifications describe Furniture and features as specified herein.
- 1.2 The Furniture shall be a new.
- 1.3 The Furniture and all other items/components shall be the manufacturer's latest model. The furniture shall be furnished complete and ready for use. Any parts or accessories not specifically mentioned, but which are required to complete and place the furniture in successful operation shall be furnished as though specifically mentioned in these specifications. The furniture and all parts thereof, shall conform in strength and quality of material and workmanship, to the best standards and practice of the industry.
- 1.4 It will be the responsibility of the Bidder to inform the City of any errors or omissions in these specifications, for under this Contract the Contractor shall be held responsible for the satisfactory operational function of the furniture.

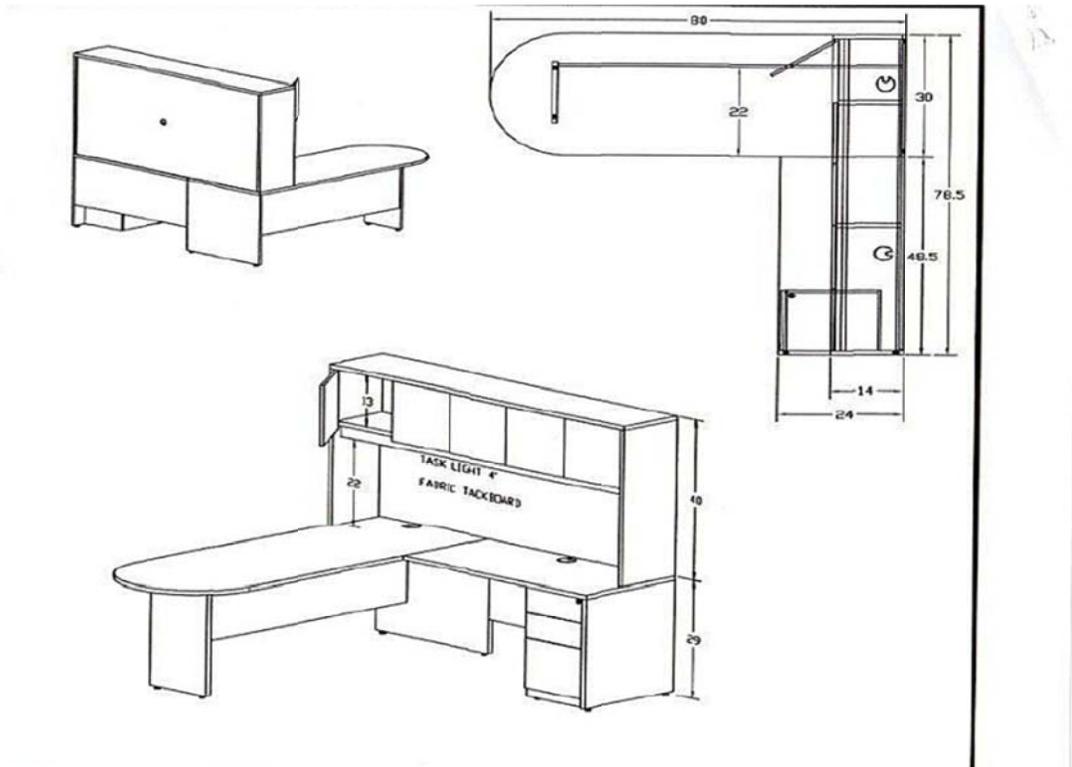
#### **2.0 OTHER SPECIFICATIONS AND STANDARDS**

- 2.1 All applicable standards form an integral part of these specifications and shall have precedence in any conflict concerning minimum acceptable standards.
- 2.2 The Furniture shall comply with the applicable regulations:  
  
Canadian Standards Association, CSA = <http://www.csa.ca/about/Default.asp?language=english>  
Under Writers of Canada, U/L = <http://www.ulc.ca/>
- 2.3 It will be the responsibility of the Bidder to inform the City of any deficiencies in these specifications, for under this Contract the Contractor shall be held responsible for the design, performance, reliability and satisfactory operational function of the units.

#### **3.0 INSTRUCTIONS FOR COMPLETION OF SPECIFICATIONS**

- 3.1 Each bid will be evaluated based on adherence to all terms, conditions and requirements outlined in the Bid Opportunity package.
- 3.2 All items in these specifications must be answered indicating compliance or non-compliance. **BIDDERS SHALL STATE "YES" FOR COMPLIANCE OR STATE DEVIATION**, or give reply where requested to do so. Deviations shall be clearly stated and fully detailed. Alternatives will be considered subject to evaluation.
- 3.3 **EACH BIDDER IS REQUIRED TO FILL IN EVERY BLANK. FAILURE TO DO SO MAY BE USED AS A BASIS FOR REJECTION OF BID**

**4.0 DRAWING-**



**5.0 SPECIFICATIONS-**

**5.1 INSTALLATION**

Installation to include one (1) keyboard tray and computer arm installation specific to requirements of individuals occupying the desks.

**5.2 KEY BOARD**

Keyboard tray must be optionally mountable off D-Top, return or corner.

**5.3 REQUIREMENTS**

The Contractor shall supply office furniture in accordance with the requirements hereinafter specified:

**5.4 RETURN**

Left or right hand return on desks to be determined at time of order

**5.5 THICKNESS**

All desk and hutch surfaces, gables, and valances are to be 1" thick low pressure laminate with 3mm edging on all exposed edges and .5 mm edging on concealed edges;

**5.6**

All shelves and dividers are to be 1" thick low pressure laminate with .5 mm edging on exposed edges;

- 5.7 All modesty panels are to be 5/8" thick low pressure laminate with .5 mm edging on exposed edges; \_\_\_\_\_
- 5.8 All hutch doors and pedestal drawer fronts are to be 5/8" thick low pressure laminate with 3 mm edging on all sides; \_\_\_\_\_
- 5.9 All pedestal drawers are to be 1/2" low pressure laminate with .5mm edging on exposed edges; \_\_\_\_\_
- 5.10 All pedestal gables, backs, and kicks are to be 5/8" thick low pressure laminate with .5mm edging on exposed edges; \_\_\_\_\_
- 5.11 **FINISH-**
- 5.12 Summer Flame color on all work surfaces and top of hutch, 3mm edging to match work surface; \_\_\_\_\_
- 5.13 Slate color for modesty, gables, hutch doors, bbf pedestal, with 3 mm. edging to match; \_\_\_\_\_
- 5.14 Tackboard fabric: Mocha. \_\_\_\_\_
- 5.15 **WARRANTY**
- All warranty information shall be detailed and include all exclusions. The successful bidder shall provide all published warranty information upon delivery of the equipment. Bidder shall state all warranty information. \_\_\_\_\_
- 5.16 **DELIVERY**
- 5.17 Delivery Point: The complete unit shall be serviced, ready for operation and delivered F.O.B. with the freight prepaid, including invoice and N.I.V.S. (if applicable) to the WFMA 770 Ross Avenue, Winnipeg MB. The successful bidder shall be notified by the Contractor Administrator the delivery address prior to issuance of the purchase order \_\_\_\_\_
- 5.18 Delivery Time **State delivery time** from the date of award. Equipment shall be delivered between 8:00 am and 3:00 pm on Business Days. \_\_\_\_\_