



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 94-2017

**SUPPLY, DELIVERY & INSTALLATION OF FURNITURE & SHELVING FOR THE ST.
VITAL LIBRARY RENOVATION - 6 FERMOR AVENUE**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

- B1.1 SUPPLY, DELIVERY & INSTALLATION OF FURNITURE & SHELVING FOR THE ST. VITAL LIBRARY RENOVATION - 6 FERMOR AVENUE

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, Friday, October 6th 2017.
- B2.2 Bids determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. ENQUIRIES

- B3.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.
- B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B3.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.
- B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.
- B3.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B3.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4. 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 B15.

B6.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B7. BID SUBMISSION

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

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

B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.

B7.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely 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 B15.1(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. The bidder must complete the Approx. Quantity column for Item 4 on Form B: Prices. These quantities depend on dollies required to accommodate Item 2 and 3 requirements.

B9.1.1 Prices on Form B: Prices shall include:

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

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

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

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10. DISCLOSURE

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

B10.2 The Persons are:

- (a) N/A

B11. QUALIFICATION

B11.1 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.

B11.2 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>

B11.3 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).

B11.4 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.

B11.5 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.

B12. OPENING OF BIDS AND RELEASE OF INFORMATION

B12.1 Bids will not be opened publicly.

B12.2 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>

B12.3 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>

B12.4 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 or by City policy or procedures (which may include access by members of City Council).

B13. IRREVOCABLE BID

B13.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B13.2 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.

B14. WITHDRAWAL OF BIDS

B14.1 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.

B14.1.1 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.

B14.1.2 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.

B14.1.3 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 B14.1.3(b), declare the Bid withdrawn.

B14.2 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 B13.2 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.

B15. EVALUATION OF BIDS

B15.1 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 B11 (pass/fail);
- (c) Bid Price;

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

- B15.2 Further to B15.1(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.
- B15.3 Further to B15.1(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.
- B15.4 Further to B15.1(c), the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B15.5 This Contract may be awarded as a whole or separately in sections as identified on Form B: Prices.
- B15.5.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on all sections on Form B: Prices.
- B15.5.2 Notwithstanding B16.3, 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.

B16. AWARD OF CONTRACT

- B16.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B16.2 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.
- B16.2.1 Without limiting the generality of B16.2, 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.
- B16.3 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 B15.
- B16.3.1 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.
- B16.4 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.
- B16.5 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 the supply, delivery & installation of new furniture, equipment and shelving to the St.Vital Library located at 6 Fermor Avenue as part of the overall St. Vital library renovation project.
- D2.2 The major components of the Work are as follows:
- (a) Supply & delivery of new furniture, equipment & shelving items as indicated on drawings.
 - (b) Installation of new furniture, equipment & shelving items in coordination with Contract Administrator
 - (i) Floor where new shelves are to be installed is primarily existing concrete slab & carpet tile.
 - (ii) Interior walls where shelves may be anchored are primarily wood stud with drywall; Exterior walls are primarily brick with wood furring & drywall.

D3. CONTRACT ADMINISTRATOR

- D3.1 The Contract Administrator is:
- Taylor Hammond
Architectural Intern
Telephone No.: 204.488.3857 Ext. 23
Email Address: taylor@bridgmancollaborative.ca

D4. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D4.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.
- D4.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D4.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;
- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
 - (b) the Contract, all deliverables produced or developed; and
 - (c) any statement of fact or opinion regarding any aspect of the Contract.
- D4.4 A Contractor who violates any provision of D4 may be determined to be in breach of Contract.

D5. NOTICES

- D5.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer.

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

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

D7. INSURANCE

- D7.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
 - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.
- D7.2 Deductibles shall be borne by the Contractor.
- D7.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work but in no event later than the date specified in C4 for the return of the executed Contract.
- D7.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D8. MATERIAL SAFETY DATA SHEETS

- D8.1 The Contractor shall provide the Contract Administrator with one (1) copy of Material Safety Data Sheets (MSDS's) for each product to be supplied under the Contract at least two (2) Business Days prior to the commencement of Work but in no event later than seven (7) Calendar Days from notification of the award of Contract.
- D8.2 Throughout the term of the Contract, the Contractor shall provide the Contract Administrator with revisions or updates of the MSDS's as soon as may be reasonably possible.

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 D6;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (iii) evidence of the insurance specified in D7; and

- (iv) the Material Safety Data Sheets specified in D8.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D10. DELIVERY

- D10.1 The St. Vital Library is undergoing major renovations and may be under construction when the Goods are available for delivery. The anticipated total completion date is January 15, 2017. The current expected date for delivery & installation is:
- (a) Approximately no earlier than February 5th, 2017 (final date to be confirmed upon award of tender).
 - (b) Approximately no later than February 16th, 2017 (final date to be confirmed upon award of tender).
- D10.1.1 The Contract Administrator may request to alter the expected delivery and installation date range for the Goods to accommodate any unanticipated delays to the renovation schedule. If a delay is encountered, the Supplier shall arrange for the Goods to be stored off-site until a revised delivery & installation date is established.
- D10.2 Goods shall be delivered f.o.b. destination, freight prepaid to:
- St. Vital Library
6 Fermor Avenue
Winnipeg, MB R2M 0Y2
- D10.3 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D10.4 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- D10.5 The Contractor shall off-load the Goods as directed at the delivery location.

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 two hundred dollars (\$200) 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 **Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B7.**

D13. **PAYMENT**

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

D14. **PAYMENT SCHEDULE**

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

WARRANTY

D15. **WARRANTY**

D15.1 Notwithstanding C11.2, the warranty period shall begin on the date of Total Performance and shall expire one (1) year thereafter, except where longer warranty periods are specified in the respective Specification sections, unless extended pursuant to C11.2 to C11.3, in which case it shall expire when provided for thereunder.

D15.2 Notwithstanding C11.2, the Contract Administrator may permit the warranty period for a portion or portions of the Work to begin prior to the date of Total Performance if a portion of the Work cannot be completed because of unseasonable weather or other conditions reasonably beyond the control of the Contractor but that portion does not prevent the balance of the Work from being put to its intended use.

D15.2.1 In such case, the date specified by the Contract Administrator for the warranty period to begin shall be substituted for the date specified in C11.2 for the warranty period to begin.

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>
FA101	BASEMENT FIXTURE PLAN
FA102	MAIN FLOOR FIXTURE PLAN
FA103	MEZZANINE FIXTURE 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 & library shelving in accordance with the requirements hereinafter specified.

SECTION A - SEATING

E2.2 **Item no. 1 – (CH1) - stacking chair** shall be armless, moulded solid shell, sled legs c/w glides.

(a) Acceptable Products:

(i) KI, Doni Stack Chair, Model: DN3100

(b) Dimensions: Approximate (+/-) 19"W x 19" D x 34" H

(c) Construction:

(i) Frame: Minimum 1/2" o.d. x 13 gauge tubular steel, steel crossmember; all joints welded;

(ii) Legs: Sled, minimum 1/2" o.d. x 13 gauge tubular steel, steel crossmember; all joints welded;

(iii) Seat & Back: High strength polymer shell or injection molded polypropylene; flexing, curved back.

(d) Finish:

(i) Legs & Frame: Epoxy powder coat paint finish or chrome plating; colour to be selected by Contract Administrator from manufacturer's full range of colours;

(ii) Seat & Back: Colour to be selected by Contract Administrator from manufacturer's full range of colours.

(e) Hardware: Glides to suit floor type, confirm with Contract Administrator prior to ordering.

(f) 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.

(g) Warranty: Minimum 10 year warranty.

SECTION B - PROGRAM SEATING

E2.3 **Item no. 2 – (CH2A) - stacking chair** shall be armless, moulded solid shell, sled legs c/w glides.

(a) Acceptable Products:

(i) Herman Miller, Caper Chair, Model: WC410N

- (b) Dimensions: Approximate (+/-) 24"W x 17.5" D x 32" H
- (c) Construction:
 - (i) Frame: Minimum 1/2" o.d. x 16 gauge tubular steel, steel crossmember; all joints welded;
 - (ii) Legs: Sled, minimum 1/2" o.d. x 16 gauge tubular steel, steel crossmember; all joints welded;
 - (iii) Seat & Back: High strength injection molded polypropylene; perforated, contoured seat and back.
- (d) Finish:
 - (i) Legs & Frame: Epoxy powder coat paint finish; colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Seat & Back: Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware: Glides to suit floor type, confirm with Contract Administrator prior to ordering.
- (f) 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.
- (g) Warranty: Minimum 12 year warranty.

E2.4 **Item no. 3 – (CH2B) - stacking chair** shall be moulded solid shell with stationery arms & sled legs c/w glides.

- (a) Acceptable Products:
 - (i) Herman Miller, Caper Chair, Model: WC410P
- (b) Dimensions: Approximate (+/-) 24"W x 17.5" D x 32" H
- (c) Construction:
 - (i) Frame: Minimum 1/2" o.d. x 16 gauge tubular steel, steel crossmember; all joints welded;
 - (ii) Legs: Sled, minimum 1/2" o.d. x 16 gauge tubular steel, steel crossmember; all joints welded;
 - (iii) Seat & Back: High strength injection molded polypropylene; perforated, contoured seat and back.
- (d) Finish:
 - (i) Legs & Frame: Epoxy powder coat paint finish; colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Seat & Back: Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware: Glides to suit floor type, confirm with Contract Administrator prior to ordering.
- (f) 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.
- (g) Warranty: Minimum 12 year warranty.

E2.5 **Item no. 4 Dolly:**

- (a) Provide quantity of dollies required to accommodate Items 2-3 requirements on Form B: Prices.
- (b) Dolly to suit chair model/manufacturer specified for Items 2-3

SECTION C – TASK SEATING

- E2.6 Item no. 5 – (TC1) – Office Task Chair** shall be upholstered vinyl ergonomic office task chair with pneumatic height adjustment, polypropylene outer shell and adjustable arms.
- (a) Acceptable Products:
 - (i) Haworth, Improv H.E., Model: M356-1942
 - (b) Dimensions: Approximate (+/-) 25"W x 24" D x 36.5" H
 - (c) Construction:
 - (i) Frame: Polypropylene outer back shell;
 - (ii) Legs: Welded steel base with plastic cover; hard, dual- wheel casters;
 - (iii) Seat & Back: Molded-polyurethane foam, contoured seat and back cushions.
 - (d) Finish:
 - (i) Legs & Frame: Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Seat & Back: Upholstery to be Grade A faux leather/vinyl. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
 - (e) Hardware: Pneumatic lift. Dual-wheel castors to suit floor type, confirm with Contract Administrator prior to ordering.
 - (f) 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.
 - (g) Warranty: Minimum 12 year warranty excluding Grade A vinyl (5 year warranty).
- E2.7 Item no. 6 – (ST1) – Office Task Stool** shall be upholstered vinyl ergonomic office task stool with pneumatic height adjustment, polypropylene outer shell, armless.
- (a) Acceptable Products:
 - (i) Haworth, Improv H.E., Model: M3E6-1042
 - (b) Dimensions: Approximate (+/-) 21"W x 24" D x 42" H
 - (c) Construction:
 - (i) Frame: Polypropylene outer back shell;
 - (ii) Legs: Welded steel base with plastic cover; hard, dual-wheel casters;
 - (iii) Seat & Back: Molded-polyurethane foam, contoured seat and back cushions.
 - (d) Finish:
 - (i) Legs & Frame: Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Seat & Back: Upholstery to be Grade A faux leather/vinyl. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
 - (e) Hardware: Pneumatic lift. Dual-wheel castors to suit floor type, confirm with Contract Administrator prior to ordering.
 - (f) 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.
 - (g) Warranty: Minimum 12 year warranty excluding Grade A vinyl (5 year warranty).

SECTION D - TABLES

- E2.8 Item no. 7 – (TB1) – Nesting Table** shall be rectangular, flip-top with castors
- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AKF7230RTC

- (b) Dimensions: Approximate (+/-) 30"D x 72" L x 28 1/2" H
- (c) Construction:
 - (i) Base: Extruded aluminum column w/ die-cast aluminum T foot & injection-molded plastic bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & round corners;
 - (iii) Flipping/Nesting Mechanism: Die-cast aluminum spring loaded wings, plastic and steel release handle w/ steel cable rotation.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum; black plastic bezel & bumper strip. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Nesting mechanism: Anodized matte black bezel; silver powder coat wings.
 - (iii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware: 3" dual-wheel castors; non-marring black plastic, two locking & two non-locking to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms, laminates & veneers (12 year warranty).

E2.9 **Item no. 8 – (TB2) – Tutorial Room Table** shall be rectangular, fixed T-leg with glides.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK7230RT
- (b) Dimensions: Approximate (+/-) 30"D x 72" L x 28 1/2" H
- (c) Construction:
 - (i) Base: Extruded aluminum column w/ die-cast aluminum T foot & injection-molded plastic bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & round corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum; black plastic bumper strip. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Cable management: high-impact plastic horizontal wire manager mounted on u/s of table;
 - (iii) Power Module: "Ellora" desktop module c/w hinged cover & cord (model AKDPE4) and two power/two USB. Flush mounted in table; top to be factory cut to suit. Location to be coordinated with Contract Administrator;
 - (iv) Modular Table Power Kit: Directional modular power kit sized to suit length & power/circuit requirements of table.

- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms, laminates & veneers (12 year warranty).

E2.10 **Item no. 9 – (TB3) – Self-Checkout Table & Printer Table** shall be rectangular, adjustable height, fixed T-leg with glides.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK4830RTA
- (b) Dimensions: Approximate (+/-) 30"D x 48" L x 27 ½" – 32 ½" H. (Adj. range)
- (c) Construction:
 - (i) Base: Extruded aluminum column & upper leg w/ die-cast aluminum T foot & injection-molded bezel & plastic bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & rounded corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum column; black anodized upper leg; black plastic bumper strip & bezel. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Pin-Height Adjustable Mechanism: Sliding inner (upper) leg assembly within leg column c/w locking pins. Adjustable between 27 1/2" to 32 1/2" high in one inch increments;
 - (iii) Grommets: 2" dia. Plastic grommet recessed into table top. Location to be coordinated with Contract Administrator;
 - (iv) Cable Management: High-impact rigid plastic wire management trough capable of supporting a powerstrip. Sized to suit length of table. Finish to match table;
 - (v) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms, laminates & veneers (12 year warranty) and height adjustable mechanisms (5 year warranty).

E2.11 **Item no. 10 – (TB4) – Accessible OPAC Table** shall be rectangular, adjustable height, fixed L-leg with glides.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK4824RLA
- (b) Dimensions: Approximate (+/-) 24"D x 48" L x 27 ½" – 32 ½" H. (Adj. range)
- (c) Construction:
 - (i) Base: Extruded aluminum column & upper leg w/ die-cast aluminum T foot & injection-molded plastic bezel & bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & rounded corners.

- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum column; black anodized upper leg; black plastic bumper strip & bezel. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Pin-Height Adjustable Mechanism: Sliding inner (upper) leg assembly within leg column c/w locking pins. Adjustable between 27 1/2" to 32 1/2" high in one inch increments;
 - (iii) Grommets: 2" dia. Plastic grommet recessed into table top. Location to be coordinated with Contract Administrator;
 - (iv) Cable Management: High-impact rigid plastic wire management trough capable of supporting a powerstrip. Sized to suit length of table. Finish to match table;
 - (v) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms, laminates & veneers (12 year warranty) and height adjustable mechanisms (5 year warranty).

E2.12 **Item no. 11 – (TB5) – Computer Table** shall be rectangular, fixed L-leg with glides and "Ellora" module.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK4824RL
- (b) Dimensions: Approximate (+/-) 24"D x 48" L x 28 1/2" H
- (c) Construction:
 - (i) Base: Extruded aluminum column w/ die-cast aluminum L foot & injection-molded plastic bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & rounded corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum; black plastic bumper strip. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Grommets: 2" dia. Plastic grommet recessed into table top. Location to be coordinated with Contract Administrator;
 - (iii) Cable Management: High-impact rigid plastic wire management trough capable of supporting a powerstrip. Sized to suit length of table. Finish to match table;
 - (iv) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.

- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms, laminates & veneers (12 year warranty).

E2.13 Item no. 12 – (TB5A) – Accessible Computer Table shall be rectangular, adjustable height, fixed L-leg with glides and “Ellora” module.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK4824RLA
- (b) Dimensions: Approximate (+/-) 24"D x 48" L x 27 ½" – 32 ½" H. (Adj. range)
- (c) Construction:
 - (i) Base: Extruded aluminum column & upper leg w/ die-cast aluminum L foot, plastic bezel & injection-molded plastic bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & rounded corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum column; black anodized upper leg; black plastic bumper strip & bezel. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Pin-Height Adjustable Mechanism: Sliding inner (upper) leg assembly within leg column c/w locking pins. Adjustable between 27 1/2" to 32 1/2" high in one inch increments;
 - (iii) Grommets: 2" dia. Plastic grommet recessed into table top. Location to be coordinated with Contract Administrator;
 - (iv) Cable Management: High-impact rigid plastic wire management trough capable of supporting a powerstrip. Sized to suit length of table. Finish to match table;
 - (v) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms, laminates & veneers (12 year warranty) and height adjustable mechanisms (5 year warranty).

E2.14 Item no. 13 – (TB6) – Study Table shall be rectangular, fixed T-leg with glides and “Ellora” module.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK6030RT
- (b) Dimensions: Approximate (+/-) 30"D x 60" L x 28 1/2" H
- (c) Construction:
 - (i) Base: Extruded aluminum column w/ die-cast aluminum T foot & injection-molded plastic bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & rounded corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum; black plastic bumper strip. Colour to be selected by Contract Administrator from manufacturer's full range of colours;

- (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Cable management: high-impact plastic horizontal wire manager mounted on u/s of table;
 - (iii) Power Module: "Ellora" desktop module c/w hinged cover & cord (model AKDPE4) and two power/two USB. Flush mounted in table; top to be factory cut to suit. Location to be coordinated with Contract Administrator;
 - (iv) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms & laminates (12 year warranty).

E2.15 **Item no. 14 – (TB6A) – Accessible Study Table** shall be rectangular, adjustable height, fixed T-leg with glides and "Ellora" module.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK7236RTA
- (b) Dimensions: Approximate (+/-) 36"D x 72" L x 27 ½" – 32 ½" H. (Adj. range)
- (c) Construction:
 - (i) Base: Extruded aluminum column w/ die-cast aluminum T foot & injection-molded plastic bumper strip;
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & rounded corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum; black plastic bumper strip. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Pin-Height Adjustable Mechanism: Sliding inner (upper) leg assembly within leg column c/w locking pins. Adjustable between 27 1/2" to 32 1/2" high in one inch increments;
 - (iii) Cable management: high-impact plastic horizontal wire manager mounted on u/s of table;
 - (iv) Power Module: "Ellora" desktop module c/w hinged cover & cord (model AKDPE4) and two power/two USB. Flush mounted in table; top to be factory cut to suit. Location to be coordinated with Contract Administrator;
 - (v) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms & laminates (12 year warranty) and height adjustable mechanisms (5 year warranty).

E2.16 Item no. 15 – (TB7) – Standing OPAC Table shall be rectangular, fixed table with glides.

- (a) Acceptable Products:
 - (i) KI, Pirouette, Model: PIFR2448H36 74P 1PG 4GB
- (b) Dimensions: Approximate (+/-) 24"D x 48" L x 36" H.
- (c) Construction:
 - (i) Base: 2.2" diameter leg, .10" thick wall steel tubing with a 5mm thick steel plate welded to it. 4mm thick blade feet, welded to leg tube. Zinc die cast blade covers, attached with self-tapping metal screws. Leg assemblies are attached to the worksurface using #12 X 1" screws;
 - (ii) Top: 11/4" particle board core with High-Pressure laminate surface & phenolic backer, flat laminate edges & square corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum leg & blade; Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 2mm rigid Poly laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: molded nylon adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Grommets: 2" dia. Plastic grommet recessed into table top. Location & finish to be coordinated with Contract Administrator;
 - (iii) Cable Management: High-impact rigid plastic wire management trough capable of supporting a powerstrip. Sized to suit length of table. Finish to match table;
 - (iv) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, laminates & veneers (15 year warranty).

E2.17 Item no. 16 – (TB8) – Children's Computer Table shall be rectangular, adjustable height, fixed L-leg with glides.

- (a) Acceptable Products:
 - (i) Steelcase, Akira, Model: AK6024RLA
- (b) Dimensions: Approximate (+/-) 24"D x 60" L x 27 1/2" – 32 1/2" H. (Adj. range)
- (c) Construction:
 - (i) Base: Extruded aluminum column & upper leg w/ die-cast aluminum L foot, plastic bezel & injection-molded plastic bumper strip.
 - (ii) Top: 1" particle board core with High-Pressure laminate surface & backer, 3mm flat laminate edges & rounded corners.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum column; black anodized upper leg; black plastic bumper strip & bezel. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 2" adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;

- (ii) Pin-Height Adjustable Mechanism: Sliding inner (upper) leg assembly within leg column c/w locking pins. Adjustable between 27 1/2" to 32 1/2" high in one inch increments;
- (iii) Grommets: 2" dia. Plastic grommet recessed into table top. Location to be coordinated with Contract Administrator;
- (iv) Cable Management: High-impact rigid plastic wire management trough capable of supporting a powerstrip. Sized to suit length of table. Finish to match table;
- (v) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, castors, mechanisms, laminates & veneers (12 year warranty) and height adjustable mechanisms (5 year warranty).

E2.18 Item no. 17 – (TB11) – Staff Room Table shall be circular, fixed desk with pedestal base.

- (a) Acceptable Products:
 - (i) Steelcase, Montara650, Model: COSFZWTRD
- (b) Dimensions: Approximate (+/-) 42" Dia. x 28 1/2" H.
- (c) Construction:
 - (i) Base: Steel pedestal base; round;
 - (ii) Top: 1" MDF core with High-Pressure laminate surface, flat laminate edges & knife edge profile.
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate & backer with 3mm flat laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: 1/2" non-adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 30% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, laminates & veneers (12 year warranty).

E2.19 Item no. 18 – (TB12) – Standing Self-Checkout Table shall be rectangular, fixed table with glides.

- (a) Acceptable Products:
 - (i) KI, Pirouette, Model: PIFR2460H36 74P 1PG 4GB
- (b) Dimensions: Approximate (+/-) 24"D x 60" L x 36" H.
- (c) Construction:
 - (i) Base: 2.2" diameter leg, .10" thick wall steel tubing with a 5mm thick steel plate welded to it. 4mm thick blade feet, welded to leg tube. Zinc die cast blade covers, attached with self-tapping metal screws. Leg assemblies are attached to the worksurface using #12 X 1" screws;
 - (ii) Top: 11/4" particle board core with High-Pressure laminate surface & phenolic backer, flat laminate edges & square corners.

- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish or polished aluminum leg & blade; Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate with black backer & 2mm rigid Poly laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: molded nylon adjustable glides; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Grommets: 2" dia. Plastic grommet recessed into table top. Location & finish to be coordinated with Contract Administrator;
 - (iii) Cable Management: High-impact rigid plastic wire management trough capable of supporting a powerstrip. Sized to suit length of table. Finish to match table;
 - (iv) Vertical Wire Management: One leg to be equipped with vertical wire manager.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, laminates & veneers (15 year warranty).

SECTION E - SIT-STAND DESKS

E2.20 **Item no. 19 – (TB9) – Staff Work Desk** shall be rectangular, sit-stand desk with counterbalance mechanism, grommets & e-chain Vertical Wire Management

- (a) Acceptable Products:
 - (i) Teknion, Complements, Model: YHREL6SR
- (b) Dimensions: Approximate (+/-) 24"D x 60" L x 27" – 45" H. (Adj. range)
- (c) Construction:
 - (i) Base: height adjustable column mechanism with height adjustable mechanism base;
 - (ii) Top: 1 3/16" wood core with High-Pressure laminate surface & backer with straight trim laminate edges & square corners.
- (d) Finish:
 - (i) Base: Pre-finished height adjustable column mechanism; epoxy powder coat paint finish mechanism base. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure plastic laminate & 3mm straight trim laminate edge; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Levellers: Standard foot complete with adjustable levellers; black plastic to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering;
 - (ii) Grommets & Integrated Cable Management: Rectangular flip top grommet, complete with 6" cable manager & integrated power bar, 3" cable manager (x2) and e-chain.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 50% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides (5 years), veneers (5 year warranty) and user-adjustable mechanisms (5 year warranty) and grommets (1 year).

SECTION F – LOUNGE SEATING AND TABLES

E2.21 Item no. 20 – (LC1) – Lounge Chair shall be upholstered vinyl lounge chair with arms.

- (a) Acceptable Products:
 - (i) KI, Soltice 7 Lounge Chair, Model: SS723
- (b) Dimensions: Approximate (+/-) 25"W x 30" D x 33" H
- (c) Construction:
 - (i) Frame: Plywood components double doweled and glued. Stress points reinforced with glue and screwed corner blocks. Back and seat bolted to arm frame;
 - (ii) Foam: 2" polyurethane foam with a density of 1.5 and compression of 35lbs. Top layer of ¾" super-soft foam;
 - (iii) Legs: Solid beech;
 - (iv) Arms: Laminated beech plywood.
- (d) Finish:
 - (i) Legs & Arms: Finish to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Seat & Back: Upholstery to be Grade P1/H polyurethane. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) 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.
- (f) Warranty: Lifetime warranty, excluding Grade P1/H polyurethane (5 year warranty).

E2.22 Item no. 21 – (ST2) – Ottoman shall be fully upholstered, round with 4 post legs & glides.

- (a) Acceptable Products:
 - (i) Turnstone, Alight Round Ottoman, Model: TS34401
- (b) Dimensions: Approximate (+/-) 24" Dia. x 19" H
- (c) Construction:
 - (i) Frame: Plywood components glued and stapled, dowels used to reinforce critical locations;
 - (ii) Foam: Fire retardant. Inner seat foam Fire retardant. Inner seat foam 1-¼"TH, 2-½ PCF polyurethane. Outer seat foam ½"TH, 3/8 ounce polyester fiber. Inner frame foam 3-½"TH, 2-½ PCF polyurethane. Outer frame foam ½"TH, 3/8 ounce polyester fiber;
 - (iii) Legs: Aluminum with threaded post, height adjustable.
- (d) Finish:
 - (i) Legs: Brushed aluminum;
 - (ii) Upholstery: Grade/price group 2 vinyl to be selected from manufacturer's full range, colour to be selected by Contract Administrator.
- (e) Hardware: Adjustable glides to suit flooring type; confirm with contract administrator prior to ordering.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 5% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime warranty; excluding glides, foam and vinyl (12 year warranty).

E2.23 Item no. 22 – (TB13) – Laptop Table shall be bent plywood.

- (a) Acceptable Products:
 - (i) Turnstone, Campfire Personal Table, Model: TS4TWP
- (b) Dimensions: Approximate (+/-) 19 ½" D x 14" W x 26" H

- (c) Construction:
 - (i) Frame: Bent plywood
- (d) Finish:
 - (i) Rift-cut natural oak veneer; clear finish or natural birch; clear finish.
- (e) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 30% recycled content with established recycling process at end of life.
- (f) Warranty: Limited lifetime warranty; excluding wood veneer finish (12 year warranty).

SECTION G – CHILDREN'S FURNITURE

E2.24 **Item no. 23 – (TB10) – Children's Table** educational grade activity table with adjustable height.

- (a) Acceptable Products:
 - (i) Mitybilt, Conekt Atom, Model: E4866ATM
- (b) Dimensions: Approximate (+/-) 36"W x 48"L. x 17 -25" H (adj. range)
- (c) Construction:
 - (i) Legs: 2"Dia tubular 16 gauge steel, adjustable leg;
 - (ii) Top: 1" high density industrial grade particle board
- (d) Finish:
 - (i) Base: Epoxy powder coat paint finish. Colour to be selected by Contract Administrator from manufacturer's full range of colours;
 - (ii) Top: High pressure scratch resistant laminate & chewing gum resistant table backer with 3mm vinyl bonded edge band; colour to match top. Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware:
 - (i) Glides: non-removable adjustable glides to suit flooring type. Confirm flooring type with Contract Administrator prior to ordering.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold and/or SCS Indoor Advantage Gold. Minimum 30% recycled content with established recycling process at end of life.
- (g) Warranty: Limited lifetime 20 year warranty; excluding glides.

E2.25 **Item no. 24 – (ST3A) – Stool** shall be armless, oval shaped, molded polyethylene, adult size.

- (a) Acceptable Products:
 - (i) Knoll, Maya Lin Adult Stone, Model: 83YM
- (b) Dimensions: Approximate (+/-) 19"D x 27"W x 15"H
- (c) Construction:
 - (i) 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:
 - (i) Integral colour with light texture and low gloss finish; colour to be selected by Contract Administrator from manufacturer's full range of finishes.
- (e) Hardware: 1/2" felt glides for indoor use.
- (f) Environmental Data: 100% recycled content.
- (g) Warranty: Minimum 5 year warranty.

E2.26 **Item no. 25 – (ST3B) – Stool** shall be armless, oval shaped, molded polyethylene, child size.

- (a) Acceptable Products:

- (i) Knoll, Maya Lin child Stone, Model: 84YM
- (b) Dimensions: Approximate (+/-) 12"D x 16" W x 10"H.
- (c) Construction:
 - (i) 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:
 - (i) Integral colour with light texture and low gloss finish; colour to be selected by Contract Administrator from manufacturer's full range of finishes.
- (e) Hardware: 1/2" felt glides for indoor use.
- (f) Environmental Data: 100% recycled content.
- (g) Warranty: Minimum 5 year warranty

SECTION H – CHILDREN'S CHAIRS

E2.27 **Item no. 26 – (CH3A) – Children's Chair** shall be armless, moulded polypropylene shell, 4 post leg with swivel glides.

- (a) Acceptable Products:
 - (i) Virco, Metaphor Series 4-Leg Stack Chair, Model: N914
- (b) Dimensions: Approximate (+/-) 15 3/8"W x 17" D 14 1/2" Seat Height
- (c) Construction:
 - (i) Frame & legs: Fully perimeter frame; 1" dia. 17 gauge tubular steel; all joints welded;
 - (ii) Seat & Back: One-piece molded polypropylene shell;
 - (iii) Metal to metal connections. Concealed metal fasteners for seat to frame connections.
- (d) Finish:
 - (i) Legs & Frame: Chrome plating;
 - (ii) Seat & Back: Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware: Swivel glides to suit floor type. Confirm with Contract Administrator prior to ordering.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold .
- (g) Warranty: Minimum 10 year warranty.

E2.28 **Item no. 27 – (CH3B) – Children's Chair** shall be armless, moulded polypropylene shell, 4 post leg with swivel glides.

- (a) Acceptable Products:
 - (i) Virco, Metaphor Series 4-Leg Stack Chair, Model: N914
- (b) Dimensions: Approximate (+/-) 15 3/8"W x 17" D 16 1/2" Seat Height
- (c) Construction:
 - (i) Frame & legs: Fully perimeter frame; 1" dia. 17 gauge tubular steel; all joints welded;
 - (ii) Seat & Back: One-piece molded polypropylene shell;
 - (iii) Metal to metal connections. Concealed metal fasteners for seat to frame connections.
- (d) Finish:
 - (i) Legs & Frame: Chrome plating;

- (ii) Seat & Back: Colour to be selected by Contract Administrator from manufacturer's full range of colours.
- (e) Hardware: Swivel glides to suit floor type. Confirm with Contract Administrator prior to ordering.
- (f) Environmental Data: Certified Greenguard Indoor Air Quality Gold .
- (g) Warranty: Minimum 10 year warranty.

SECTION I – SPECIALITY DISPLAY ITEMS

E2.29 **Item no. 28 – (BB) – Book Bins** shall be book browser bins, double-sided w/ casters.

- (a) Acceptable Products:
 - (i) Whitney Brothers, Mobile Book Storage Island, Model: WB0383
- (b) Dimensions: Approximate (+/-)19"D x 44"W x 30"H
- (c) Construction:
 - (i) Double-sided plywood cabinet with slotted, front book display above and three compartments below.
- (d) Finish:
 - (i) Birch laminate, natural UV finish.
- (e) Hardware: Heavy duty locking casters.
- (f) Environmental Data: Greenguard Gold certified.
- (g) Warranty: Lifetime warranty.

E2.30 **Item no. 29 – (DS) – Display Shelves** shall be steel mobile book display, double-sided w/ casters.

- (a) Acceptable Products:
 - (i) Carr McLean, Flare Steel Mobile Displayer w/ 8 bullnose shelves, Model: 52-300
- (b) Dimensions: Approximate (+/-)58"H X 31"W X 56"L
- (c) Construction:
 - (i) Tubular steel construction w/ perforated back panel & frosted end panels.
- (d) Finish:
 - (i) Stardust Silver.
- (e) Hardware: 4" industrial locking casters.
- (f) Environmental Data: Greenguard Gold certified.

SECTION J – LIBRARY SHELVING

E2.31 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.

E2.32 Bidder shall include all relevant product information related to the bid price indicated on **Form B:Prices Section J – Library Shelving**, which shall include full supporting technical specifications.

E2.33 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 915mm (36").
 - (ii) Overall heights to be 1676mm (66") and 1066mm (42") as noted in E2.34 SHELVING ITEMIZATION.
 - (iii) Single-faced unit overall depths to be 330/355mm (13/14"); double-faced unit overall depths to be 610mm (24").
 - (iv) Typical clear shelving depth to be 254mm(10") unless noted otherwise; base clear depth to be 280mm (11") unless noted otherwise.
- (f) **Components:**
 - (i) Welded Frame Upright:
 - (i) 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.
 - (ii) Non-welded frame cantilever type shelving units are not acceptable.
 - (ii) 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; welded to uprights.
 - (ii) The bottom spreader channel shall be a 16 gauge channel with built-in or predrilled capacity for floor levellers; welded to uprights.
 - (iii) 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 to incorporate a hole to allow for attachment of adjoining base units with a fastener. 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.
 - (iv) 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/positioning tab 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.

(v) 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") front height. Shelf ends to be turned down 90 degrees to engage and interlock into the shelf end brackets.

(vi) 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 (0.75"). 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 linear foot.
- (iii) Shelves shall include integral backstops of a minimum 50mm (2") high or shall include separate attachable backstops.

(vii) Backstops:

- (i) Backstops shall be adjustable where specified and available in a minimum height of 50mm (2") where fixed. Shelves shall support book loads of minimum 50 pounds per square foot.
- (ii) Backstops shall fit in to upright slots and be available in double sided configuration.

(viii) End Fillers: Steel full height end unit with closed top.

(ix) 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.

(x) Accessories:

- (i) End Panels: Panels to be constructed of 25mm (1") thick walnut veneer plywood (face: flat sliced, walnut, grade A, book match, back: rotary cut, grade 4) with flat profile matching 3mm PVC edge. All corners to be rounded. Gables to encompass full height of library shelving supports, aligning with top canopy and be mechanically fastened to metal end supports. Width of panel to match finished width of shelving unit
- (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") clear depth, 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") clear depth, 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) Adjustable Integral Back Shelves: 250mm (10") clear depth, flat, adjustable shelves to include 50mm (2") min. backstop, end brackets and one wire divider per 915mm (36") opening.
- (vi) Divider Shelves with Adjustable Backstop: 250mm (10") clear depth, 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.
- (vii) Adjustable Levellers: Each base shelf to be equipped with fully adjustable levellers. Six per double-faced bay; four per single-faced bay.
- (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.

(g) 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 walnut veneer finish (flat sliced, grade A, book match) with matching 3mm flat profile PVC edging; rounded corners. Finish selection to be provided by Contract Administrator upon award of contract.

(h) 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 76mm square samples of each colour and texture on actual substrate for each component to remain exposed after installation.

(i) 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 o permanently eliminate evidence of damage.
- (j) **Warranty:**
- (i) Manufacturer's Product Warranty: provide an extended warranty for Work of this Section consisting of a Limited Lifetime Warranty from date of completed installation (Total 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.

E2.34 SHELVING 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 (RM. 105)	LS1	42"	Single faced (SF), 42"H x 36"W wall braced units c/w metal canopy tops and walnut veneer faced end panels	6 SF bays	Each single unit face to consist of the following: - 1 fixed integral back base shelf - 2 adjustable integral back shelves
LIBRARY SHELVING (LS2) LS2A - Double faced cantilever weld frame; 66"H x 36"W shelving units LS2B – Single 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. Refer to specifications for shelving depths.					
VARIOUS LOCATIONS; MAIN FLOOR & MEZZANINE TWO	LS2A	66"	Double faced (DF), 66"H x 36"W freestanding units c/w metal canopy tops and walnut veneer faced end panels	60 DF bays	Each face of unit to consist of the following: - 1 fixed integral back base shelf - 4 adjustable integral back shelves End unit face(s), where indicated on plan (shown as "Display Shelves"), to consist of the following variation: - 1 fixed integral back base shelf -3 adjustable integral back shelves -1 sloped display shelf* (display shelf to be second shelf from top) *one unit to have 3 display shelves, location indicated on plan

AREA	CODE	HEIGHT	DESCRIPTION	UNITS	TYPE OF SHELVING
VARIOUS LOCATIONS; MAIN FLOOR & MEZZANINE TWO	LS2B	66"	Single faced (SF), 66"H x 36"W freestanding units c/w metal canopy tops and walnut veneer faced end panels	37 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 <p>One unit face, where indicated on plan (shown as "Display Shelves"), 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 (display shelf to be second shelf from top)
STACKS (RM. 114)	LS2C	66"	Single faced (SF), 66"H x 36"W freestanding units c/w metal canopy tops and walnut veneer faced end panels	7 SF bays	<p>Each face of unit to consist of the following:</p> <ul style="list-style-type: none"> - 1 closed base shelf with dividers - 5 divider shelves with adjustable backstop <p>One unit face, where indicated on plan (shown as "Display Shelves"), to consist of the following variation:</p> <ul style="list-style-type: none"> - 1 closed base shelf with dividers - 4 adjustable divider shelves - 1 sloped display shelf (display shelf to be second shelf from top)

AREA	CODE	HEIGHT	DESCRIPTION	UNIT	TYPES OF SHELVING
STACKS (RM. 114)	LSC2D	66"	Double faced (DF), 66"H x 36"W freestanding units c/w metal canopy tops and walnut veneer faced end panels	2 DF bays	<p>Each face of unit to consist of the following:</p> <ul style="list-style-type: none"> - 1 closed base shelf with dividers - 5 divider shelves with adjustable backstop <p>Both sides of end unit faces, where indicated on plan (shown as "Display Shelves"), to consist of the following variation:</p> <ul style="list-style-type: none"> - 1 closed base shelf with dividers - 4 adjustable divider shelves - 1 sloped display shelf (display shelf to be second shelf from top)
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 (RM. B-17)	-	-	Adjustable Shelf (in addition to those specified above)	20	Adjustable Integral back shelf
STORAGE (RM. B-17)	-	-	Wire Book Supports (in addition to those specified above)	100	-
LIBRARY SHELVING END PANELS					
VARIOUS LOCATIONS; MAIN FLOOR & MEZZANINE TWO	EP1	67" (+/-)	Plywood c/w walnut veneer faced (flat sliced, grade A, book match) End Panel;13/14"W x 67"H(+/-)* *Panel dimensions to suit finished width & height of shelving unit Align height of end panel with top of metal canopy.	30	-
VARIOUS LOCATIONS; MAIN FLOOR & MEZZANINE TWO	EP2	67" (+/-)	Plywood c/w walnut veneer faced (flat sliced, grade A, book match) End Panel;24/26"W x 67"H(+/-)* *Panel dimensions to suit finished width & height of shelving unit Align height of end panel with top of metal canopy.	29	-

AREA	CODE	HEIGHT	DESCRIPTION	UNITS	TYPES OF SHELVING
CHILDREN'S AREA (RM. 105)	EP3	43" (+/-)	Plywood c/w walnut veneer faced (flat sliced, grade A, book match) End Panel;13/14"W x 43"H(+/-)* *Panel dimensions to suit finished width & height of shelving unit Align height of end panel with top of metal canopy	2	-