



## REQUEST FOR PROPOSAL (“RFP”) FOR New Office Furniture and Related Services

ISSUE DATE:	Friday June 23, 2017
DEADLINE FOR PROPONENT ENQUIRIES	Tuesday July 11, 2017, no later than 5 pm ET (local Toronto time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Thursday July 13, 2017
PROPOSAL SUBMISSION DEADLINE	Tuesday July 18, 2017, no later than 3:00pm ET (Toronto Local Time)
Contract Start Date	Monday July 31, 2017

PROPONENT ENQUIRIES only by e-mail to: [procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca)

**\*\*Proponents should reference this RFP number (RFP No. RP213-2017-04) in the subject line of their correspondence.\*\***

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# 1 BACKGROUND OF REQUEST FOR PROPOSAL (RFP)

## 1.1 Corporate Overview

The Canadian Partnership Against Cancer (the Partnership) works with Canada's cancer community to reduce the burden of cancer through coordinated system-level change. Grounded in and informed by the experiences of those most affected by cancer, the organization plays a unique role working with partners to support multi-jurisdictional uptake of the knowledge emerging from cancer research and best practices in order to optimize cancer control planning and drive improvements in quality of practice across the country. Partners include provincial and territorial cancer programs; federal organizations and agencies; First Nations, Inuit and Métis organizations; national health and patient organizations; and individual experts who provide strategic cancer control insight and advice from both patient and professional perspectives.

Through sustained effort and a focus on the full cancer continuum from prevention and treatment through to survivorship and end-of-life care, the Partnership supports the collective work of the broader cancer control community in achieving long-term outcomes that will have a direct impact on the health of Canadians: reduced incidence of cancer, less likelihood of Canadians dying from cancer, and an enhanced quality of life of those affected by cancer. For more information, visit [partnershipagainstcancer.ca](http://partnershipagainstcancer.ca). The Partnership is also the driving force behind [cancerview.ca](http://cancerview.ca), which connects Canadians to cancer control services, information and resources. The Partnership has ongoing funding from Health Canada.

## 1.2 Project Background

The Partnership currently occupies space at 1 University Avenue, Suite 300, with the lease expiring on November 30<sup>th</sup>, 2017. Most of the office furniture and amenities in this location have past their useful life and business growth cannot be addressed within the current space. The decision was made to relocate the office building to 145 King Street West, Suite 900, Toronto, Ontario.

The Partnership will occupy 24,682 rentable square feet, on the 9<sup>th</sup> floor in the high rise section of the building, with options to expand or contract as required.

The intent is to reuse existing furniture where possible. The reuse occurs within private offices and some meeting spaces. The remaining existing furniture will have to be disposed of by the successful Proponent. Appendix C – Furniture Inventory Workstations.

## 1.3 Project Requirements

By late 2017, 120 people approximately will be moved from our current location at 1 University Avenue to 145 King Street West, Toronto. The furniture required will be approx. 128 workstations and various forms of collaborative and meeting furniture. (See Appendix B – Floor Plan).



The existing office furniture at 1 University Avenue (3<sup>rd</sup> and partial 4th floor), that is not being relocated will need to be disposed of. The following itemizes the type of furniture per floor (all counts are approximations only):

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**Furniture not to be reused at 145 King Street West:**

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- Refer to attached Appendix A for detailed list of workstation components
  - Private office maple wood storage towers, bookcases & wardrobes, approximately 15 pieces
  - Boardroom trapezoidal end tables, 2 pieces
  - Boardroom credenzas, 2 pieces
  - Reception end and coffee tables, 4 pieces
  - Lunchroom tables, 4 pieces
  - Various meeting tables, allow up to 10 pieces
  - 4H files cabinets, 29 pieces
  - 2H file cabinets, 2 pieces
  - Lockers 61"x36", 2 pieces
  - Various metal storage cabinets / bookcases, allow up to 12 pieces
  - Full size reffridgerator, 2 pieces
  - Undercounter reffridgerator, 1 piece
  - Dishwasher, 3 pieces
- 

## 1.4 Proposed High Level Schedule

2017	June & July	Permit and tender for construction
	June	Furniture specifications written
	July	Furniture RFP and Award
	July 31	Construction Commences
	October 11-19	Furniture installed at 145 King Street West
	November 20	145 King operational
	November 17-30	Decommissioning of existing locations including disposal of furniture

## 2 INSTRUCTION TO PROPONENTS

### 2.1 Invitation to Proponents

This Request for Proposals ("RFP") is an invitation to vendors (the "Proponents") to submit proposals (the "Proposals") for **New Office Furniture and Related Services**, described in Exhibit A (the "Systems Furniture Performance Specifications").

Three guiding principles were established to guide the development of this project:



1. Must be fiscally prudent recognizing that the Partnership is accountable for expending public funds.
2. Must be supportive of the delivery of cancer control outcomes that benefits Canadians which can be referenced from the Partnership's website  
<http://www.partnershipagainstcancer.ca/resources-publications/strategic-documents>
3. Office space requirements must be functional and realistic.

## 2.2 Enquiries

Proponents should forward all enquiries and other communications, via e-mail only to:  
[procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca)

All enquiries should be made via e-mail to the e-mail address above and enquiries submitted in any other way will not be accepted or answered. Proponents acknowledge that all enquiries received from Proponents and corresponding responses provided by the Partnership will be disclosed to all Proponents by way of an Addendum.

All enquiries and communications should be received prior to the Deadline for Proponent Enquiries set out in Section 2.7.

## 2.3 Proposal Submission

Proponents should submit their Proposals in two separate parts. The financial part will contain the price portion of the Proposal using the Proposal Form, in Schedule C. The technical part will contain the rest of the Proposal. Each part should be submitted in separate sealed package or electronic file in accordance with the instructions in this section.

Proposals should provide a concise description of your ability to satisfy the requirements of the RFP. Emphasis should be placed on accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and labelled clearly. The Proposal should be organized as outlined below.

### **Cover Letter**

A cover letter must accompany the proposal, and must include the following information:

- name and address of the Proponent;
- name, title, telephone number, and e-mail address of the person authorized to commit to the Proponent on the contract; and
- name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the proposal, if different from above.

### **Table of Contents**

The table of contents should list all major components of the proposal and associated page numbers.



## **Executive Summary**

This summary (maximum one page) is for the Partnership's executive level review and must address the product(s) and/or services to be provided. It should be oriented toward non-technical personnel, contain a minimum of technical jargon and not include any pricing. A brief summary of your executive management team should be provided in this section as well.

## **Proponent Proposal**

Proponents must present and explain their response to each component of the RFP listed. Failure to respond in this format could result in the elimination of your proposal from consideration. Provide details on your ability to meet each requirement. Answer all questions fully, by addressing each separately. If a requirement is not applicable, please explain why.

Proponents may offer any alternative solutions they deem appropriate, however they must clearly explain these solutions and detail the differences between any new pricing models from those outlined in this RFP.

Supporting documents requested in this RFP are to be incorporated into your response document as attachments to the Proposal and must be labelled accordingly. Proponents may include any additional information necessary to evaluate their response in this section; however, the information provided must be brief and relevant. Do not integrate marketing materials into your response document, but rather supply them separately.

Proponents should submit five (5) printed hard copies of the Proposal with original signatures, packaged in a sealed envelope and labelled with the Proponent's name and address, delivered to the address below before the Proposal Submission Deadline set out in Section 2.7:

**Canadian Partnership Against Cancer Corporation  
1 University Ave, Suite 300  
Toronto, ON M5J 2P1  
Attention: Teresa DeFrenza**

Proponents should also submit one electronic copy in Microsoft Word format or Portable Document Format (PDF), sent by e-mail to the e-mail address shown below before the Proposal Submission Deadline.

**E-mail: [procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca)**

Proposals submitted in any other manner may not be accepted.

In the event of conflict or inconsistency between the hard copy and the electronic copy of the Proposal, the hard copy of the Proposal shall prevail. **Both the hard copy and electronic copy should be submitted before the Proposal Submission Deadline.** Failure to deliver either the hard or electronic copy to the Partnership, before the Proposal Submission Deadline may result in disqualification. It is



the sole responsibility of the Proponent to ensure the hard copy and the electronic copy are received by the Partnership, before the Proposal Submission Deadline.

## 2.4 Agreement for Deliverables

The selected Proponent will be required to enter into an “Agreement” with the Partnership for the provision of the Systems Furniture Performance Specifications. The Agreement will be substantially in the form included in Schedule E.

## 2.5 Contract Period

It is the Partnership’s intention to enter into an Agreement with only one (1) legal entity. The term of the Agreement is to be for a period of up to **two (2) years**.

## 2.6 No Guarantee of Volume of Work or Exclusivity of Agreement

The Partnership makes no guarantee of the value or volume of work to be assigned to any Proponent. Any Agreement executed with a selected Proponent will not be an exclusive contract for the provision of the described Deliverables. The Partnership may contract with others for the same or similar Deliverables to those described in this RFP or may obtain the same or similar Deliverables internally.

## 2.7 RFP Timetable and Process

The following is the schedule for this RFP:

<b>ISSUE DATE:</b>	<b>Friday June 23, 2017</b>
<b>DEADLINE FOR PROPONENT ENQUIRIES</b>	<b>Tuesday July 11, 2017, no later than 5 pm ET (local Toronto time)</b>
<b>DEADLINE FOR ISSUING ADDENDA &amp; RESPONSES TO PROPONENT ENQUIRIES</b>	<b>Thursday July 13, 2017</b>
<b>PROPOSAL SUBMISSION DEADLINE</b>	<b>Tuesday July 18, 2017, no later than 3:00pm ET (Toronto Local Time)</b>
<b>Contract Start Date</b>	<b>Monday July 31, 2017</b>

## 2.8 Submission Requirements

The Proposal should include:

- Fully complete and have the included Proposal Form executed by a duly authorized signing officer of the Proponent. Include the completed Proposal Form, Schedule C in the proposal document.





- Provide the names of all officers, directors and major shareholders of the Proponent, Schedule B – Form of Offer.
- Describe your company’s commitment to offering these services. How long have you been offering these services in the market, what are the plans for expanding current service offerings or launching new services?
- Describe your organization’s future vision, and strategy for growth specifically with regard to advancement in your web service offerings.
- Describe your relationship with other companies with whom you may need to partner if you were to service our needs; specifically your proposed dealer network. What benefit do customers derive from these alliances? Include details such as length of time of your formal business relationship. In addition, describe an existing situation where you are partnering with another company to service a client with similar needs
- Please outline the regional coverage of your proposed dealer network(s).
- Please describe any other services offered by your organization that you would like us to be aware of as part of this request. These could include but not limited to buy-back programs, disposal services, recycling and/or redeployment programs.
- How many customers do you currently have who are currently utilizing the solution we are requesting? Include details such as the number of organizations that you service as well as their industries.

Failure to include any required components of the Proposal, as listed above may result in disqualification of the Proposal.

## 2.9 Proponent Response Form

In the tables below please provide details on your ability to meet each requirement. Please answer all questions fully, by addressing each separately. If a requirement is not applicable, please explain why.



<b><u>Business Requirements</u></b>	<b><u>Responses</u></b>
1. Will you provide Dedicated Account Management? Explain your approach, including prime contact, support team, escalation process and point of contact, and other details.	
2. Do you provide services regarding Workplace Strategy? These could include Workshops, Executive Seminars/Presentations, Architectural & Design Consults, Workplace Surveys plus other services and whitepapers.	
3. Do you provide Scalable Standards Development? Describe the methodology and outputs that are included.	
4. Do you provide Change Management Advisory Services? Describe what these include.	
5. Do you provide Wellness & Ergonomics Services? Describe what these include.	
6. Do you provide Analytics Services? Describe what these include.	

<b><u>Technical Requirements</u></b>	<b><u>Responses</u></b>
1. Do you provide Technology Advisory Services? Describe what these include.	
2. Do you have Web Based Furniture Tools? Describe.	
3. Do you provide a Web Based Portal for tracking projects, orders, and other client information that is open to the client to use? Describe the nature and features of this portal.	

<b><u>Implementation</u></b>	<b><u>Responses</u></b>
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1. Do you provide Design Application/Space Planning services? Describe the services you provide.	
2. Do you provide Project Management Assistance? Describe the services you provide.	
3. For the project, are you able to meet the timelines defined in Section 1.4 Describe your approach, any risks that you foresee and how you would mitigate them.	
4. For the project, if there are any delays to this project, would there be any storage or extra handling costs?	
5. For the project, are you able to provide written guarantee of the delivery of products and a statement of non-obsolescence based on the supplied schedule? Provide details.	
6. For the Partnership, are you able to meet the timelines defined in Section 1.4 Describe your approach, any risks that you foresee and how you would mitigate them.	
7. For the Partnership, given the size of this order, how would you recommend the order be placed? Describe the appropriate way in which to order, deliver, install and clean up deficiencies, based upon the construction tranches.	
8. For the Partnership, if there are any delays to this project, would there be any storage or extra handling costs?	
9. For the Partnership, are you able to provide written guarantee of the delivery of products and a statement of non-obsolescence based on the supplied schedule? Provide details.	
10. Are you able to provide services for Moves, Adds and Changes (MAC)? Describe what this includes.	

<u>Service Levels (SLA's)</u>	<u>Responses</u>
1. Furniture ordering – response time from receipt of request through to submission of quote?	
2. Service availability – office hours?	



3. Response time guarantees and cost for service calls?	
4. Deficiency process and response time for resolution	
5. Warranty process	
6. Quick ship ordering to resolve issues and for urgent requests	
7. Timing to notify the Partnership regarding manufacturers' price increases	
8. Provide a copy of your problem resolution procedures (including contacts, escalation procedures, etc.)	
9. Please state any factors that may impact Proponent's ability to guarantee the service level commitments provided.	
10. Other?	

<u>Workstation and Office Standards</u>	<u>Responses</u>
1. For workstation solution 6x6, provide a detailed specification including finishes and realistic 3D renderings, specifying the system being recommended. Indicate how changes can be made with minimal cost and effort.	2.
3. For workstation solution 6x6 "IT Help Desk", provide a detailed specification including finishes and realistic 3D renderings, specifying the system being recommended. Indicate how changes can be made with minimal cost and effort.	4.
5. Regarding filing and other storage cabinets, do they meet or surpass the Systems Furniture Performance Specifications in Schedule D? Describe how.	
6. Do the quoted filing and other storage cabinets align properly with the quoted panel system, and are not taller than the panels, for the 3 High and 4 High cabinets? Describe.	



<u>Dealer and Installer Structure</u>	<u>Responses</u>
1. Would the agreement between the Partnership and the supplier be direct? Describe this agreement structure.	
2. Do you have a national dealer network? Provide a list of dealers and any other pertinent information.	

<u>Product Offering</u>	<u>Responses</u>
1. Provide a complete list of products that are in your portfolio in a Spreadsheet format. The following information is to be included: <ul style="list-style-type: none"> <li>- List of furniture groups</li> <li>- Type</li> <li>- Timeline to manufacture for each furniture group stated in number of weeks</li> <li>- Warranty</li> <li>- % discount to list</li> <li>- % bundled discount</li> </ul> 2. Provide any additional information that is applicable.	
3. Are you able to manage sourcing of Competitors' furniture? Provide a complete list of products that you could source in a Spreadsheet format. The following information is to be included: <ul style="list-style-type: none"> <li>- List of furniture groups</li> <li>- Manufacturer/ Type</li> <li>- Timeline to manufacture for each furniture group stated in number of weeks</li> <li>- % discount to list</li> <li>- % bundled discount</li> </ul> Provide any additional information that is applicable.	
4. Do you provide a Maintenance Program? Describe this program.	
5. Do you provide a warehousing and stocking program? Describe this program including how you inventory the products.	
6. Do you provide a refurbishing and redeployment program for existing products? Describe what this program includes.	



7. Do you buy back existing products? Describe this program.	
8. Do you assist in the disposal of existing products? Describe this program including how these products are handled. Does this include recycling, donations, and other waste stream diversions?	

## 2.10 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an evaluation committee which is comprised of representatives of the Partnership (the “**Evaluation Committee**”).

### Mandatory Criteria

- First, the Partnership will evaluate Proposals for compliance with the following Mandatory Criteria:

<b>MANDATORY FORMS:</b>
Form of Offer (Schedule B)
Financial Proposal Form (Schedule C)
References (Schedule D)

Any Proposal that does not meet the Mandatory Criteria may be disqualified. If a proposal is disqualified, it will not be further evaluated.

### Rating Criteria

Next, the Partnership will evaluate and score Proposals based on the following rating criteria:

Evaluation Criteria	Weights	Minimum Required Score
Qualifications and experience of the Proponent <ul style="list-style-type: none"> <li>• As outlined in Section 2.8 - Submission Requirements</li> </ul>	25%	n/a
Quality of the proposed approach, work plan and schedule to complete on time and in budget <ul style="list-style-type: none"> <li>• Section 2.9 – Proponent Response Form</li> </ul>	30%	n/a
References / Interview (if required) <ul style="list-style-type: none"> <li>• Proponents submitting a Proposal in response to this RFP that are short-listed may be required to attend a meeting to discuss their Proposal and provide a presentation of past projects that are most relevant to the Partnership’s project</li> </ul>	20%	



Financial Proposal (see Schedule C)	25%	n/a
<b>Total</b>	<b>100%</b>	65

**NOTE:** The Partnership reserves the right to revise the minimum required score threshold, if not enough Proposals have met the threshold.

### **Stages of the Proposal Evaluation**

The Partnership may conduct the evaluation of Proposals in the following three (3) stages:

#### **Stage I**

Stage I will consist of a review to determine which Proposals comply with all of the mandatory requirements. Proposals which do not comply with all of the mandatory requirements, may, subject to the express and implied rights of the Partnership, be disqualified and not be evaluated further.

#### **Stage II**

Stage II may consist of a scoring by the Partnership of each qualified Proposal on the basis of the rating criteria. The Partnership will shortlist the top scoring Proposals and their respective Proponent organizations will be invited to an interview at the Partnership offices. Interviews (if required) to be scheduled, at a time that is convenient for the Partnership.

#### **Stage III**

Upon completion of Stage II for all Proposals, the sealed pricing envelope provided by the Proponent(s) that meet the Minimum Required Score will then be opened and Stage III may consist of a review of the pricing submitted for best value. The evaluation of price may be undertaken after the evaluation of mandatory requirements (Stage I) and any rated requirements (Stage II) has been completed.

#### **Cumulative Score**

At the conclusion of Stage III, the scores from Stage II and Stage III will be added and, subject to satisfactory reference checks and the express and implied rights of the Partnership, the highest scoring Proposal will be selected and the Proponent of that Proposal will be invited to enter into the Agreement in accordance with Sections 2.4 and 2.5.

The Partnership intends to award an Agreement to the Proponent who submits the most advantageous Proposal to the Partnership as determined by the Partnership through the evaluation process.

The Proposal with the lowest price will not necessarily be selected. While price is a determinant in the selection process, it is to be clearly understood that there should be a full and complete understanding of the services/deliverables to be provided, demonstrated through the Proposal as presented. It is the intention of the Partnership to enter into an Agreement with the Proponent providing the best value to the Partnership as identified through the evaluation process.



If no Proponents demonstrate appropriate qualifications or experience, the Partnership reserves right in its sole discretion, without liability cost or penalty, to cancel this RFP, or choose not to award an Agreement to any of the Proponents.

## 2.11 Pricing

The Proponent should assume that it is required to supply and installation all necessary components to undertake the project. The Proponent should submit pricing (Schedule C) in a separate sealed package or separate electronic file from the rest of the Proposal (see Section 2.3).





### 3 SUPPLEMENTARY TERMS AND CONDITIONS

The Partnership may amend the schedule for this RFP in its sole discretion at any time prior to the Proposal Submission Deadline.

#### 3.1 All New Information to Proponents by way of Addenda

This RFP may be amended only by a written addendum (an “Addendum”) in accordance with this section. If the Partnership, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by Addenda made available to all Proponents in the same way as the original RFP. Each Addendum shall form an integral part of this RFP. Any amendments or supplements to this RFP made in any other manner shall not be binding. It is the sole responsibility of the Proponent to ensure that it has received all Addenda pertaining to this RFP. The Partnership will not take any responsibility for losses, misunderstandings, errors or omissions from the Proponent not having received or reviewed any and all Addenda.

#### 3.2 Ownership of Proposals

All information obtained by the Partnership from Proponents in connection with this RFP will remain with the Partnership and be retained for internal purposes. Information provided by Proponents in response to this RFP may be disclosed by the Partnership if permitted or required by law.

#### 3.3 Governing Law of RFP Process

The RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

#### 3.4 Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of this RFP where that request was made. Proponents responding to the RFP should provide additional information related to contacts and their corporate identity and status.

The Proponents must submit a signed Form of Offer in the form of Schedule B with its Proposal.

The Proponent should identify a single point of contact through which all communications from the Partnership will be channeled.

Corporate information and signing authority: The legal status (incorporation, partnership, etc.) and registered legal name of the Proponent must be clearly identified in the Proposal, along with the name, title and telephone number of the individual who will be the Proponent’s signing authority for the Agreement. Proponents should also include their HST number or the relevant information required for taxation purposes.



### 3.5 Proponents Shall Bear Their Own Costs

The Proponent shall bear all of its own costs associated with or incurred in the preparation, presentation and submission of its Proposal including, if applicable, costs incurred for interviews, site visits or demonstrations.

### 3.6 Communication after Issuance of RFP

Proponents shall promptly examine all of the documents comprising this RFP and shall report any errors, omissions or ambiguities, and may direct questions or seek additional information by e-mail to the e-mail address set out in Section 2.2, before the Deadline for Proponent Enquiries set out in Section 2.7. No such communications are to be directed to the Partnership in any other manner. It is the responsibility of the Proponent to seek clarification from the Partnership on any matter it considers to be unclear. The Partnership is under no obligation to provide additional information; but, may do so at its sole discretion.

### 3.7 Partnership May Seek Clarification and Incorporate Response into Proposal

The Partnership reserves the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. The response received by the Partnership from a Proponent shall, if accepted by the Partnership, form an integral part of that Proponent's Proposal. The Partnership reserves the right to interview any or all Proponents to obtain information about or clarification of their Proposals. If the Partnership receives information at any stage of the evaluation process which results in earlier information provided by the Proponent being deemed by the Partnership to be inaccurate, incomplete, faulty or misleading, the Partnership reserves the right to revisit the Proponent's compliance with the mandatory requirements and/or adjust the scoring of the responses to the rated requirements.

### 3.8 RFP Incorporated into Proposal

All of the provisions of this RFP and its schedules are deemed to be accepted by each Proponent and incorporated into each Proponent's Proposal.

### 3.9 Confidentiality

All information received by the Proponent provided by or obtained from the Partnership in any form in connection with this RFP either before or after the issuance of this RFP:

- is the sole property of the Partnership and must be treated as confidential;
- is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Agreement; and
- shall be returned by the Proponent to the Partnership immediately upon the request of the Partnership.



### 3.10 Disqualification

The Partnership may disqualify a Proposal on grounds of faulty submission, improper conduct or provision of inaccurate or misleading information by the Proponent.

### 3.11 Reserved Rights

The Partnership, without liability, cost or penalty reserves the right to:

1. amend or supplement this RFP at any time prior to five (5) calendar days before the Proposal Submission Deadline;
2. reject any or all Proposals in its absolute discretion;
3. make public the names of any or all Proponents;
4. verify with any third party any information set out in a Proposal;
5. check references other than those provided by any Proponent;
6. disqualify any Proposal that contains misrepresentations or any other inaccurate or misleading information;
7. make changes, including substantial changes, to this RFP provided that those changes are issued by way of Addenda in the manner set out in this RFP;
8. accept any Proposal in whole or in part;
9. cancel this RFP process at any stage and/or issue a new RFP for the same or similar services or deliverables;
10. adjust the scoring of or reject a Proponent's Proposal on the basis of:
  - (i) a financial analysis determining the actual cost of the Proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);
  - (ii) information provided by references;
  - (iii) the information provided by a Proponent pursuant to the Partnership exercising its clarification rights under this RFP process; or
  - (iv) other relevant information that arises during this RFP process; or
11. waive formalities and accept Proposals that substantially comply with the requirements of this RFP.
12. This RFP is not an offer to enter into a bidding contract (often referred to as "Contract A") or a contract to carry out the services contemplated in this RFP (often referred to as "Contract B"). Neither this RFP nor the submission of a response nor its receipt by the Partnership shall create any contractual rights or obligations whatsoever on either the Partnership or any Proponent, nor oblige the Partnership in any manner whatsoever.

### 3.12 Execution of the Agreement

In addition to all of the Partnership's other remedies, if a selected Proponent fails to execute the Agreement or satisfy any other applicable conditions within one hundred twenty (120) days after notice of selection, the Partnership may, in its sole and absolute discretion and without incurring any



liability, rescind the selection of that Proponent and proceed with the selection of another Proponent.

### 3.13 Negotiations

The Partnership may award a contract on the basis of initial Proposals received, without discussion. Therefore, Proponents' Proposals should contain the Proponents' best terms/information, including all required documentation.

The Partnership reserves the right to enter into discussions/negotiations with the preferred Proponent. The Partnership has the right, as part of the discussion/negotiation to negotiate changes, amendments or modifications to the Proposal as submitted, without offering other Proponents the opportunity to amend their Proposals. There shall not be a binding contract unless and until the Partnership and the Proponent have entered into the Agreement for the provision of the services contemplated in this RFP on terms and conditions acceptable to the Partnership and the preferred Proponent, at which time the preferred Proponent shall become the successful Proponent.

If for any reason, the Partnership is unable to negotiate a successful contract with the selected Proponent, the Partnership may terminate the negotiations and may either terminate the RFP process or proceed to enter into negotiations with another Proponent, who shall thereupon become the selected Proponent. This process would continue until a contract has been executed, the RFP process is terminated.



## 4 APPENDIX / EXHIBIT LISTING

Appendix A – Furniture Specification Spreadsheet (*issued separately*)

Appendix B – Floor Plan (*issued separately*)

Appendix C - Existing Workstation Components Not to be reused (*issued separately*)

Exhibit A – Systems Furniture Performance Specifications

### EXHIBIT A: SYSTEMS FURNITURE PERFORMANCE SPECIFICATIONS

#### 1. Sustainability Criteria

- 1.1. Total recycled content shall be greater than 50% combining both post-consumer and pre-consumer recycled content.
- 1.2. All metal components shall be 100% recyclable.
- 1.3. All materials shall be free of hexavalent chrome, CFC's, and PDBE's.
- 1.4. Adhesives used shall be solvent free and free of any hazardous air pollutants.
- 1.5. Metal parts shall be powder coated and finished with a durable VOC-free finish which is applied in a process that generates low levels of recyclable waste.
- 1.6. Forest Stewardship Council (FSC) certified materials must be available or on special order basis.
- 1.7. Product shall be GREENGUARD Indoor Air Quality Certified as low emitting furniture meeting LEED requirements of IEQ 4.5 Low Emitting Furniture.
- 1.8. Packaging waste must be minimized by bundling like parts.
- 1.9. Packaging materials shall contain at least 15% recycled content.

#### 2. Warranty

- 2.1 Manufacturer must provide a lifetime warranty on all products shall be free from defects in materials and workmanship (includes shipping, parts and labor for the repair or replacement of defective item.) except those listed below:
  - 2.1.1. 10-year warranty on all electrical components, electrical accessories and fixed task lighting, excluding underfloor power;



- 2.1.2. 10-year warranty on all seating mechanisms excluding those in wood or wood framed chairs; upholstery foam, seat and back mesh, seating glides and casters; stack chair frames;
- 2.1.3. 10-year warranty on vertical surface textiles;
- 2.1.4. 5-year warranty on wood or wood framed products and wood chairs including their mechanisms; gel arm caps; fabric scrims and fabrics rated (A) heavy duty under the Association of Contract Textiles guidelines; user-adjustable work surface mechanisms;
- 2.1.5. 3-year warranty on marker boards

### **3. Panels**

#### 3.1. Panel sizes:

- 3.1.1. must be available in nominal widths 18", 24", 30", 36", 42", 48"
- 3.1.2. must be available in nominal heights with a logical pattern to these heights, such as:
  - 3.1.2.1. 34", 42", 50", 58", 66" (8" incremental increase)
  - 3.1.2.2. 30"H, 42"H, 48"H, 54"H, 66"H (pattern of 12" & 8" increases)
  - 3.1.2.3. 30", 38", 46", 54", 62", 70" (8" incremental increase)
  - 3.1.2.4. 35", 42.5", 50", 57.5", and 65" (7.5" incremental increase)

### **4. Panel Frame**

- 4.1. Panel frame to be non-progressive.
- 4.2. Panel frame to be capable of being monolithic, segmented and stackable.
- 4.3. Panel frame should be constructed of steel which forms a rigid, structural frame to which outer cover pads and elements are applied.
- 4.4. Construction of minimum 20-gauge, and ideally heavier, cold-rolled steel, rigid structure, incorporating all load-bearing pilasters, together with leveling and connecting fittings for attachment of tiles.
- 4.5. Frames shall be load bearing.
- 4.6. Frames shall be reinforced to accommodate cantilevered work surfaces, shelves and storage units.
- 4.7. Frame shall have 1" incremental slots, integrated in the vertical frame, designed to accept vertical hanging of components.



- 4.8. Hang-on components shall not be limited to on-modular attachment.
- 4.9. Fully assembled panels including all surface materials shall be a minimum of 3" thick, and must allow for the distribution of cables within the cavity of the frame.
- 4.10. Frame shall have an epoxy powder finish.
- 4.11. Available with tiles to the floor, footed panels, or raceway covers.

## **5. Panel Frame Glides**

- 5.1. Panels shall be equipped with adjustable leveler glides
- 5.2. Glides shall be constructed of cold-rolled steel welded to the panel vertical for maximum stability and rigidity, with a welded cup.
- 5.3. The leveling shall provide an adjustment range with a minimum of 2-1/2" height adjustment.
- 5.4. Glides shall be capable of being installed on top of finished flooring without the penetration of the finished floor or the use of floor fasteners; and shall have complete flexibility for future changes without having to patch floor material.

## **6. Panel Frame Connectors**

- 6.1. Panel frames shall provide connection ability to change direction including: 2-way, 3-way, 4-way, 180° and 120° configurations.
- 6.2. Panel-to-panel connections shall use steel connectors without intermediate components, concealing connector within finished panel.
- 6.3. Panel connections shall be sealed to conceal electrical wiring.
- 6.4. There shall be no panel creep caused from panel to panel connections.
- 6.5. Panel connectors shall ideally be universal for use in all 90 degree conditions (2-, 3- and 4-way conditions shall be orderable as a single line item).
- 6.6. Connectors shall be able to connect panels of differing heights. Connector system shall allow continuation of electrical and communications wiring within a workstation and from workstation to workstation. Connectors shall be reusable.
- 6.7. Right angle (90-degrees) connections shall not interfere with the capability to hang work surfaces and other components on any adjacent panel.
- 6.8. Corner braces shall be available for all panel connections. Corner braces should be constructed of 11-gauge steel.



6.9. Panels can connect off-module utilizing standard hardware, without defacing tiles.

## **7. Panel Trim**

- 7.1. All trim depth to match depth of panel.
- 7.2. Panel top trim, end covers and base rails shall be constructed of metal.
- 7.3. All trim to match all panel and stacked panel heights including change-of-height applications.
- 7.4. All trim widths to match all panel widths.
- 7.5. Vertical trims must be available for change-of-height applications.
- 7.6. All vertical and horizontal panel trim components offer matching finishes.
- 7.7. Top Trim: Painted steel, painted aluminum or veneer-wrapped aluminum.
  - 7.7.1 Steel: 22 or 20-gauge roll-formed steel, powder coat paint finish.
  - 7.7.2 Aluminum: 13-gauge (0.090", 2.3mm) solid extruded aluminum, powder coat paint finish.
  - 7.7.3 Veneer-wrapped aluminum: 13-gauge (0.090", 2.3mm) solid extruded aluminum, laminated with 25-gauge (0.020", 0.51mm) wood veneer.
  - 7.7.4 Top trim is to be held tightly to the panel with spring steel clips.
  - 7.7.5 Corner cap: Zinc die-cast with steel spring clips for attachment, powder coat paint finish.
  - 7.7.6 Vertical Trim: Painted steel, painted aluminum or veneer-wrapped aluminum
  - 7.7.7 Steel: 22 or 20-gauge roll-formed steel, powder coat paint finish.
- 7.8 Base Trim:
  - 7.8.1 If Base trim is part of the panel:
    - 7.8.1.1 Steel: 24-gauge steel channels which have tabs at the ends to be field-installed into slots at the bottom of and between the two vertical elements.
    - 7.8.1.2 Open base trim kit shall consist of two steel vertical trims and one horizontal steel trim.
- 7.9 Change of Height Trim
  - 7.9.1 Steel: 22 or 20-gauge roll-formed steel, powder coat paint finish.





## 8. Panel Tiles

*Note: tile is used as a generic term for elements, surfaces, tiles, skins, etc.*

- 8.1. Panels shall offer side independent surfaces that include monolithic and segmented in multiple material finishes.
- 8.2. Tile surfaces shall include painted steel, fabric/acoustical, wood veneer, laminate, marker board, slat and to have steel attachment clips.
- 8.3. Tile widths shall be available in the same increments as the frames (18", 24", 30", 36", 42", 48")
- 8.4. Tile heights shall be available in the same increments as the panel frames, other than any limitations in manufacture such as slat wall possibly being only available at 24" high.
- 8.5. Tiles shall be non-progressive: any tile in the panel configuration can be removed without disrupting any of the other tiles.
- 8.6. Panel tiles shall be field interchangeable.
- 8.7. Fabric/ tackable tiles
  - 8.7.1. Frame is made up of pre-painted 22 or 20-gauge welded steel channels.
  - 8.7.2. Each tile shall have its own solid septum and be fabric wrapped and glued with non-toxic, water based adhesive, and preferably reinforced with metal access clips.
  - 8.7.3. Tiles shall have the ability to be field cut for receptacle/communication outlet openings to allow for maximum flexibility in locating openings where needed.
- 8.8. Painted steel tiles:
  - 8.8.1. 22 or 20-gauge steel with formed edges; powder coat paint finish
  - 8.8.2. Horizontal and Vertical Braces – 18-gauge steel channels spot-welded to the perimeter of the pan for rigidity
  - 8.8.3. Sound deadener – composite material applied to the back of the larger pans with adhesive to minimize the "oil can effect" and to dampen effects of panel vibrations.
  - 8.8.4. Ideally available in solid, ribbed and perforated patterns
- 8.9. Wood tiles:
  - 8.9.1. Wood composite or 5/16" thick Medium Density Fiberboard (MDF) core with wood veneer adhered to the front and back utilizing a water-based adhesive and wood



finishing process; edges are finished with veneer edge banding; core must feature this balanced construction to prevent bowing or warping.

8.9.2. Horizontal and Vertical channels – 20-gauge steel channels fastened to the core with screws to form a rigid protective border around the core.

8.10. Porcelain coated Marker board tiles:

8.10.1. Porcelain-coated marker board tiles with steel substrate for ability to use with magnets

8.10.2. Marker board tiles shall be constructed similar to steel tiles except the steel pan shall feature a baked-on porcelain writing surface.

8.11. Slat tiles:

8.11.1. Extruded aluminum with powder coat paint finish

8.11.2. Aluminum extrusions are stacked to achieve desired final assembly height. Tiles with slats are designed to support accessories

8.11.3. Top and bottom horizontal support brackets are 14- gauge steel channels and are screw-attached to the back of the bottom extrusion

8.12. Glass tiles:

8.12.1. Glass tiles shall be constructed of single pane. Glass stacking frames must be able to span multiple frames up to 96”.

8.12.2. Window frame assembly /construction:

8.12.2.1. Four extruded aluminum 15-gauge rails connected by threaded fasteners at each intersection; attached to the outside of each vertical rail is a 17-gauge steel mounting strip

8.12.2.2. Glass insert: (0.250", 6.35mm) thick tempered glass

## **9. Stack-On Units**

9.1 Panels shall permit add-on of stacking modules to increase panel height.

9.2 The stack-on units allow for in situ add-on or removal.

9.3 Up to two 15” stack-on units can be added to base panels; up to 90”; and connected to one another with a bolted connection.

9.1 Stack-on unit frames to be the same construction as the base frame.

9.2 Stack-on units shall work on any panel.



- 9.3 Stack-on units shall be load bearing up to 66" high
- 9.4 Panels shall be capable of being stacked without disturbing adjacent panels.
- 9.5 Panel shall accept adjoining stack-on units without removing the existing connector.
- 9.6 This 16"-high frame attaches to the top of a frame and holds individual tiles on both sides. It also attaches to an adjacent frame or connector of equal height. A maximum of two stacking frames can attach to a frame; the total frame height cannot exceed 118". Attachment hardware is included.
- 9.7 Frameless Glass stack-on units:
  - 9.7.1 Must be able to match a single panel width or span multiple panels in line with a single unit
  - 9.7.2 Non-load bearing
  - 9.7.3 Must be clear tempered glass at least 3/8" thick, with polished edges

## **10. Electrical Power**

- 10.1 Systems shall accommodate International and State/City electrical communication requirements
- 10.2 All electrical components shall be UL 1286 and/or 183 and CSA listed; they shall meet the applicable requirements of the National Electrical Code/ Canadian Electrical Code.
- 10.3 Electrics shall be modular and non-dedicated to panels allowing for reconfiguration.
- 10.4 Power kit lengths must match widths of available panels
- 10.5 Power distribution and top cap cabling must not be interrupted when stack-on units are added to the frame to avoid unnecessary cost and complexity.
- 10.6 Electrical system shall be reconfigurable without an electrician. Licensed electricians shall only be required for hardwire connection or feed in to panel power components.
- 10.7 To be an 8 wire solution:
  - 10.7.1 Shall be a 120/240-volt single-phase system comprised of circuits rated at 20 amps (15 amp Canada) each
  - 10.7.2 Shall provide three or four circuits,
  - 10.7.3 Power must run from panel to panel without going outside of panel.



- 10.8 Receptacle outlets shall be 15 or 20 amps each. Identification numbers of all circuits shall be printed on the face of each receptacle. The isolated circuit receptacle shall be symbol displayed.
- 10.9 Receptacle outlets shall be accessed, at a minimum, at base, ADA base (18" AFF), work surface or standing height (48" AFF).
- 10.10 Receptacle outlets shall be duplex outlets
- 10.11 The use of power receptacles at any location other than the base shall not restrict the number of available receptacles in the panel base.
- 10.12 Connection from the main building supply to the panel:
  - 10.12.1 Entry feeds shall come with flexible liquid tight conduits.
  - 10.12.2 Entry feeds may be from the floor or wall into the panel base or ceiling entry into a power pole
  - 10.12.3 Base power feed shall be by means of a base electrical feed or junction box
  - 10.12.4 Power pole must have a built-in septum for separation of power and voice/data
  - 10.12.5 Multiple stations shall be powered from a single electrical feed. The number shall depend on the amount of power loaded into each workstation, not the capacity of the panel.
- 10.13 Panels must provide capacity and protection for goof loops and connectors.
- 10.14 Panels shall have an option of both base height and desk height, face mounted electrical access and which can be interchanged in the field.
- 10.15 All Panels shall have the ability to ship with or without power installed. Retrofit kit must be made available to power non-power panels after installation.
- 10.16 All hot and neutral conductors of the electrical distribution system shall be minimum #12AWG. If shared neutrals are used the conductors must be minimum 10 AWG.
- 10.17 Under work surface cord management for power shall be available.
- 10.18 Power pole shall be capable of carrying 3- or 4-circuit, 20 amp (15 amp Canada) electrical circuits plus the capability of carrying (23) 0.25 diameter cables @ a 40% fill rate.
- 10.19 Power pole widths shall be equal to the thickness of the panels and the pole finish shall match the finish of the panel trim.



- 10.20 Power pole shall be capable of being opened along the length of the vertical of the pole to permit lay-in of wiring.
- 10.21 Power pole must be totally supported by the panel system and be available for a minimum ceiling height of 10'.
- 10.22 The panels shall be able to be powered from the floor or ceiling building source with systems in feed module or top feed pole.
- 10.23 Work surface mounted receptacle shall be available to mount into surface grommet or clamp on back edge.
- 10.24 External base in feed modules shall be capable of mounting into every base receptacle outlet location.
- 10.25 The modular electrical system should be available with 100% PVC-free components

## **11. Communication Cable Management**

- 10.1 Cables shall be routed and effectively managed through the panel frame at various heights.
- 10.2 Cable termination shall be available, at a minimum, at base, ADA base (18" AFF), work surface or standing height (48" AFF)
- 10.3 Termination points shall be on either side of the panel
- 10.4 Cables and network connectors shall be concealed within the panel
- 10.5 Cable management shall be enclosed around all corners
- 10.6 For ceiling entry, the power pole shall allow for internal separation for communication and electrical cables
- 10.7 Communication pathways shall be available in the base of the panel. The pathways shall accommodate a minimum of 42 cables at the base; 0.25" diameter cable@40% fill (in powered panels).
- 10.8 Panel stack kits shall provide cable routing, storage, and access capability at work heights.
- 10.9 Panel shall provide capability to route communication cabling both vertically and horizontally within the panel.
- 10.10 Panel shall provide options for the mounting of single gang and modular telecommunications outlet faceplates.



- 10.11 Panel shall provide for the lay in of communication cables that does not require feed through from panel to panel the base raceway.
- 10.12 Routed cables shall be accessed from either side of the panel base raceway.
- 10.13 Cable management poles shall provide capability to route communication cabling from the ceiling to the base of a panel.
- 10.14 Cable management in panel must be capable of maintaining the minimum bend radius required for fiber optic cable.
- 10.15 Horizontal cable management from panel to panel at desk height and base must be offered as an option.
- 10.16 Vertical cable manager for managing cables on the panel surface must be offered as an option.
- 10.17 Cable storage trays for mounting below the work surface must be offered as an option.
- 10.18 Work surface data and receptacle ports must be offered as an option.
- 10.19 Electrical and communication cabling shall have the ability to be physically separated throughout the system.
- 10.20 Every panel offered in the series shall have a vertical cable way with the exception of glass panels.
- 10.21 Panels shall be capable of being ported (data) above and below the work surface.
- 10.22 All work surfaces shall be available with a grommet opening for communications and wire management.
- 10.23 Lay-in cable routing must be accommodated in the base area and in the top cap.  
Horizontal cable routing must also be accommodated with other openings in the vertical elements.
- 10.24 All Panels shall have a standard lay-in trough to accommodate and house up to 60 CAT 5/6 cables

## **12. Work Surfaces and Supports**

- 12.1 Work Surface sizes:
  - 12.1.1 Nominal depths of 18", 24", 30"
  - 12.1.2 Widths: 24", 30", 36", 42", 48", 54", 60", 66", 72" 84" and 96".



- 12.2 Work surfaces shall be constructed of 45 lb core Density Particleboard or 38-42 lb OSB board with surface top and backing of .032 inch high pressure laminate for total minimum thickness of 1 1/16" inch.
- 12.3 Work surfaces shall offer a sustainable core material consisting of 100% recycled wood fiber or 100% post-consumer recycled wood waste bonded with no-added urea formaldehyde resin.
- 12.4 Work surfaces shall be designed to support a minimum of 200 lbs. with a deflection of no more than (0.0313") per foot.
- 12.5 Accommodations shall be made for integrated wire management and cable access in work surfaces: options for a rear edge scallop, a grommet, or a 1" rear gap
- 12.6 Work surfaces shall accommodate various task heights including wheelchair access, typing height, stand-up and counter height through adjustments, componentry and hardware options:
  - 12.6.1 Work surfaces shall be panel-hung, supported, or semi-supported
  - 12.6.2 Work surfaces may be connected on module or off module
  - 12.6.3 Supports shall be installed into metal inserts underneath the work surface
  - 12.6.4 On module supports and hardware shall be universal and may be used in any position
  - 12.6.5 Off module support to be available.
- 12.7 Support brackets:
  - 12.7.1 shall be powder-coat painted, cold-rolled steel clips with integral attachment hooks.
  - 12.7.2 Cantilevers shall be constructed of 13 or 12-gauge steel
  - 12.7.3 Corner brackets shall be constructed of 14-gauge steel
  - 12.7.4 Flush-mounting plates shall be constructed of 11-gauge steel
- 12.8 End panel
  - 12.8.1 End panels shall be the full depth (nominal) of 12", 18", 24" & 30" work surfaces. The end panels shall have 2 adjustable glides for leveling. End Panels shall be both laminate and wood finishes.
  - 12.8.2 Wood composite core to be 1.5", 38.1mm thick.



- 12.8.3 Laminate or wood veneer facings.
- 12.8.4 0.118", 3mm radius plastic edge band.
- 12.8.5 0.100", 2.5mm thick wood edge band.
- 12.8.6 Leveling glides provide 2.25", 57.2mm of adjustment range.
- 12.9 Work surfaces shall be predrilled to accept pedestals and/or cantilevers.
- 12.10 Surface shall be available in options of high pressure laminate (HPL) and wood veneer.
- 12.11 Laminate covering: High Pressure Laminate
  - 12.11.1 0.030", 0.76mm thickness.
  - 12.11.2 0.118", 3mm radius t-mold edgeband.
  - 12.11.3 0.118", 3mm radius edgeband on user edge, 0.039", 1mm edgeband on remaining edges.
- 12.12 Wood Veneer
  - 12.12.1 0.020", 0.51mm thickness.
  - 12.12.2 0.118", 3mm radius edge band on user edge, 0.028", 0.7mm edgeband on remaining edges.
- 12.13 All work surfaces shall have threaded metal inserts for the means to connect supports for long term durability.
- 12.14 Corners shall be constructed:
  - 12.14.1 For high pressure laminate shall be radiused 1/8"
- 12.15 Work surface edges shall be finished with:
  - 12.15.1 For laminate all edges shall be a either a PVC or ABS material

### **13. Storage**

- 1.1 Overhead cabinet units
- 1.2 Overhead cabinet units are available to provide lockable, panel mounted storage:
  - 1.2.1 The metal cabinet shall be constructed of cold-rolled steel with a bottom shelf in steel
  - 1.2.2 Gauge of steel: case is 20-gauge steel and preferably heavier; fronts and shelves are 22-gauge steel
  - 1.2.3 Finish shall be powder epoxy coated





- 1.3 Wood door: 0.6875", 17.5mm thick door with wood composite core and wood veneer over the face and balancing backer on the back, wood veneer edges.
- 1.4 All cabinets 36 inches and longer shall have a reinforced bottom section for weight distribution
- 1.5 Wide cabinets (54" and 60") shall be constructed with two doors
- 1.6 A lock with a durable plated metal finish shall be included with each cabinet
- 1.7 Overheads shall attach to the panel via slotted verticals or with up-mount cantilever brackets
- 1.8 Modular sizes shall be available in 15-16" high and 13-14" deep and are in the following widths: 24", 30", 36", 42", 48", 54" and 60"
- 1.9 Lock options shall include keyed-alike and master-keying.
  - 1.9.1 All units shall secure in place by an anti-dislodgment clip.
  - 1.9.2 All units shall accept separately specified task lights of equal or shorter length.
  - 1.9.3 Painted steel shelf dividers shall be available for both shelves and overheads.
  - 1.9.4 Shelf shall accommodate under mounting of task lights of equal or shorter length.

#### **14. Shelf units**

- 6.1 Shelf units shall be open design:
  - 6.1.1 The shelf shall be constructed of cold-rolled steel with a durable epoxy powder finish
  - 6.1.2 Shelves shall be panel mounted with mounting brackets on 1" increments
  - 6.1.3 Shelf shall have a load limit of 141 lbs
  - 6.1.4 The shelf shall have a back edge lip
  - 6.1.5 Modular sizes shall be 8" high, 14" deep in the following widths: 24", 30", 36", 42", 48", 54", and 60".

#### **15. Pedestals**

- 15.1 Pedestals shall be sized to fit under work surfaces in freestanding and mobile applications
- 15.2 Pedestals shall be constructed of 22 gauge cold-rolled steel
- 15.3 Pedestals shall have a weight load of 200lbs.
- 15.4 Pedestals shall have a fully finished back and bottom for a completely enclosed unit
- 15.5 Pedestals shall be available in 3 depths: 18", 22" and 28"



- 15.6 Pedestals shall be constructed with leveling glides or with casters
- 15.7 Metal construction cases shall be powder coated finish or a durable epoxy polyester
- 15.8 Drawers shall be  $\frac{3}{4}$  extension on box drawers and full progressive ball bearing suspensions on file drawers
- 15.9 File drawers be constructed to accommodate rails for hanging files in both orientations, legal or letter
- 15.10 Box drawers shall include one pencil tray
- 15.11 All pedestals shall come with a lock mechanism, which is field changeable
- 15.12 Pedestals shall be able to provide work surface support utilizing appropriate brackets

## **16. Storage Towers**

- 16.1 Storage Towers shall be available to accommodate assorted types of storage needs in open, closed and lockable formats within the case
- 16.2 Height to align with the height of panels
- 16.3 To be available from 8-24" wide depending upon the storage requirement (coat only; coat plus files, etc.)
- 16.4 To be available from 18-24" deep
- 16.5 Tower cases shall be available in laminate OR
- 16.6 Constructed of cold rolled steel
- 16.7 Gauge of steel: case is 20-gauge; fronts and shelves are 22-gauge
- 16.8 Finish shall be either powder epoxy coated or wood veneer
- 16.9 Towers shall be constructed with leveling glides
- 16.10 File drawers be constructed to accommodate rails for hanging files in both orientations, in legal or letter sizes
- 16.11 Interior of Wardrobe unit shall have 1" slotted increments to accommodate accessory shelves, rods or file frames
- 16.12 Lock mechanisms, where used, shall be field changeable

## **17. Accessories**

- 17.1 Paper Management - a variety of paper management accessory options shall be available
- 17.2 Accessories shall be of metal or plastic construction
- 17.3 Accessories must be available in both a panel-hung style and as an in-drawer style



- 17.4 Provide for a variety of media materials and different paper-sized documents
- 17.5 Computer-based accessories - variety of options shall be available
- 17.6 Signage shall be mounted to the panel via the top of the panel or can be suspended by an accessory rail.

## **18. Finishes**

- 18.1 Finish Program shall consist of a variety of finish materials and fabrics using a Grade system:
  - 18.1.1 All fabrics shall meet or exceed industry technical standards and tests
  - 18.1.2 Laminates shall be available in high-pressure laminates, or low pressure laminates
  - 18.1.3 Wood Veneer Laminates shall be available
- 18.2 Edge trims shall be provided in PVC and ABS materials. They shall be available to coordinate or contrast with laminate color palette.
- 18.3 Metal finishes are powder coat epoxy.



**SCHEDULE A – INTENTIONALLY DELETED**



## SCHEDULE B – FORM OF OFFER

The Proponent must not amend this Form in any way other than by providing the requested information. This form must be completed, signed and submitted as part of the Proponent's Proposal.

### To the Canadian Partnership Against Cancer:

#### 1. Proponent Information

(a) The full legal name of the Proponent is:

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(b) Any other relevant name under which the Proponent carries on business is:

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(c) The jurisdiction under which the Proponent is governed is:

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(d) The name, address, telephone, facsimile number and e-mail address of the contact person for the Proponent is:

---

(e) The Proponent is:

***Proponents must select one of the following choices.***

- an individual {Provide HST/GST #}
- a sole proprietorship {Provide HST/GST #}
- a corporation {Provide HST/GST #}
- a partnership {Provide HST/GST #}
- a joint venture {Provide HST/GST #}
- an incorporated consortium {Provide HST/GST #}
- a consortium that is a partnership {Provide HST/GST #}
- other legally recognized entity: {Specify type, provide HST/GST # or state "N/A".}

#### 2. Offer

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Services required under the RFP. By submitting the Proposal, the Proponent agrees and consents to the terms, conditions and provisions of the RFP, and offers to provide the Deliverables in Exhibit A in accordance therewith at the price set out in the Pricing Sheet as Schedule C.



### 3. Mandatory Forms

(a) The Proponent encloses herewith as part of the Proposal, the mandatory forms provided and set out below:

<b>MANDATORY FORMS:</b>	<b>Yes</b>	<b>Page</b>
Form of Offer (Schedule B)		
Proposal Form (Schedule C)		
(Schedule D)		

### 4. Price

The Proponent has submitted its price in accordance with the instructions in the RFP and in the form set out at Schedule C.

### 5. Addenda

The Proponent is deemed to have read and accepted all Addenda issued by the Partnership prior to the Deadline for Issuing Addenda. The onus remains on the Proponent to make any necessary amendments to the Proposal based on the Addenda. The Proponent confirms that it has received the following Addenda:

{List Addenda numbers or, if no Addenda were issued, state "None".}

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### 6. Validity

The Proponent agrees that its Proposal shall be valid for ninety (90) days following the Proposal Submission Deadline.

### 7. Conflict of Interest

The Proponent, by submitting the Proposal, confirms that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in this Form of Offer. Where the Partnership discovers a Proponent's failure to disclose all actual or potential Conflicts of Interest, the Partnership may disqualify the Proponent or terminate any Agreement awarded to that Proponent as a result of this procurement process.



Conflict of Interest includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to
  - i. having or having access to information in the preparation of its Proposal that is confidential to the Partnership and not available to other Proponents;
  - ii. communicating with any person with a view to influencing preferred treatment in the RFP process; or
  - iii. engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations under the Agreement, the supplier's other commitments, relationships or financial interests
  - i. could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or
  - ii. could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;

***Proponents must choose one of the following two options***

The Proponent declares that: (1) there was no Conflict of Interest in preparing its Proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

**OR**

The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its Proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP. The details of the actual or potential Conflict of Interest are as follows:

## **8. Disclosure of Information**

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this Proposal by the Partnership to its advisers retained for the purpose of evaluating or participating in the evaluation of this Proposal.



## 9. Execution of Agreement

The Proponent understands that, in the event its Proposal is selected by the Partnership, in whole or in part, the Proponent agrees to finalize and execute an Agreement, substantially in the form included in Schedule E. Changes to this form to be issued as an addendum.

I confirm that this Form of Offer has been completed with no changes to the text provided in the RFP.

Signature of Witness:	Signature of Proponent representative:
Name of Witness:	Name and Title of Proponent representative:
	Date:
	I have authority to bind the Proponent.



## SCHEDULE C – FINANCIAL PROPOSAL

Respond to the requirements below in the space provided. Note that the price quoted must be inclusive of all requirements indicated in the RFP and Proponent must clearly identify all charges related to the requirements.

<b>Pricing Terms</b>	<b>Responses</b>
1. All prices to be provided in Canadian currency.	
2. All pricing to include and itemize applicable taxes.	
3. All expenses and service fees that are in excess of normal charges require the prior written consent of the Partnership.	
4. There will be a price protection period of 36 months after the effective date of the contract, and rate increases thereafter will be capped at CPI. If not able to comply, provide additional information relevant to the price protection period and rate increases in your Proposal.	

<b>Proposed Pricing</b>	
1. Microsoft Excel Spreadsheet Resource to complete with required pricing model – Excel spreadsheet is included with RFP, as a separate document.	
2. Provide detail on any additional costs that are not part of your Proposal.	

<b>Purchase Order Acceptance and Invoice Procedures</b>	<b>Responses</b>
1. The Partnership requires that all invoices received reference a valid the Partnership purchase order number for payment process. Do you comply?	
2. The Partnership requires the use of catalogues of goods / services where applicable to be supported and / or maintained by Proponent through an Oracle punch-out. Do you comply? Provide example of recommended catalogue solution.	
3. The Partnership requires all invoices be emailed in PDF format referencing purchase order numbers	

<p>directly into Accounts Payable department. Do you comply?</p>	
<p>4. Where individual frequent purchase orders are processed, the Partnership requires consolidated billing where applicable. File format to be provided in Excel as per the Partnership’s requirements. A PDF invoice is to accompany file direct to Accounts Payable. Do you comply?</p>	
<p>5. Where one purchase order is opened and multiple budget codes are charged, the Partnership requires consolidated billing where applicable. File format to be provided in Excel as per the Partnership’s requirements. A PDF invoice is to accompany file direct to Accounts Payable. Do you comply?</p>	

This Proponents Submission is made entirely in accordance with **RP213-2017-04** by your signature hereunder, it is deemed that you have read and agreed to all terms and conditions in the same manner as had such terms and conditions appeared above your signature, and that you have the authority to bind the Proponents.

<p>Signature of Proponent representative:</p>
<p>Name and Title of Proponent representative:</p>
<p>Date:</p>
<p>I have authority to bind the Proponent.</p>

## SCHEDULE D - REFERENCES

1. Provide three (3) references from companies utilizing the furniture products and other services (specifically your proposed dealer network) that the Partnership is seeking to procure and are of similar scope and size to the Partnership. At least one of these companies should be a current customer who contracted with you within the past year. One reference must be from a former customer who terminated their relationship with you for a reason other than their or your change in management.

Each reference should include the company name, a brief description of the services provided to the customer, length of relationship, and contact information consisting of:

- contact name
- title
- telephone number
- e-mail address

At the Partnership's discretion, the Proponent's reference(s) may be interviewed to assist with the rating of the Proponent's services and responsiveness to client's support requirements. The areas which would be addressed include, but are not limited to:

- overall satisfaction (Proponent staff, service)
- quality and quantity of support
- expected versus actual performance
- emergence of any 'additional costs'

effectiveness and efficiency of Proponent

## SCHEDULE E: SERVICES AGREEMENT TERMS

### XXXFURNITURE RFP LEGAL TERMS & CONDITIONS (“Agreement”)

**1.0 Definitions** – The following terms have the following meanings:

- a. “Goods” means ...
- b. “Services” means ...

**2.0 Entire Agreement.** No modification of the terms and conditions of this Agreement will be binding on XXX unless accepted by XXX in writing. Except as expressly noted herein, the terms and conditions contained in this Agreement constitute the entire agreement between XXX and Vendor with respect to the Goods and/or Services (as set out in this Agreement) and supercede and take precedence over any and all previous verbal or written arrangements between XXX and Vendor regarding such Goods and/or Services.

**3.0 Price and Payment.** Unless otherwise provided in this Agreement, the price(s) or fee(s) herein stated include all costs, licensing, royalty or similar fees or charges, all applicable taxes (including customs duties) and charges for packing, transporting and the insuring of the Goods ordered and delivered to XXX's specified destination. XXX shall not be liable for any taxes with respect to this Agreement other than municipal, provincial, state or federal sales taxes levied on XXX which Vendor is required by law to collect from XXX. All such taxes and other charges shall be stated separately on Vendor's invoice. Vendor warrants that the prices charged for the Goods and Services covered by this Agreement are the lowest prices charged and on terms no less favorable than those accorded by Vendor to any other customer for the same or like Goods and Services in equal or less quantities under similar circumstances. Payment due dates, including discount periods, will be computed from the date of receipt of all Goods and Services or the date of receipt of a correct invoice, whichever is later. A signed Proof of Delivery may be required for payment authorisation. If Vendor has not received payment as agreed, the Vendor will notify XXX and XXX will pay promptly. With respect to Services provided, unless otherwise specified on this Agreement, Vendor will bear all expenses in connection with the provision of the Services including but not limited to out of pocket and travel expenses, income and other taxes, and any and all costs of other benefits or statutory plans in respect of Vendor and its employees and others who perform the Services on Vendor's behalf.

**4.0 Changes.** XXX may, by written notice, make changes to all or any part of this Agreement. If any such change causes an increase or decrease in the cost or time required for the performance hereunder, an equitable adjustment shall be made in the price or delivery schedule, or both. Any claim for adjustment by Vendor shall be deemed waived unless asserted in writing ten (10) days from the

receipt by Vendor of the change. Changes shall not be binding on XXX unless evidenced by writing signed by an authorized representative of XXX.

- 5.0 Time of Delivery.** Time of delivery is of the essence in this Agreement. If delivery dates cannot be met, Vendor must inform XXX immediately. Vendor shall not be liable for damages arising out of either its failure to deliver or any delay in delivery occasioned by fires, war, acts of God, inability to obtain shipping space, delays of carriers, governmental acts and regulations, and other similar causes beyond Vendor's control.
- 6.0 Improper Delivery.** In addition to other remedies provided by law, XXX reserves the right to refuse any Goods and to cancel all or any part of this Agreement if Vendor fails to deliver all or any part of the Goods in accordance with the terms and conditions of this Agreement. Acceptance of any part of the Agreement shall not bind XXX to accept any future shipments nor deprive it of the right to return the Goods already accepted.
- 7.0 Risk of Loss.** Risk of loss shall not pass to XXX until all Goods called for in this Agreement have been actually received and accepted by XXX at the destination specified herein. Vendor assumes full responsibility for packing, crating, marking, transportation, and liability for loss or damage in transit, notwithstanding any agreement by XXX to pay freight, express or other transportation charges. Goods paid for by XXX but held for future delivery by Vendor in accordance with XXX's instructions must be fully insured at Vendor's expense.
- 8.0 Transportation.** Transportation charges shall be fully prepaid by Vendor unless otherwise specified by XXX. Shipments shall be made by the lowest cost reliable means of transportation available unless otherwise authorized by XXX. Any additional charges due to the use of unauthorized premium transportation must be borne by Vendor. XXX's Agreement Number must appear on all related waybills, invoices and cartons.
- 9.0 Import.** If importing Goods into any other country, Vendor will be responsible for all legal, regulatory and administrative requirements associated with any importation and the payment of all associated duties, taxes and fees.
- 10.0 Inspection and Rejection.** All Goods and/or Services delivered to XXX shall be subject to XXX's inspection before acceptance or payment. Expenses incurred by XXX in such inspection of the Goods and/or Services may be recovered from Vendor if all or part of the Goods and/or Services are non-conforming and are rejected by XXX. All rejected Goods and/or Services will be held at Vendor's risk and expense subject to Vendor's prompt advice of disposition. If, in XXX's judgement, additional work or rework on non-conforming Goods and/or Services is required to make such Goods and/or Services acceptable to XXX, Vendor agrees that XXX may perform such work at Vendor's expense and that the

performance of such work shall in no way invalidate Vendor's warranty of quality on the Goods. Vendor agrees that XXX has the right to inspect Vendor's facility, the materials used in the Goods' manufacture and the finished Goods. With respect to Services, Vendor agrees that XXX has the right to inspect the means and manner in which Vendor delivers the Services. Such inspections conducted at any time prior to Vendor's delivery of any or all of the Services ordered by XXX, or within a reasonable time after delivery, will not constitute acceptance of the Services by XXX.

- 11.0 Warranty.** Vendor warrants for one (1) year from the date of acceptance (unless otherwise specified in the Agreement) that the Goods furnished hereunder will be in full conformity with their quality, size, dimensions, and other specifications, perform as specified or otherwise represented by Vendor; be merchantable and fit and sufficient for the use intended by XXX, and be free from defects in material, workmanship, manufacture and design. This express warranty shall not be deemed waived by reason of the acceptance of the Goods or payment thereof by XXX. For Services, Vendor represents and warrants that all Services covered by this Agreement will not violate the provisions of any other agreement by which Vendor is bound; will be performed in a professional and workmanlike manner and in accordance with any applicable professional standards for the Services and in accordance with any specifications contained in the Agreement; and will not infringe any existing patent, trade mark, copyright, trade secret or other intellectual property right recognized in Canada or the United States. These representations and warranties will survive acceptance of payment for the applicable Goods or Services and will enure to the benefit of XXX, its successors, assigns, customers and with respect to Goods, the end user of the Goods and will not be deemed to be exclusive. These warranties are in addition to any warranties of the Goods or Services given by Vendor to XXX either expressed, implied, or by operation of law.
- 12.0 Hazardous/Toxic Goods Labeling, Warnings & Instructions.** Prior to the supply and shipment of any hazardous Goods to XXX, Vendor agrees, where necessary, to mark the hazardous Goods with the Workplace Hazardous Material Information System (WHMIS) symbol(s) and display the name of the hazardous material in the jurisdiction's official language(s). Transport and other documents must include a declaration of the hazard and the name of the hazardous material in the jurisdiction's official language(s). Hazardous Goods must be accompanied by emergency information in the jurisdiction's official language(s) in the form of written instructions, labels or markings. Vendor will observe the requirements of Canadian, US and international laws, regulations and agreements relating to the packing, labeling and carriage of hazardous Goods. All information known, held by or reasonably available to Vendor regarding any potential hazards known or believed to exist in the transport, handling or use of the hazardous Goods will be promptly communicated to XXX.
- 13.0 Infringement.** Vendor agrees to indemnify, defend, and hold harmless XXX from and against any action, claim, demand, liability, loss, or expense (including counsel fees and expenses) involving a claim (i) that any of Goods or Services provided hereunder infringes, in whole or part, any patent,

copyright, trademark, trade secret or other intellectual property right of any third party or (ii) for damages to persons or property caused by the acts or omissions of Vendor's personnel or agents. If such action of infringement is sustained, then, at XXX's request, Vendor shall provide or purchase at its expense a license or other suitable substitute necessary to enable XXX to possess and use said Goods, device, process or composition in quiet enjoyment and in perpetuity, provided always that this indemnity will not apply to any infringement which is due to Vendor having followed a design or instruction furnished or given by XXX. This indemnity is conditional on XXX giving Vendor prompt notice in writing of any claims being made or actions threatened or brought against XXX and on XXX permitting Vendor, at Vendors's own expense, to conduct any litigation that may ensue and all negotiations for a settlement of the claims or actions, subject to XXX's consent.

- 14.0 XXX's Property.** Vendor agrees that all drawings, art work, negatives, data, specifications, tools, dies, designs, equipment or material furnished to Vendor by XXX or specifically paid for by XXX and any replacement thereof shall be and remain the personal property of XXX. Vendor will not use XXX Property for any other purpose than as requested by XXX or as specified in the Agreement. Such property, wherever practical, shall be plainly marked or otherwise adequately identified by Vendor as "Property of XXX" and safely stored and kept insured by Vendor at Vendor's expense in an amount equal to replacement cost with loss payable to XXX and shall be subject to removal within a reasonable time period at XXX's written request and without making or retaining any copies. Vendor shall prepare such property for shipment and shall redeliver to XXX in the same condition as originally received by Vendor, reasonable wear and tear excepted.
- 15.0 Advertising.** Vendor will not, without first obtaining the written consent of XXX, in any manner, advertise or publish the fact that Vendor has contracted to furnish XXX with any Goods and/or Services, or use any trademarks or trade names of XXX in Vendor's advertising or promotional materials.
- 16.0 Independent Contractor.** The relationship between XXX and Vendor, or any employee of Vendor, will at all times during the provision of any Goods or Services by Vendor under this Agreement be that of an independent contractor, not an employee of XXX. No employment relationship is created by this Agreement.
- 17.0 Termination for Convenience.** XXX may terminate this Agreement in whole or in part at any time and for any reason upon written notice to Vendor. Upon receipt of such notice, Vendor shall stop work immediately and terminate all orders and subcontracts to the extent that they relate to the terminated work. There shall be no charges for terminating the Agreement with respect to standard Goods for which there are alternate customers. XXX, in addition to any other right it may have, will have the right to return to Vendor all or any part of any shipment of Goods received, at Vendor's expense. Any claim for termination charges for non-standard Goods must be submitted to XXX in

writing within ten (10) days after receipt of the termination notice. Vendor's claim may include (i) the cost of unique work in process and (ii) the cost of paying claims to Vendor's vendors for work directly allocable to Goods terminated. XXX shall not be responsible for any commitments made by Vendor in advance of those necessary to comply with the schedules set forth in this Agreement. In no event shall such claim exceed the total line item order price for the Goods or Services terminated. Upon payment of Vendor's claim, XXX shall be entitled to all Goods, materials, and work in process paid for. In no event shall Vendor be entitled to, nor shall XXX be liable for, incidental or consequential damages, costs of preparing claims, costs of tooling or equipment, or any other expenses or damages arising out of this Agreement or with respect to the terminated Goods or Services.

**18.0 Termination for Default.** XXX may, at its sole option, cancel this Agreement in whole or in part without any further liability or responsibility hereunder in the event Vendor:

- a. becomes insolvent or bankrupt,
- b. fails to make timely delivery, or
- c. breaches any other term and condition of this Agreement. Vendor shall continue to supply any portion of this Agreement not cancelled. In the event of such cancellation, at XXX's request, Vendor will transfer title to and deliver to XXX:
- d. any completed Goods and
- e. any partially completed items and all unique materials and tooling. Prices for partially completed Goods and unique materials and tooling accepted shall be negotiated; however, such prices shall not exceed the order price per type of Goods and/or Services.

**19.0 Non-assignment.** Assignment of this Agreement or any interest therein of any payment due or to become due thereunder without the written consent of XXX shall be void.




**20.0 Confidentiality.** "Confidentiality Information" shall mean any information of XXX provided to or learned by Vendor during its relationship with XXX that is not generally known to the public, including, but not limited to, computer code, characteristics of XXX's software, XXX's computer systems architecture, the prices, terms and conditions of XXX's contracts with its customers, the identities, needs and requirements of XXX's customers, XXX's business plans and strategies (including technology and e-commerce plans and strategies) and financial information regarding XXX. Vendor agrees that it shall only use the Confidential Information for performing its Services or providing the Goods under this Agreement and for no other purpose whatsoever, and shall not disclose any such Confidential Information to any third party. Upon XXX's request, Vendor agrees to immediately return




all Confidential Information to XXX without making or retaining any copies. Vendor agrees that in the event of a threatened or actual disclosure or unpermitted use of any Confidential Information in violation of this Agreement, XXX would suffer irreparable harm and its remedy at law would be inadequate, and Vendor hereby agrees that in such event an injunction restraining such use may be issued by any court of competent jurisdiction. The obligation of this provision shall survive any termination of the parties' relationship.

- 21.0 Indemnification.** Vendor agrees to defend, indemnify and hold XXX harmless from and against any and all liabilities, obligations, costs and expenses for any nature whatsoever (including reasonable attorneys' fees and costs) which XXX may be obligated to pay as a result of any and all claims, demands, action or judgments of any nature whatsoever, in favor of any person on account of personal injury or death, damages to property incident to or resulting directly from the performance by Vendor hereunder or a breach of the confidentiality obligations set out above. Vendor shall carry and maintain insurance coverage satisfactory to XXX to cover the above, and upon XXX's request, shall furnish XXX with evidence of such insurance in a form satisfactory to XXX.
- 22.0 No Waiver.** A failure or delay of either party to this Agreement to enforce any of the provisions thereof, to exercise any option which is herein provided, or to require performance of any provision hereof shall in no way be construed be a waiver of such provisions.
- 23.0 Severability.** In the event any provision of this Agreement is adjudicated invalid or unenforceable, the adjudication shall not affect the other provisions of this Agreement, which shall remain in full force and effect.
- 24.0 Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 25.0 Order of Precedence.** The documents identified below shall govern this purchase and take precedence in the following order:
- a. the face of the Agreement;
  - b. the separate written contract on the subject matter between the parties;
  - c. these Agreement terms and conditions; and
  - d. any drawings, documents, requirements or specifications provided to Vendor by XXX or by Vendor to XXX.



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
9TH FLOOR									
		Open Office - Workstation chair	Haworth	Zody		Existing	117		Refer to play for layout
		Open Office - Workstation chair	Haworth	Zody		To Match Existing	22		Refer to plan for layout
		Open Office - 120 Workstations <i>pod of 8</i>	Open	6x6 workstations Fixed Desk Tackable Panel 42" Height panels with glass accessory shelves 1 1/2 high filing with lock and 1 1/2 high open shelving lockable mobile ped with cushion		Open	128		Refer to plan for layout
		Separate price		Sit-stand Manual					





#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
		Separate price		Sit-stand Electric					
		Open Office - 6 Workstations pod of 6	Open	6x6 workstations Fixed Desk Tackable Panel 42" Height panels with glass accessory shelves 1 1/2 high filing with lock and 1 1/2 high open shelving lockable mobile ped with cushion		Open	6		Refer to plan for layout
		Separate price		Sit-stand Manual					
		Separate price		Sit-stand Electric					
		Open Office- IT helpdesk	Open	12' x 3' workstation Fixed Desk Tackable Panel 42" Height Panels with Glass Accessory shelves 2 x 1 1/2 high filing with lock 2 x lockable mobile ped with cushion		Open	1		Refer to plan for layout
		Separate price		Sit-stand Manual					
		Separate price		Sit-stand Electric					







#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
		Open Office		1 high file cabinet with cushion	36"W	Top: Highest Grade Cabinet: Metal	30		Refer to plan for layout
		Open Office	Urban Mode	Ares Side Table	19" Dia 20.5"H	White laquer Base: metal	12		Refer to plan for layout
		Open Office		3 High Filing Cabinets	36"W	Finish: Metal	30		
		Open Office		3 High Filing Cabinets Lockable Personal drawer	36"W	Finish: Metal	3		For Personal Staff Storage



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
		Open Office		Single Monitor Arms			102		Monitor Sizes: 19", 22" 30"
		Open Offiec		Double Monitor Arms			50		Monitor Sizes: 19", 22" 30"
		Private Office - Task Chair (All offices)	Allseating	Inertia Mesh Conference?		Existing	23		Refer to plan for layout
		Private Office - Guest Chairs B Suite - 2 each VP - 3 each CEO - 4	Unknown			Existing	51		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-002	Reception - Task Chair	Allseating	Inertia Mesh Conference?		Existing	1		
	9-002	Reception	Design Within Reach	Costura Armchair	34" W 35.5" D 33.5" H 17" SH	Textile: Woeller Paddington Market Frame: Black	4		
	9-002	Reception	Lapalma	Add Bench 2 cushion, 1 table top combination	69" L 23" D	Textile: Highest Grade Frame: Black Powder Coat	1		
	9-003	Conference Room 16ppl	Arper	Aston Office Syncro - 5 ways		Textile: Leather like vinyl Frame: Polished Aluminum	16		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-003	Conference Room 16ppl	Prismatique	Meeting Table with Castors and Power/Data	48"W 72"L 30"H	Finish: Wood Frame: Metal	4		
	9-003	Conference Room 16ppl	Prismatique	Credenza With AV Rack	7'6" L 24" D 30"H	Finish: Wood Frame: Metal	1		
	9-003	Conference Room 16ppl	Steelcase	Umami Double Platform	60"L 15"D 16"H	Textile: Highest Grade Frame: Highest Grade	2		
	9-004	Conference Room 16ppl	Arper	Aston Office Syncro - 5 ways		Textile: Leather like vinyl Frame: Polished Aluminum	16		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-004	Conference Room 16ppl	Prismatique	Meeting Table with Castors and Power/Data	48"W 72"L 30"H	Finish: Wood Frame: Metal	4		
	9-004	Conference Room 16ppl	Prismatique	Credenza With AV Rack	7'6" L 24" D 30"H	Finish: Wood Frame: Metal	1		
	9-004	Conference Room 16ppl	Steelcase	Umami Double Platform	60"L 15"D 16"H	Textile: Highest Grade Frame: Highest Grade	2		





#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-009	Phone Room	Modern Furniture Knockoff	Saarinen Executive Side Chairs with Metal Legs	24.25" W 20.5" D 31.75" H 18.75"SH	Textile: Grey	1		Refer to Plan for layout
	9-009	Phone Room	Hightower	Wishbone Side Table	17.5" Dia 25" H	White	1		Refer to Plan for layout
	9-010	Duo Room	Modern Furniture Knockoff	Saarinen Executive Side Chairs with Metal Legs	24.25" W 20.5" D 31.75" H 18.75"SH	Textile: Grey	2		Refer to Plan for layout






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-010	Phone Room	Hightower	Wishbone Side Table	17.5" Dia 25" H	White	1		
	9-012	CEO's Office	Spec Furniture	D-Shape Meeting Table	29"H	Finish: Laminate Base: Metal	1		
	9-012	CEO's Office	Allseating	Inertia Mesh Conference?		Existing	4		







#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-014	Corridor		5H 36" Filing		Existing	3		
	9-018	Phone Room	Arper	Armless Chair		Existing	1		
	9-019	Phone Room	Krug	Sutton	27.5" W 29.5" D 30.5" H	Existing	1		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-019	Phone Room	Arper	Pix Table	19"Dia 18" H	Top: MDF Base: Steel	1		
	9-020	Phone Room	Arper	Armless Chair		Existing	1		
	9-021	Duo Room	Allseating	Inertia Mesh Conference?		Existing	2		




#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-022	Meeting Room 4ppl	Allseating	Inertia Mesh Conference?		Existing	4		
	9-022	Meeting Room 4ppl		Boardroom Table	72"L 36"W	Existing	1		
	9-022	Meeting Room 4ppl	Hightower	Alo Barstool	21.25"W 20.5"D 41.75"H 29.5"SH	Finish: Highest Grade	2		
	9-023	Meeting Room 5ppl	Arper	Sean 3 seats	85" L 19.25"D 28"H 18 "H	Textile: Highest Grade Legs: Metal	1		




#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-023	Meeting Room 5ppl	Naughtone	Always Chair Sled Base	24.5"W 23.5"D 30.5"H 18"SH	Frame: Highest Grade Textile: Highest Grade	2		
	9-023	Meeting Room 5ppl	Muuto	Around Extra Large	95 cm Dia 36 cm H	Frame: Wood	1		
	9-025	Open Collaboration	Haworth	Poppy Lounge		Textile: Highest Grade Frame: Highest Grade	4		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-025	Open Collaboration	Keilhauer	Juxta Square Table	30"W 30"D 29"H	Top: Textile Frame: Polished Aluminum	4		
	9-025	Open Collaboration	Knoll	Puffy Screens	63"W 53"H	Textile: Highest Grade	2		
	9-025	Open Collaboration	Coalesse	Together Bench Straight with back	96.5" W 26.75"D 31"H	Textile: Highest Grade	1		





#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-025	Open Collaboration	West Elm Workspace	Mark Jupitar Wishbone Meeting Table	96"W 36"D 30"H	Top: Highest Grade Base: Highest Grade	1		
	9-025	Open Collaboration	Hightower	Asap Chair	24"W 20"D 28.5"H 17"SH	Textile: Highest Grade Frame: Steel	2		
	9-025	Open Collaboration	Urban Mode	Dang 1 Door/3 Drawer Console	56"W 18"D 29.25"H	Finish: Marine Blue	1		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-029	Meeting Room 3ppl	Spec Furniture	D-Shape Meeting Table	42"W 60"D 29"H	Finish: Laminate Base: Metal	1		
	9-029	Meeting Room 5ppl	Allseating	Inertia Mesh Conference?		Existing	5		
	9-030	Meeting Room 4ppl	Allseating	Inertia Mesh Conference?		Existing	4		
	9-030	Meeting Room 4ppl	Spec Furniture	Round Meeting Table with Power/Data/USB	48"Dia 29"H	Finish: Laminate Base: Metal	1		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-034	Open Collaboration	Haworth	GranTorino HB	45"W 34.25"D 48.5"H	Textile: Highest Grade	2		OPTION 1
	9-034	Open Collaboration	Hightower	Arlo Highback Lounge	31"W 30"D 48"H 17"SH	Textile: Highest Grade	2		OPTION 2






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-034	Open Collaboration	Steelcase	Free Stand	22.25 "D 21.24"W	Finish: Black	2		
	9-034	Open Collaboration	Arper	Pix - 1 Seat #3000	26 3/8" W 25 3/8" D 16 7/8"H	Textile: Highest Grade	2		
	9-034	Open Collaboration	Tusch Seating	Longo Lounge 3 seater with Dividing Modules LN213	201cm W 66cm D 103cm H	Textile: Highest Grade Legs: Metal	1		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-034	Open Collaboration	Tusch Seating	Longo Nomada Table PC458	60cm W 90cm L 74cm H	Finsh: Laminate	2		
	9-034	Open Collaboration	Muuto	Fiber Side Chair - Sled Base	47.5cm W 53cm D 77cm H 46cm SH	Finish: Highest Grade	2		
	9-038	Meeting Room 10ppl	Franch			Existing	10		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-038	Meeting Room 10ppl	Dealer's Choice	Round Meeting Table with Power/Data/USB	84" Dia 30"H	Top: Laminate	1		
	9-044	Library	Style Garage	Live Edge Table	60"L 36"W 30"H	Top:Live Edge Walnut Base:Steel	1		
	9-044	Library	Hightower	Asap	24"W 20"D 28.5"H 17"SH	Frame: Black Powdercoat Seat:	4		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-044	Library	Urban Mode	Nova Arm Chair Wood	28"W 29.5"D 29"H 16"SH	Textile: Base:Walnut Color	4		
	9-044	Library	West Elm	Concrete Pedastal Table	20" Dia 23.25"H		2		
	9-045	Standing Room	Spec Furniture	Standing Table with Power/Data/USB	62"L 36"W 42"H	Top: Laminate	1		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-046	Lounge	Nuans	Sling Lounge Chair	27"W 29"D 27.5"H	Textile: Highest Grade	2		
	9-046	Lounge	Nuans	Roller Swivel Ottoman	14"Dia 16"H	Textile: Highest Grade	1		
	9-046	Lounge	West Elm	Hayes C-Shaped Side Table	17"W 12"D 20"H		2		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-047	Wellness Room	Style Garage	Margot Sofa	83"W 35"D 34"H 18"SH	Textile: Highest Grade	1		
	9-047	Wellness Room	Urban Mode	Modern Swole Small Table	20"W 15"D 20"H	Finish: White	2		
	9-047	Wellness Room	Magis	Pina	53 cm W 73 cm D 64 cm H	Finish: Highest Grade	1		







#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-048	Café	Frovi	Era 4 star Square Table	600mm W 600mm D	Top: Laminate Base: Black	5		
	9-048	Café	Dealer's Choice	Round Meeting Table	39.25"Dia 30.25"H	Finish: Laminate	5		Look and Feel
	9-048	Café	Naughtone	Always Chair	24.5"W 23.5"D 30.5"H 18"SH	Textile: highest Grade Legs: Wood	10		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-048	Café	Restoration Hardware	Reclaimed Russian Oak Parsons Rectangular Table	72"L 39"W 30"H	Natural Oak	4		
	9-048	Café	Arper	Aava Sled		Seat: Black Base: Black	16		
	9-049 9-050 9-051 9-052	Booth	Hightower	Monolite Highback 2 seat sofa	51.5"W 24.75"D 48.25"H 17.5"SH	Finish: Highest Grade	8		







#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-049 9-050 9-051 9-052	Booth	Spec Furniture	Booth Table	50"W 36" D 30"H	Top: Laminate Base: Metal	4		
	9-054	Lounge	Nuans	Sling Lounge Chair	27"W 29"D 27.5"H	Finish: Highest Grade	3		
	9-054	Lounge	Nuans	Roller Swivel Ottoman	14"Dia 16"H	Finish: Highest Grade	2		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-054	Lounge	West Elm	Hayes C-Shaped Side Table	17"W 12"D 20"H	Finish: Black Metal	1		
	9-054	Lounge	West Elm	Olson Coffee Table	36"W 27"D 17"H	Finish: Wood Frame: Metal	1		
	9-062	Phone Room	Arper	Armless Chair		Existing	1		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-063	Phone Room	Krug	Sutton	27.5" W 29.5" D 30.5" H	Existing	1		
	9-063	Phone Room	Arper	Pix Table	19"Dia 18" H	Top: MDF Base: Steel	1		
	9-064	Phone Room	Arper	Armless Chair		Existing	1		
	9-066	Duo Room	Allseating	Inertia Mesh Conference?		Existing	2		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-067	Meeting Room 4ppl	Allseating	Inertia Mesh Conference?		Existing	4		
	9-067	Meeting Room 4ppl		Boardroom Table	72"L 36"W	Existing	1		
	9-067	Meeting Room 4ppl	Hightower	Alo Barstool	21.25"W 20.5"D 41.75"H 29.5"SH	Finish: Highest Grade	2		
	9-068	Meeting Room 5ppl	Naughtone	Hatch Lounge 3 seater right arm HAT3RA	67.5"W 27"D 27"H 16"SH	Textile: Highest Grade Base: Highest Grade	1		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-068	Meeting Room 5ppl	Naughtone	Hatch Lounge 3 seater no arm HAT3NA	67.5"W 27"D 27"H 16"SH	Textile: Highest Grade Base: Highest Grade	1		
	9-068	Meeting Room 5ppl	Haworth	Torei Cassina Rectangular Table	8.7" D 47.2" W 16.1"H	Finish: Wood	1		
	9-068	Meeting Room 5ppl	Haworth	Torei Cassina Rectangular Table	8.7" D 47.2" W 12.2"H	Finish: Wood	1		





#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-068	Meeting Room 5ppl	Haworth	Torei Cassina Square Table	39" W 39" D 9.1" H	Finish: Wood	1		
	9-068	Meeting Room 5ppl	Muuto	Fiber Armchair - Swivel Base - Upholstery	54.5cm W 55cm D 76.5cm H 46 cm SH	Finish: Highest Grade	1		
	9-072	Open Collaboration	Herman Miller	Enclave Table Guitar Pick Power/Data	60"W 60"D 29"H	Top: Laminate Base: Metal	1		








#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-072	Open Collaboration	Design Within Reach	Eames Molded Plastic Dowel Leg Side Chair	18"W 21"D 31.75"H 17.25"SH	Shell: Highest Grade Base: Highest Grade	3		
	9-072	Open Collaboration	Hightower	Chatboard Mobile CB1350	23.5"W 23.5"D 71"H	Finish: Highest Grade	2		
	9-072	Open Collaboration	Tusch Seating	Longo Lounge 3 seater with Dividing Modules LN213	134cm W 66cm D 103cm H	Textile: Highest Grade Legs: Metal	4		





#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-072	Open Collaboration	Style Garage	Pedestal Table	36"W 52"D 29"H	Top: Highest Grade Base: Highest Grade	2		
	9-075	Meeting Room 4ppl	Allseating	Inertia Mesh Conference?		Existing	4		
	9-075	Meeting Room 4ppl	Spec Furniture	Round Meeting Table with Power/Data/USB	48"Dia 29"H	Finish: Laminate Base: Metal	1		




#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-077	Meeting Room 4ppl	Tusch Seating	Spy Lounge	28.35"W 29.29"D 27.95"H 16.93"SH	Textile: Highest Grade Base: Highest Grade	3		
	9-077	Meeting Room 4ppl	CB2	Shroom Side Table	17.75" Dia 16.25"H		1		
	9-077	Meeting Room 4ppl	West Elm	Myles C Side Table	12"W 18"D 25"H	Burnished Bronze	2		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-081	Open Collaboration	Haworth	GranTorino HB	45"W 34.25"D 48.5"H	Textile: Highest Grade	2		OPTION 1
	9-081	Open Collaboration	Hightower	Arlo Highback Lounge	31"W 30"D 48"H 17"SH	Textile: Highest Grade	2		OPTION 2



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-081	Open Collaboration	Steelcase	Free Stand	22.25 "D 21.24"W	Finish: Black	2		
	9-081	Open Collaboration	Arper	Pix - 1 Seat #3000	26 3/8" W 25 3/8" D 16 7/8"H	Textile: Highest Grade	2		
	9-081	Open Collaboration	Coalesse	Together Bench Straight with back	96.5" W 26.75"D 31"H	Textile: Highest Grade	1		






#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-081	Open Collaboration	Nuans	Masa Table	94.5" W 39" D 28.5"H	Finish: Wood	1		
	9-081	Open Collaboration	CB2	Rouka Chair	20.5"W 21.5"D 31.25"H 18.5"SH	Textile: Rouka, Grey	1		
	9-081	Open Collaboration	Spec Furniture	Bar height waterfall table	96"W 20"D 42"H	Finish: Laminate	1		
	9-081	Open Collaboration	CB2	Roadhouse Leather Barstools	19"W 21"D 41.5"H	Finish: Cognac Leather	4		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-084	Meeting Room 7ppl	Dealer's Choice	Training Style Tables with Casters Power/Data/USB	36"D 72"W 29"H	Top: Laminate Base: Metal	3		
	9-084	Meeting Room 7ppl	Franch			Existing	7		
	9-085	Meeting Room 7ppl	Franch			Existing	7		
	9-085	Meeting Room 7ppl	Dealer's Choice	Training Style Tables with Casters Power/Data/USB	36"D 72"W 29"H	Top: Laminate Base: Metal	3		



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-090	Phone Room	Modern Furniture Knockoff	Saarinen Executive Side Chairs with Metal Legs	24.25" W 20.5" D 31.75" H 18.75"SH	Textile: Grey	1		Refer to Plan for layout
	9-090	Phone Room	Hightower	Wishbone Side Table	17.5" Dia 25" H	White	1		Refer to Plan for layout
	9-091	Duo Room	Modern Furniture Knockoff	Saarinen Executive Side Chairs with Metal Legs	24.25" W 20.5" D 31.75" H 18.75"SH	Textile: Grey	2		Refer to Plan for layout





#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
	9-091	Phone Room	Hightower	Wishbone Side Table	17.5" Dia 25" H	White	1		
		Pillow	Designtex		20"W 20"D	Felt 2mm Wine			Price per pillow
		Pillow	Maharam		20"W 20"D	Deconstructed Rose - Vivid			Price per pillow
		Pillow	Maharam		20"W 20"D	Divina Melange By Kvadrat 120			Price per pillow



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
		Pillow	Woeller		20"W 20"D	Rupert 001 Bingo			Price per pillow
		Pillow	Maharam		20"W 20"D	Memory by Kvadrat 256			Price per pillow
		Pillow	Carnegie		20"W 20"D	Moto 6084-1			Price per pillow
		Pillow	Maharam		20"W 20"D	Checker Split 001 Black/White			Price per pillow



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
		Pillow	Designtex		20"W 20"D	Heather Kelp			Price per pillow
		Pillow	Carnegie		20"W 20"D	Allure 6468			Price per pillow
		Pillow	Carnegie		20"W 20"D	Icon 6308-40			Price per pillow
		Pillow	Woeller		20"W 20"D	Buckskin Black Spruce			Price per pillow

CPAC - 145 King St 9th Floor  
 Furniture Specification - 17.32031.00



CPAC - 145 King St W - 9th Floor  
 APPENDIX A

As of June 23 2017

\*\*Existing Furniture



#	Area No	Area	Manufacturer	Product	Dimensions (Overall)	Finish	QTY	Item	Notes
		Pillow	Maharam		20"W 20"D	Layers Park Ash Snow			Price per pillow



**Client Name:** CPAC                      **Workstation Inventory**                      One University 3rd and 4th Floors

**Manufacturer/Make:** Haworth Premise                      **Total Quantity:**

**Finishes:**

Surfaces: maple laminate with flat off-white PVC edge

Panels: gold textured fabric likely Iowa Wapello (unless noted otherwise), beige trim (top, end, base trims)

Storage: Beige paint

	Type	Dimensions	Non-standard finish	Qty	Location	Qty	Location	Total Qty
Worksurface 1	Extended L shape	48"L x 72"R (as seated) x 24"D		19	3rd floor	3	4th floor	<b>22</b>
Worksurface 2	Extended L shape	72"L x 48"R (as seated) x 24"D		20	3rd floor	2	4th floor	<b>22</b>
Worksurface 3	Corner	48" x 48" x 24"D		3	3rd floor	11	4th floor	<b>14</b>
Worksurface 4	Straight	84"L x 24"D		1	3rd floor	0	4th floor	<b>1</b>
Worksurface 5	Straight	60"L x 24"D		1	3rd floor	0	4th floor	<b>1</b>
Worksurface 6	Straight	51"L x 24"D		3	3rd floor	0	4th floor	<b>3</b>
Worksurface 7	Straight	48"L x 24"D		26	3rd floor	12	4th floor	<b>38</b>
Worksurface 8	Straight	36"L x 24"D		14	3rd floor	19	4th floor	<b>33</b>
Worksurface 9	Straight	24"L x 24"D		1	3rd floor	11	4th floor	<b>12</b>
	Dimension (L x H)	Finish	Power	Qty				
Panel 1	24"W x 33"H x 3" thick	fabric	Non-powered	32	3rd floor	23	4th floor	<b>55</b>
Panel 2	24"W x 33"H x 3" thick	with stack on glass panel	Non-powered	0	3rd floor	1	4th floor	<b>1</b>
Panel 3	24"W x 49"H x 3" thick	fabric	Non-powered	1	3rd floor	7	4th floor	<b>8</b>
Panel 4	24"W x 49"H x 3" thick	fabric with stack on fabric panel	Non-powered	3	3rd floor	1	4th floor	<b>4</b>
Panel 5	24"W x 49"H x 3" thick	fabric	POWERED	0	3rd floor	3	4th floor	<b>3</b>
Panel 6	24"W x 49"H x 3" thick	with stack on glass panel	Non-powered	12	3rd floor	3	4th floor	<b>15</b>
Panel 7	24"W x 49"H x 3" thick	with stack on glass panel	POWERED	0	3rd floor	0	4th floor	<b>0</b>
Panel 8	24"W x 65"H x 3" thick	fabric	Non-powered	1	3rd floor	1	4th floor	<b>2</b>
Panel 9	24"W x 65"H x 3" thick	fabric	POWERED	0	3rd floor	6	4th floor	<b>6</b>
Panel 10	36"W x 33"H x 3" thick	fabric with stack on fabric panel	POWERED	0	3rd floor	2	4th floor	<b>2</b>
Panel 11	36"W x 33"H x 3" thick	fabric	Non-powered	3	3rd floor	0	4th floor	<b>3</b>
Panel 12	36"W x 49"H x 3" thick	fabric	Non-powered	6	3rd floor	6	4th floor	<b>12</b>

Panel 13	36"W x 49"H x 3" thick	fabric	POWERED	0	3rd floor	1	4th floor	<b>1</b>
Panel 14	36"W x 49"H x 3" thick	fabric with stack on glass panel	Non-powered	12	3rd floor	0	4th floor	<b>12</b>
Panel 15	36"W x 65"H x 3" thick	fabric - non standard	Non-powered	25	3rd floor	0	4th floor	<b>25</b>
Panel 16	36"W x 65"H x 3" thick	fabric	POWERED	0	3rd floor	9	4th floor	<b>9</b>
Panel 17	48"W x 33"H x 3" thick	fabric	Non-powered	4	3rd floor	0	4th floor	<b>4</b>
Panel 18	48"W x 49"H x 3" thick	fabric	Non-powered	28	3rd floor	0	4th floor	<b>28</b>
Panel 19	48"W x 49"H x 3" thick	fabric with stack on fabric panel	Non-powered	3	3rd floor	1	4th floor	<b>4</b>
Panel 20	48"W x 49"H x 3" thick	fabric with stack on glass panel	Non-powered	29	3rd floor	5	4th floor	<b>34</b>
Panel 21	48"W x 49"H x 3" thick	fabric	POWERED	0	3rd floor	7	4th floor	<b>7</b>
Panel 22	48"W x 49"H x 3" thick	fabric with stack on glass panel	POWERED	0	3rd floor	10	4th floor	<b>10</b>
Panel 23	48"W x 65"H x 3" thick	fabric	Non-powered	5	3rd floor	1	4th floor	<b>6</b>
Panel 24	48"W x 65"H x 3" thick	fabric	POWERED	0	3rd floor	12	4th floor	<b>12</b>
End Panel	24"D for support	lamine to match surface		6	3rd floor	0	4th floor	<b>6</b>
	<i>Dimension (L x H)</i>	<i>Finish</i>	<i>Details (locks, etc.)</i>	<i>Qty</i>		<i>Qty</i>	<i>Location</i>	<i>Total Qty</i>
Overhead Storage 1	36"W x 16"H	Taupe (wall mounted)	Locking	7	3rd floor	0	4th floor	<b>7</b>
Overhead Storage 2	36"W x 16"H	Taupe (panel mounted)	Locking	33	3rd floor	16	4th floor	<b>49</b>
Overhead Storage 3	48"W x 16"H	Taupe (panel mounted)	Locking	4	3rd floor	2	4th floor	<b>6</b>
	<i>Type</i>	<i>Finish</i>	<i>Configuration</i>	<i>Qty</i>				<i>Total Qty</i>
Pedestal 1	Fixed	Taupe metal, integrated pull	Box, box, file	1	3rd floor	0	4th floor	<b>1</b>
Pedestal 2	Fixed	Taupe metal, integrated pull	File, file	8	3rd floor	17	4th floor	<b>25</b>
Pedestal 3	Mobile	Taupe metal, integrated pull	Box, file	0	3rd floor	7	4th floor	<b>7</b>
Storage Tower	Fixed, locking	Taupe metal, integrated pull	Side A - wardrobe, Side B - 2 shelves with door above 2 file drawers	34	3rd floor	4	4th floor	<b>38</b>