

STATEMENT OF REQUIREMENT (SOR)

TITLE

The Parole Board of Canada (PBC) Prairie region requires the ordering, delivery, and installation of five furnished office workstations within the Prairie region, specifically both the Saskatoon and Edmonton regional offices. The Saskatoon office will require the furnishing of four office workstations and the Edmonton office will require the furnishing of one office workstation.

LOCATION

PBC – Prairie Region

Edmonton Office:

9700 Jasper Avenue, Edmonton AB T5J4C3

Installation to take place on 7th floor – suite 720

Saskatoon Office:

101-22nd Street East, Saskatoon, SK S7K0E1

Installation on 6th floor

TIMELINES

- Installation is to begin as soon as possible once the contract has been approved and the installation is to be completed by March 15th, 2024.
- Work is to be performed between 8:30am and 4:30pm, Monday-Friday.

REQUIREMENT/SPECIFICATIONS

The Parole Board of Canada (PBC) Prairie Region requires the furnishing of workstations #23, #29, #31, #33, and #57. The required furniture for the workstations are listed below with their respective specifications:

SASKATOON OFFICE

Suppliers are not required to remove any existing furniture or equipment. All equipment or furniture will be removed prior to delivery and installation.

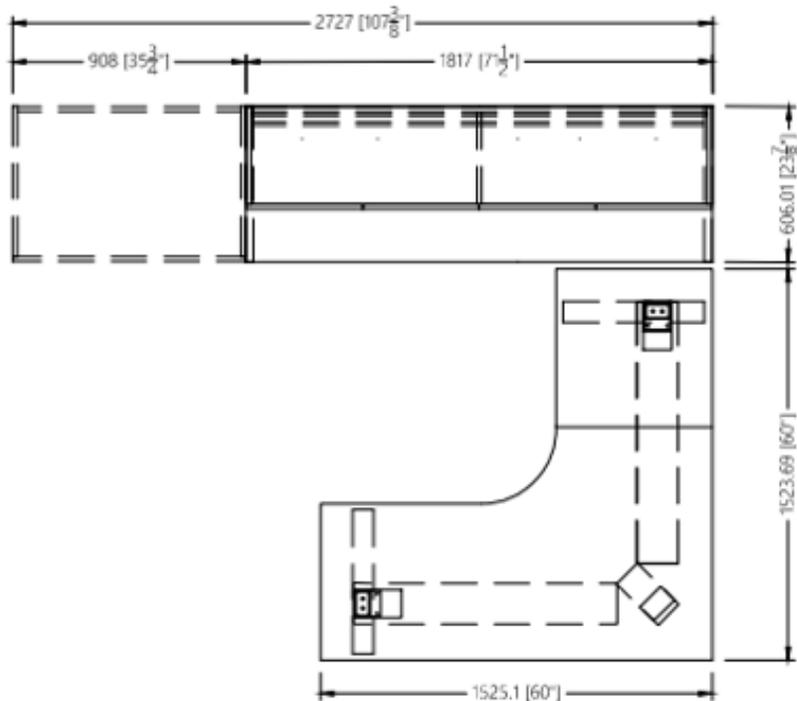
Office #23 (Saskatoon)

All furniture with key must have same key for this office.

- 1) One (1) Individual Height Adjustable Work Surfaces:
 - GoCUID: 2WSSDEXXL24L60BELXX
 - Type of Product: Sit Stand
 - Shape: 120 Degrees
 - Finishes: Laminate
 - Dimensions: D-24", L-60", H-23" to 48.7"
 - Controls: Electric
- 2) One (1) Hutch/Overhead:
 - GoCUID: 1bHOCLU15L60XSLXXKX
 - Type of Product: Overhead Close
 - Material: Laminate
 - Support: Upmount

- Dimensions: W/D-15", L-60"
 - Doors: Single Sliding
 - Locks: Keyed
- 3) One (1) Credenza:
- GoCUID: 1bCFHLX24L60XDDFFKX
 - Type: Full Height
 - Material: Laminate
 - Dimensions: W-24", L-60"
 - Right Side: Door
 - Left Side: File-Drawer
 - Locks: Keyed
- 4) One (1) Pedestal:
- GoCUID: 1bSPFMCAL1524XXXXXX
 - Product: Filing and Storage
 - Type: Pedestals File/File
 - Style: Mobile
 - Material: Laminate
 - Dimensions: W-15" D-24"
 - Locks: Keyed
- 5) One (1) Filing Cabinet:
- GoCUID: 1bSTDXLGL3018NANKXX
 - Product: Filing and Storage
 - Type: Two Drawers Lateral
 - Material: Laminate
 - Support: Leveling
 - Dimensions: W-30", D-18"
 - Locks: Keyed
- 6) Ancillary Products:
- One (1) Keyboards and Mouse Support Surfaces:
 - GoCUID: 5KMSWGPSUFHASSXXXXXX
 - Options: With gel palm support – for height adjustable surfaces
 - One (1) Power Module:
 - GoCUID: 5PMOWKSMTACUSBXXXXXX
 - Options: Work surface mounted – AC and USB power

Diagrams of the workstation and required office furniture are attachment below.



Office #29 (Saskatoon)

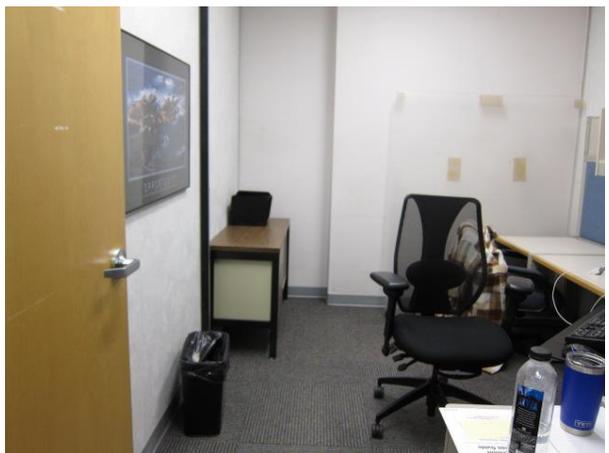
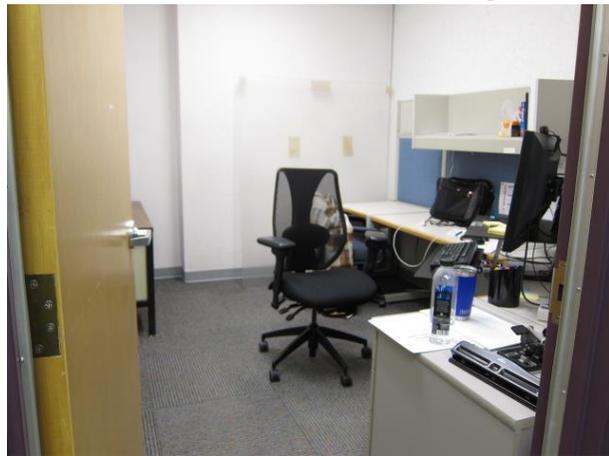
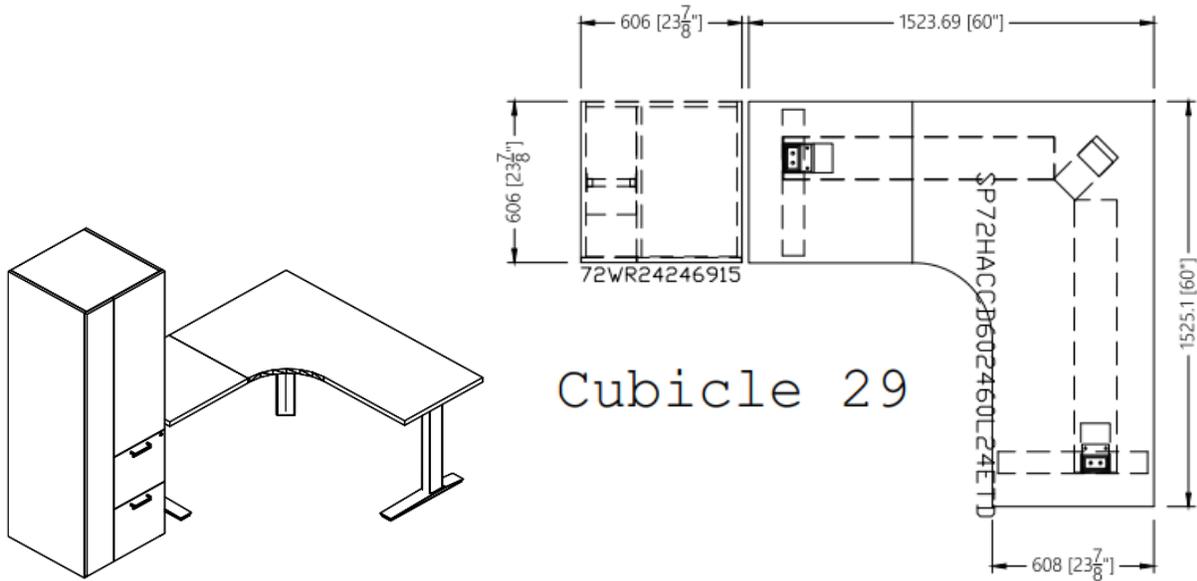
All furniture with key must have same key for this office.

- 1) One (1) Individual Height Adjustable Work Surfaces
 - GoCUID: 2WSSDEXXL24L60BELXX
 - Type of Product: Sit Stand
 - Shape: 120 Degrees
 - Finishes: Laminate
 - Dimensions: D-24", L-60", H-23" to 48.7"
 - Controls: Electric

- 2) One (1) Wardrobe/Personal Storage Tower:
 - GoCUID: 1bSPSCLGL242466XKXX
 - Type of Product: Personal Storage Tower
 - Style: Closed Storage
 - Support: Levelling
 - Material: Laminate
 - Dimensions: W-24", D-24", H-66"
 - Locks: Keyed

- 3) Ancillary Products:
 - One (1) Keyboards and Mouse Support Surfaces:
 - GoCUID: 5KMSWGPSUFHASSXXXXXX
 - Options: With gel palm support – for height adjustable surfaces
 - One (1) Power Module:
 - GoCUID: 5PMOWKSMTACUSBXXXXXX
 - Options: Work surface mounted – AC and USB power

Diagrams of the workstation and required office furniture are attachment below.



Office #31 (Saskatoon)

All furniture with key must have same key for this office.

- 1) One (1) Individual Height Adjustable Work Surfaces
 - GoCUID: 2WSSDEXXL24L60BELXX
 - Product: Individual Height Adjustable Work Surfaces
 - Type of Product: Sit Stand
 - Shape: 120 Degrees
 - Finishes: Laminate
 - Dimensions: D-24", L-60", H-23" to 48.7"
 - Controls: Electric

- 2) One (1) Hutch/Overhead:
 - Type of Product: Overhead Close
 - Material: Laminate
 - Support: Upmount
 - Dimensions: W/D-15", L-72"
 - Doors: Single Sliding
 - Locks: Keyed

- 3) One (1) Wardrobe/Personal Storage Tower:
 - GoCUID: 1bSPSCLGL242466XKXX
 - Type of Product: Personal Storage Tower
 - Style: Closed Storage
 - Support: Levelling
 - Material: Laminate
 - Dimensions: W-24", D-24", H-66"
 - Locks: Keyed

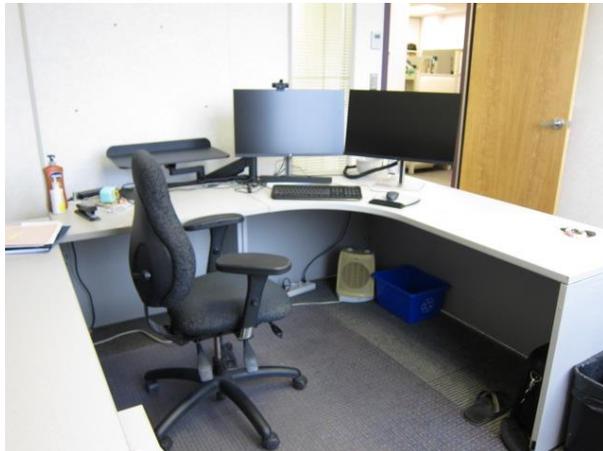
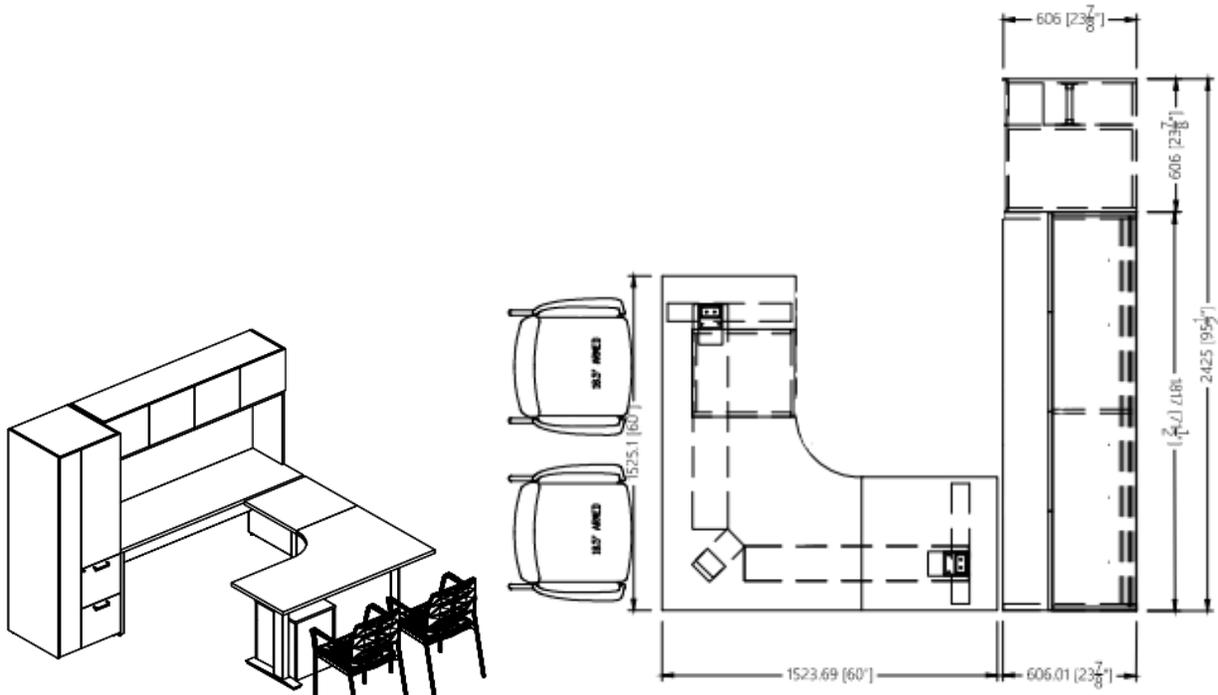
- 4) One (1) Credenza:
 - GoCUID: 1bCFHLX24L72XDDDDKX
 - Type: Full height
 - Material: Laminate
 - Dimensions: W/D-24", L-72"
 - Right Side: Door
 - Left Side: Door
 - Locks: Keyed

- 5) One (1) Pedestal:
 - GoCUID: 1bSPFMCAL1524XXXXXX
 - Product: Filing and Storage
 - Type: Pedestals File/File
 - Style: Mobile
 - Material: Laminate
 - Dimensions: W-15" D-24"
 - Locks: Keyed

6) Ancillary Products:

- One (1) Keyboards and Mouse Support Surfaces:
 - GoCUID: 5KMSWGPSUFHASSXXXXX
 - Options: With gel palm support – for height adjustable surfaces
- One (1) Power Module:
 - GoCUID: 5PMOWKSMTACUSBXXXXX
 - Options: Work surface mounted – AC and USB power

Diagrams of the workstation and required office furniture are attachment below.





Office #33 (Saskatoon)

All furniture with key must have same key for this office.

- 1) One (1) Individual Height Adjustable Work Surfaces:
 - GoCUID: 2WSSDEXXL24L60BELXX
 - Product: Individual Height Adjustable Work Surfaces
 - Type of Product: Sit Stand
 - Shape: 120 Degrees
 - Finishes: Laminate
 - Dimensions: D-24", L-60", H-23" to 48.7"
 - Controls: Electric

- 2) One (1) Hutch/Overhead:
 - Type of Product: Overhead Close
 - Material: Laminate
 - Support: Upmount
 - Dimensions: W/D-15", L-60"
 - Doors: Single Sliding
 - Locks: Keyed

- 3) One (1) Credenza:
 - GoCUID: 1bCFHLX24L60XDDDDKX
 - Type: Full height
 - Material: Laminate
 - Dimensions: W/D-24", L-60"
 - Right Side: Door
 - Left Side: Door
 - Locks: Keyed

- 4) One (1) Pedestal:
 - GoCUID: 1bSPFMCAL1524XXXKXX
 - Product: Filing and Storage
 - Type: Pedestals File/File
 - Style: Mobile

- Material: Laminate
- Dimensions: W-15” D-24”
- Locks: Keyed

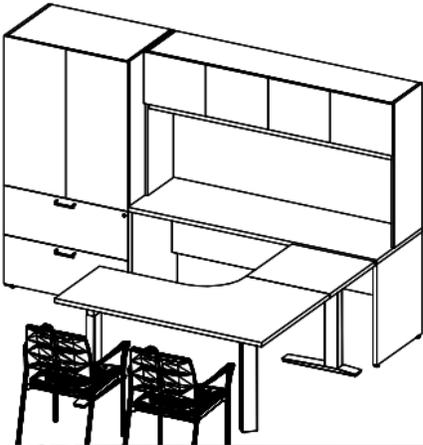
5) One (1) Filing Cabinet:

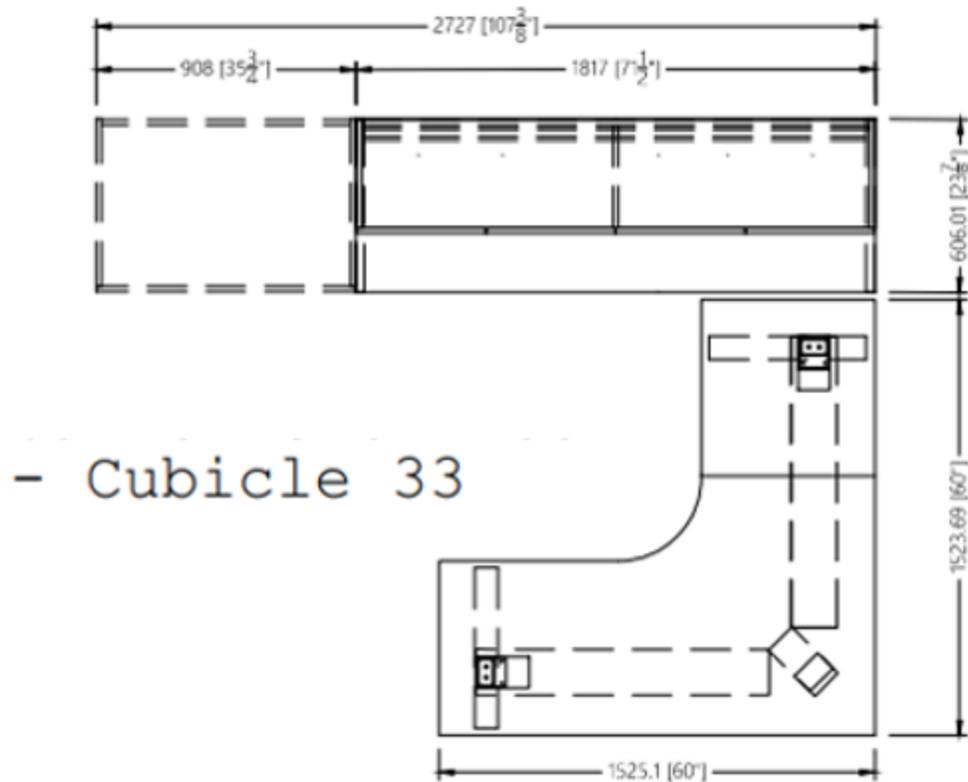
- GoCUID: 1bSTDXLGL3018NANKXX
- Product: Filing and Storage
- Type: Two Drawers Lateral
- Material: Laminate
- Support: Leveling
- Dimensions: W-30”, D-18”
- Locks: Keyed

6) Ancillary Products:

- One (1) Keyboards and Mouse Support Surfaces:
 - GoCUID: 5KMSWGPSUFHASSXXXXX
 - Options: With gel palm support – for height adjustable surfaces
- One (1) Power Module:
 - GoCUID: 5PMOWKSMTACUSBXXXXX
 - Options: Work surface mounted – AC and USB power

Diagrams of the workstation and required office furniture are attachment below.





EDMONTON OFFICE

Suppliers are not required to remove any existing furniture or equipment. All equipment or furniture will be removed prior to delivery and installation.

Office #57 (Edmonton)

All furniture with key must have same key for this office.

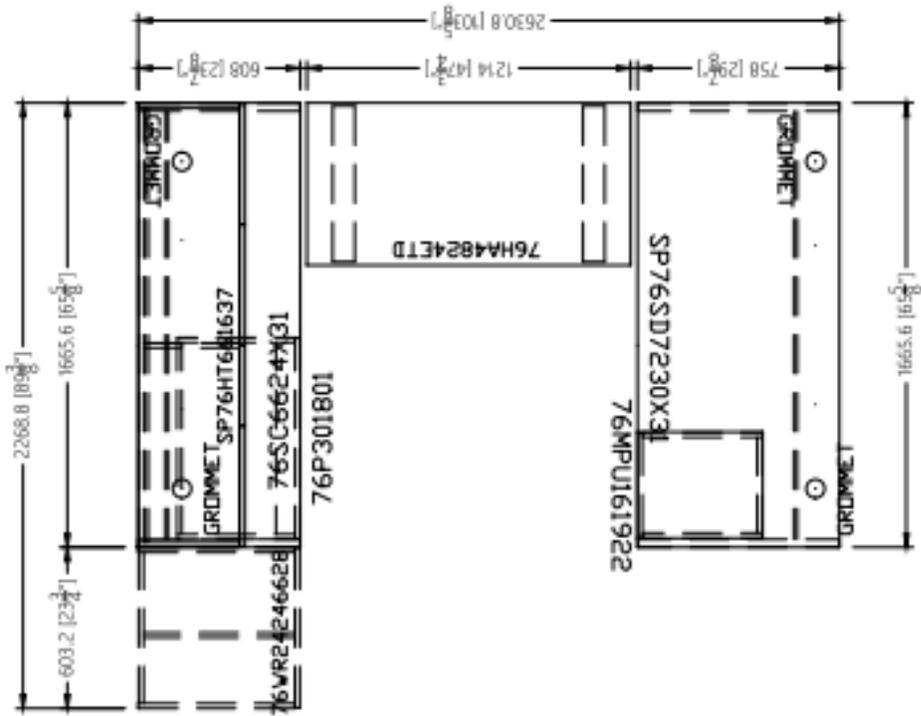
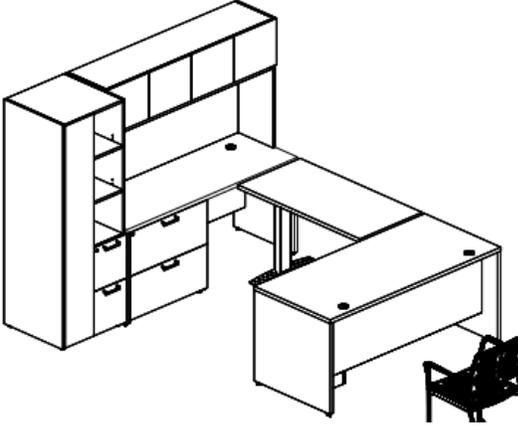
- 1) One (1) Individual Height Adjustable Work Surfaces:
 - GoCUID: 2WSSREXXL30L66BELXX
 - Product: Individual Height Adjustable Work Surfaces
 - Type of Product: Sit Stand
 - Shape: Rectangular
 - Finishes: Laminate
 - Dimensions: D-30", L-66", H-23" to 48.7"
 - Controls: Electric

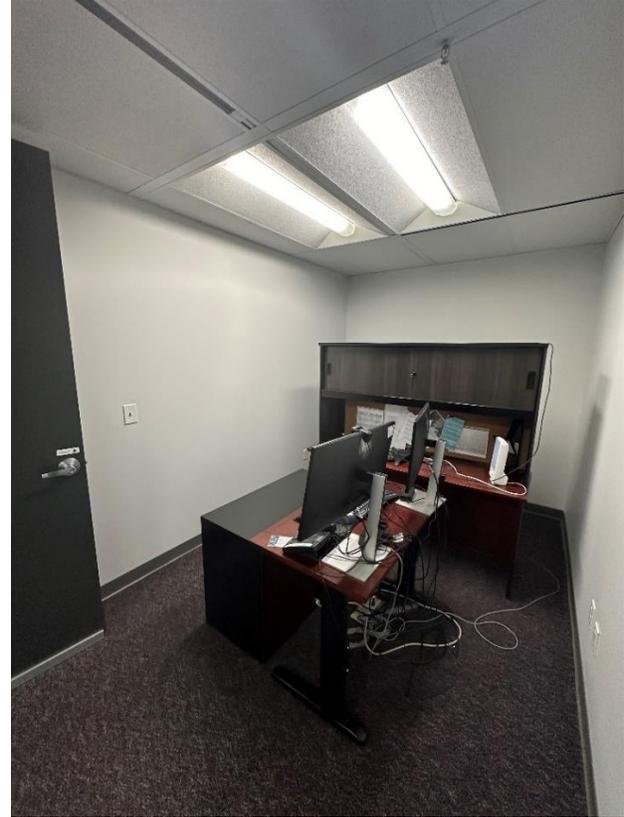
- 2) One (1) Individual Height Adjustable Work Surfaces:
 - GoCUID: 2WSSREXXL30L48BELXX
 - Product: Individual Height Adjustable Work Surfaces

- Type of Product: Sit Stand
 - Shape: Rectangular
 - Finishes: Laminate
 - Dimensions: D-30", L-48", H-23" to 48.7"
 - Controls: Electric
- 3) One (1) Hutch/Overhead:
- GoCUID: 1bHOCLU15L60XSLXXXKX
 - Type of Product: Overhead Close
 - Material: Laminate
 - Support: Upmount
 - Dimensions: W/D-15", L-60"
 - Doors: Single Sliding
 - Locks: Keyed
- 4) One (1) Credenza:
- GoCUID: 1bCFHLX24L60XDDFFKX
 - Type: Full Height
 - Material: Laminate
 - Dimensions: W-24", L-60"
 - Right Side: Door
 - Left Side: File-Drawer
 - Locks: Keyed
- 5) One (1) Wardrobe/Personal Storage Tower:
- GoCUID: 1bSPSCLGL242466XKXX
 - Type of Product: Personal Storage Tower
 - Style: Closed Storage
 - Support: Levelling
 - Material: Laminate
 - Dimensions: W-24", D-24", H-66"
 - Locks: Keyed
- 6) One (1) Pedestal:
- GoCUID: 1bSPFMCAL1524XXXXKXX
 - Product: Filing and Storage
 - Type: Pedestals File/File
 - Style: Mobile
 - Material: Laminate
 - Dimensions: W-15" D-24"
 - Locks: Keyed
- 7) Ancillary Products:
- One (1) Keyboards and Mouse Support Surfaces:
 - GoCUID: 5KMSWGPSUFHASSXXXXXX
 - Options: With gel palm support – for height adjustable surfaces
 - One (1) Power Module:

- GoCUID: 5PMOWKSMTACUSBXXXXX
- Options: Work surface mounted – AC and USB power

Diagrams of the workstation and required office furniture are attachment below.





GENERAL REQUIREMENTS

1. All products must be new and be the manufacturer's standard product.
2. The Contractor is responsible for supplying all necessary hardware attachments to allow for a complete installation by the end user.
3. All products must meet CAN/CGSB-04.227-2008.
4. All products must meet ANSI/BIFMA X5.5-2008.
5. All products must meet ANSI/BIFMA e3-2011e Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2-2007 Indoor Advantage Gold or Greenguard Gold.

REFERENCES

1. Canadian General Standards Board (CGSB)
2. American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
3. Reference to the above publications, or test methods herein, is to the latest issue.

PERFORMANCE REQUIREMENTS

1. The finished products must be stable, uniform in quality, style, material, and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.
2. External surfaces must be smooth, and all edges must be clean and well finished. All surfaces must be free from sharp edges, burrs, and any other hazards to safety.
3. All components must be level and square.

TEST REQUIREMENTS

- All ANSI/BIFMA and CAN/CGSB tests must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such a Standards Council of Canada, A2LA (American Association for Laboratory Accreditation), or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance program.

CANADA'S FACILITIES TO ACCOMMODATE THE DELIVERY

Edmonton Office:

- Loading dock: Accommodate vehicles to a maximum height of 13'6" and a maximum weight of 5 tons.
- Lift: Yes (first come first serve)
- Entrance Door: maximum height of 13'6"
- Freight Elevator: weight limit 4500 LBS

Elevator #16

Door opening – 4' W x 8' H

Note: the height on storage levels P3 & P4 is 7' 8" H

Inside dimensions – 5' 2" W x 8' 6" D x 10' H

Door opening – 1.22 m W x 2.44 m H

Note: the height on storage levels P3 & P4 is 2.34 m H

Inside dimensions – 1.57 m W x 2.59 m D x 3.05 m H

Elevator #17:

Door opening – 5' W x 8' H

Note: the height on storage levels P3 & P4 is 7' 8" H

Inside dimensions – 5' 2" W x 8' 6" D x 12' H

Door opening – 1.52 m W x 2.44 m H

Note: the height on storage levels P3 & P4 is 2.34 m H

Inside dimensions – 1.52 m W x 2.59 m D x 3.66 m H

Elevator #18 :

Door opening – 3' 6" W x 7' H

Inside dimensions – 6' 2" W x 5' 2" D x 8' 6" H Door opening – 1.07 m W x 2.13 m H

Inside dimensions – 1.83 m W x 1.52 m D x 2.

Saskatoon Office :

- Loading dock: Outside dock, 3 ft 6in off the ground
- Lift: Yes (first come first serve)
- Freight Elevator: Weight limit 4000lbs

CABINET SPECIFICATIONS

Credenzas:

- Type of Product: Full height
- Material: Laminate
- Dimensions: W/D-24", L-60"
- Right Side: Door, File Drawer
- Left Side: Door, File Drawer

- Locks: Keyed

Overheads (Hutches):

- Type of Product: Overhead Close
- Material: Laminate
- Support: Upmount
- Dimensions: W/D-15", L-60", L-72"
- Doors: Single Sliding
- Locks: Keyed

Pedestals:

- Type: Pedestals File/File
- Style: Mobile
- Material: Laminate
- Dimensions: W-15" D-24"
- Locks: Keyed

Filing Cabinet:

- Type: Two Drawers Lateral
- Material: Laminate
- Support: Leveling
- Dimensions: W-30", D-18"
- Locks: Keyed

Personal Storage Tower:

- Style: Closed Storage
- Support: Levelling
- Material: Laminate
- Dimensions: W-24", D-24", H-66"
- Locks: Keyed

ELECTRIC SIT/STAND DESK SPECIFICATIONS

Individual Height Adjustable Work Surfaces:

- Type of Product: Sit Stand
- Shape: 120 Degrees, Rectangular
- Finishes: Laminate
- Dimensions: D-24" D-30", L-48" L-60" L-66", H-23" to 48.7"
- Controls: Electric

ELECTRIC SIT/STAND DIGITAL CONTROLLER SPECIFICATIONS

- Digital LED display with laminate finish to show height selection, angled so you don't accidentally press the button while leaning. Energy efficient with low standby power and auto light turnoff.
- Surfaces:
 - Leverage Teknion (existing)

Note: Surfaces will not be cut/adjusted for clearance.

SECURITY REQUIREMENT

- All contractors/sub-contractors who will be on-site will need to hold a reliability clearance.
- The contractor who is awarded the contract will be required to provide the full name and date of birth to validate the security clearance level of each person who will be on-site at least 5 days prior to work commencing.

SUMMARY OF EQUIPMENT TO BE SUPPLIED

- Six (6) X Individual Height Adjustable Work Surfaces
- Four (4) X Overhead/Hutch
- Four (4) X Pedestals
- Three (3) Personal Storage Towers
- Two (2) X Filing Cabinets
- Four (4) X Credenzas
- Five (5) X Ancillary – keyboard and mouse support surface
- Five (5) X Ancillary – power modules

GENERAL REQUIREMENT

- All measurements listed have been provided as estimates.
- The supplier would also be required to complete remeasurements of each office in advance of the furniture ordering to ensure measurement accuracy.

GENERAL INSTALLATION INFORMATION

- The contractor must remove all parts/tools from the installation area and choose to store them on-site or return them to the contractor location. The Parole Board of Canada has a small storage room which may be used during the installation.
- All personal effects from each workstation will be removed prior to installation.
- The contractor is encouraged to bring only the units which will be installed on that particular day. The PBC will not be able to store unopened units.

SITE VISIT

Site visits may be arranged with the Project Authority