



AGREEMENT HIGHLIGHTS

Office Space Furniture and Related Services

OECM #2019-355

Item	Description
Agreement Term	Effective Date: May 1, 2020
	Final Expiry Date: April 30, 2026
	Optional Extension(s): None.
Products and Services Available Through The Agreement	<p>The agreement offers a broad range of Products and Related Services that are available to meet the customer's office furniture needs as follows:</p> <p>Office Space Furniture Products:</p> <ul style="list-style-type: none">• Bookcases• Chairs• Credenzas• Desks• Meeting room tables/chairs• Occasional tables• Reception furniture• Workstations• Shelves, Filing and Storage Cabinets• Lounge furniture• Lunchroom furniture• Modular soft seating• Moveable walls (fabric or glass)• Systems furniture (desks, panels, partitions, pedestals, workstations, surfaces, filing, storage)• Task seating (office chairs, height adjustable stools/chairs) <p>Office Space Furniture Accessories:</p> <ul style="list-style-type: none">• Adjustable legs• Anti-fatigue mats• Arm supports and casters (including locking casters)• Footrests, keyboard trays, and laptop holders• Privacy glass, privacy panels, and screens

Item	Description
<p>Products and Services Available Through The Agreement</p>	<ul style="list-style-type: none"> • Task lighting • White boards <p>Installation and Assembly Services:</p> <ul style="list-style-type: none"> • Following Customer's instructions and procedures to coordinate delivery and/or installation • Scheduling deliveries (for some or all products) within the Customer's agreed upon timeframe (e.g. four (4) hours) • Delivery of products to multiple rooms within the same location • Delivery of products up or down flights of stairs, and accommodation of locations with no elevator access • Removal, disposal of and/or recycling all packaging materials in an environmentally friendly manner • Making adjustments on-site to remedy any loose and/or incorrectly operating components (e.g. drawer glides) • Project specific installation including, but not limited to: <ul style="list-style-type: none"> ▪ Onsite Supplier representative to oversee the unloading, removal of packaging and installation of products ▪ Attending onsite meetings and provide updates on a regular basis as agreed upon with the Customer ▪ Providing a contingency plan on any delay for the Customer's prior approval ▪ Posting notifications for the related installation on site, as required by the Customer and applicable municipal by-laws ▪ Maintenance of the site as required by the Customer and municipal by-laws (e.g. fence the designated area, daily cleaning, signage) ▪ Coordination of facility requirements (e.g. parking arrangements, booking elevators, accessible hours) <p>Additional Related Services:</p> <p>The agreement offers the following additional related services if required by the customer, including:</p> <ul style="list-style-type: none"> • Space Planning and Design Services • Disposal of existing furniture • Product Storage Services

Item	Description	
Awarded Supplier Partners	Awarded Supplier Partners	Awarded Zone
	1. Beattie Stationery Ltd.	Central
	2. Brant Basics	All Zones
	3. Brezach Solutions Inc.	All Zones
	4. Capital Office Interiors Ltd.	East
	5. Contemporary Office Interiors Ltd.	All Zones
	6. CTI Working Environments	Central
	7. Grand & Toy Ltd.	All Zones
	8. Hollend Furnishings Ltd.	Central
	9. Manley's (1983) Ltd.	West
	10. Monarch Office Supply	West
	11. Patrick Cassidy and Associates Inc.	All Zones
	12. Staples Professional Inc.	All Zones