

Addendum: Responses to questions received regarding the Board's Office Space RFP

1. Is there a preferred furniture supplier/suppliers that CNLOPB prefers to use?

Generally speaking the Board uses a variety of local office furniture suppliers and does not have a preference. Purchasing decisions are made on a case by case basis considering the item required, availability, delivery time and price.

2. We are looking to get a better understanding of the function of these individual rooms and any of the equipment/furniture type items that will occupy these spaces.

1. **Dedicated emergency operations center:** Primarily used for emergency response in the event of an offshore incident. The room would also be used for exercises or drills. Furniture used would include tables & chairs, meeting room furniture, storage cabinets or credenza's and audio/visual (ex TVs and projection screens) and computer equipment.
2. **Emergency operations center breakout rooms:** These rooms are support spaces adjacent to the EOC. The rooms would be used for breakout meetings, confidential discussions or conference calls in the event of an incident. Furniture would include meeting room chairs & tables, white boards/cork board and storage cabinets etc, projection screen and computer equipment.
3. **Multi-purpose space (near kitchen / café):** Primarily intended as a recreational space for activities like fitness classes (ex Yoga or aerobics) or social occasions for groups of employees. A minimum of furniture is required usually limited to 1 upright locking storage cabinet, bench style seating and a place to hang clothes.
4. **Collaborative Projects:** A dedicated space intended for groups to come together and work on projects on both a short or long term basis. Furniture to include meeting room style furniture, audio/visual (ex TVs and projection screens) and computer equipment, storage cabinets and the ability to physically display large paper graphics or diagrams from the walls.
5. **IR Projects Room:** A dedicated space for our Information Resources Department. It will be used primarily as a day to day collaboration & workspace. Furniture would include meeting room chairs & tables, desks and some storage capacity. The ability to physically

display large paper graphics is also important. This room needs to accommodate large area printers, scanners and computers.

6. **Registry Room:** Assuming this is filing? Primarily used for filing confidential documents. Furniture to include a desk & office chair, side chair, and four or more vertical (4 draw) fire proof cabinets.

3. On Page 9, Section 1.11 (viii), can you please provide clarification/details on if this is a loading dock or just a loading area? If it is a loading dock will it be 48" high? What type of delivery trucks and frequency?

A loading dock is required to facilitate the loading and unloading of general office supplies, courier deliveries, office furniture and large server/printing equipment. The loading dock does not have to be 48" high. The type of trucks we receive are best described as light to medium sized. Depending on time of year we receive deliveries on a daily and weekly basis. The loading dock must be accessed via double locking doors to allow the free movement of large items into the premises. The loading dock at our current premises at the TD Place Building is a good example of what we require.

4. With respect to RFP section 1.12.2, can you clarify what defines a "corporation that undertakes petroleum production activities"? To provide clarification to the above question the Board offered the following response.

ExxonMobil, HMDC, Suncor and Husky must be excluded as they are current oil producers. A potential future oil producer is Equinor (Bay du Nord project). So those companies should be excluded. It is our expectation that any (oil) producing corporation should not be allowed in the same building within the timeframe of the initial lease (10 years) and any extensions.

It should be noted that this occupancy restriction does not apply to supply companies of the oil producing corporations.

5. On Page 39, Section 18.1, it states "a standby electrical generator must be installed in the building housing the Demised Premises". Can you please clarify if the Tenant would allow the generator to be installed outside?

The Board requires connection to a standby generator to provide electrical power to Information technology, emergency response & server room cooling systems in the event of a power outage. If this requirement can be met by the responder then the Board has no preference if the electrical generator is installed inside or outside the building housing the Demised Premises. Regardless of the location of the generator, responders should note section 18.1.2. referencing service, maintenance and testing of electrical generators.