

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of
the Solicitation remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'invitation
demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Furniture Division/Division des produits de
l'ameublement
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet OFFICE SEATING	
Solicitation No. - N° de l'invitation E60PQ-120001/B	Date 2013-05-14
Client Reference No. - N° de référence du client E60PQ-120001	Amendment No. - N° modif. 004
File No. - N° de dossier pq959.E60PQ-120001	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-959-62579	
Date of Original Request for Supply Arrangement 2013-04-15 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Frigon, Francine	Buyer Id - Id de l'acheteur pq959
Telephone No. - N° de téléphone (819) 956-7331 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

This amendment is issued to:

Section 1. Publish the answers to the questions received since Amendment # 003 was published.

Section 2. Modify certain terms of the RFSA.

Section 1 Questions (Q) and Answers (A)

Q26. Ceiling Unit prices – request a tighter definition. The document says that the ceiling price can never be exceeded during the life of the agreement. However, is the ceiling price evaluated when determining a conforming supplier?

A26. Yes, Refer to Part 6B, Section 2.

Q27. # Series and # Model Limitations - Do the applicable models we offer include ALL applicable options or does a different option constitute a different model – eg. Different seat, back height or arm?

A27. Refer to Answer # A19. of Amendment #003.

Q28. National dealer coverage – are dealer compliance letters no longer required?

A28. No. Compliance letters are required from the Supplier's Work Coverage. Refer to Part 6A, Sections 12 and 13.

Q29. Elimination of the mandatory requirement for CDN content on PSAB arrangements – opens the door to not only US products but imported finished product – is there a foreign content limiter being considered (e.g. as is used on GSA)

A29. No.

Q30. Supply Arrangement Modifications - If we wish to add products down the road, do we have to then eliminate one to make room for series? If this is the case, what is the process? Are there predetermined windows for change (as identified for pricing adjustments).

A30. Yes. Refer to Answer #A15 of Amendment # 003 and section 2, herein.

Q31. Product Conformance Certification – are hard copies required for all physical testing and environmental certifications or is signed certification by the supplier sufficient, based on the codicil that all documents are available to PWGSC during the life of the arrangement.

A31. No. Refer to Part 6A - Certification - Subsection 10.2

Q32. Question- not being able to proof the database on our products – concerns regarding the accuracy of the information being presented to IUs

A.32. Refer to Part 6A - Section 14.

Q33. Tiers - Bid Solicitation \$2K tier needs to be eliminated - \$0 to \$25K one supplier and not competed. Tier is too low and too complicated.

A33. Tiers 1 and 2 remain applicable.

Q34. Clarification - Numerous new restrictions on bid business with regard to communication of client's requirements and which suppliers receive an RFQ – P 52-53

A34. Based on the IUs preferred administrative process, Canada has the discretion to send the Bid Solicitation directly to the Conforming Supplier or to publish the NPP and Bid Solicitation on GETS.

Q35. BIFMA testing – why has x2002 been reintroduced and there is no age limit on reports.

A35. Refer to Answer # A6 of Amendment # 003.

Q36. P 67 – are we supplying product test reports with the bid or just required to have them available?

A36. Refer to Answer # A31, herein.

Q37. P 11 seems to indicated we have to supply hard copy certifications

A37. Yes. Refer to Part 4, Section 1.1.1.A, Subsection MTC 3.3.

Q38. Will the solicitation closing date of June 12th, 2013 as noted on page 1 be changed to reflect the 2 week delay on the part of PWGSC to hold the Supplier conference as noted in Section 2.1 Suppliers' Conference? Depending on the issues and answers to questions provided PWGSC, Suppliers will require additional time to prepare their respective responses.

A38. No. Twenty additional days were added to the Bid Closing date in consideration of the Suppliers Conference.

Q39. In Section 4 Bid solicitation documents 4:2 item d, you indicate the that suppliers can only respond with selections that are part of the RFSA .Therefore, how do we accommodate requests for options such as different seat sizes, gas lifts and many other options that have been available to the Government employees under the current NMSO? These requested options may or may not reflect a change in price.

A39. For specific / special or Ergonomic assessment IU's must obtain an exemption from the SAA to purchase outside the Supply Arrangement program.

Q40. In addition to requested chair options, how will the RFSA provide seating required as directed through Ergonomic assessments and the Government's requirement to accommodate the users that require very specific options on the base chairs that will be part of the RFSA?

A40. Refer to Answer A39, herein.

Q41. Other than the "e purchasing" system noted in Section 14 on page 48 what other procurement vehicles or processes will Interested users be able to use to procure Seating listed in the RFSA?

A41. Refer to Answer A3 of Amendment # 003.

Q42. How will users with special needs be accommodated under this program if no supplier includes the chair they need as one of their base chairs?

A42. Refer to Answer A39, herein.

Q43. PART 1, Section 2.4; Please explain why PSAB Suppliers can offer almost twice as many seating options as General Suppliers?

A43. Refer to Answer A16 of Amendment # 003.

Q44. PART 1, Section 2.6; The resulting SA has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

Please confirm that Suppliers can opt to remove and submit other products from their SA at any time during the period of the supply arrangement as long as they do not exceed the number of products allowed per their respective stream.

A44. Suppliers cannot exceed the maximum allowable limits as stated in Part 4, Section 2 b). Refer to Section 2, herein.

Q45. PART 1, Section; Canadian Content (For the PSAB stream only): Bid solicitations valued at \$25,000.00 (GST/HST included) or more and issued by PWGSC during the period of the SA may be conditionally limited to Canadian goods as defined in clause A3050T. In order for PSAB suppliers to bid a chair during the period of the SA that satisfies the Canadian Content Definition, PSAB suppliers must offer, with their arrangement, at least one model of chair that satisfies the Canadian Content Definition.

Why are PSAB Supplier offerings not restricted to products meeting the definition of Canadian Content as in the current NMSO'

A45. To provide greater access to the government marketplace.

Q46. PART 4 – ATTACHMENT 2, Products and Pricing; Each basic chair feature contains one or more attributes. Where there are two or more attributes, Suppliers are to select and identify one attribute per model offered. When an IU selects specific attributes/ features which are exceeded by other possible selections for the same attribute/feature? Four examples of this would be;

Q46a. If the IU selects ' in Setup Position ' where the options available to the IU for Seat and Backrest Locks are ' in Setup Position' or ' in Multiple Positions' will the chairs that are Lockable in Multiple Positions also be included in the list of compliant products given this exceeds the requested attribute?

A46a. No.

Q46b. If the IU selects 'Fixed' where the options available to the IU for Seat Depth are 'Fixed' or '' will the chairs that are Adjustable also be included in the list of compliant products given this exceeds the requested attribute?

A46b. No.

Q46c. If the IU selects '' where the options available to the IU for Green Chair Recognition are '' or '' will the chairs that are Green Chair recognized also be included in the list of compliant products given this exceeds the requested attribute?

A46c. Yes

Q46d. If the IU selects '' where the options available to the IU for Canadian Content are '' or '' will the chairs that are meet the requirement for Canadian Content also be included in the list of compliant products?

A46d. Yes

Q47. PART 4 – ATTACHMENT 2, Products and Pricing; The model number must represent the combination of all basic features and selected attributes for the respective chair. For most suppliers this would mean only one option/feature, such as the style of armrest cap, would be available. Is it PWGSC' desire to restrict clients this dramatically?

A47. No. As state above, we are requesting a combination of all basic features and selected attributes which would represent one model #.

Q48. PART 4 – ATTACHMENT 2, Products and Pricing; Suppliers must include their Ceiling Unit price, as instructed in Part 4, article 1.2.1 a), 1.2.1.A,MFC1. The ceiling price appears to be that of the most expensive fabric/finish available for a specific model of chair. As the system the IU uses to determine the Total Aggregate Value Tier does not take into account the cost for the Grades of fabric available will not the IU often be forced into the larger dollar value Tier that requires more work on their part to determine the correct supplier and issue their Contract?

A48. Refer to Part 4, Section 1, Subsection 1.2 - 1.2.1 MFC1.

Q49. Purchase Description No. 8 (PD-8) Rotary Office Chairs and Rotary Conference Chairs, Section 3 Applicable Publications; ANSI/BIFMA X5.1-2011 General-Purpose Office Chairs Tests apply to this PD-8. Should this not also include ANSI/BIFMA X5.1-2002?

A49. No. The reference to ANSI/BIFMA X5.1-2002 is already contained in the CGSB Standard.

Q50. Purchase Description No. 8 (PD-8) Rotary Office Chairs and Rotary Conference Chairs, Section 6.3 Sub-categories; Please explain fully what functions are desired within the operation of the chair in what PD-8 describes as a ‘ In-concurrently – The seat and backrest tilt separately and non-simultaneously’

A50. The back end seat angle adjust independent of the chair tilt. See examples in Section 2

Q51. Government Purchase Description No. 6 (GPD-6), Specifications for Side Chairs, Section 6.1; All metal frame side chairs must ‘ upholstered, with or without arms, a backrest, a fixed seat height, be either stacking or not stacking with a sled, cantilever or four legged base’ What about four legged with casters?

A51. No. Four legged base without casters.

Q52. Government Purchase Description No. 6 (GPD-6), Specifications for Side Chairs, Section 6.5.1; ‘ must be cushion and upholstered in either fabric or breathable material.’ What purpose does a breathable fabric serve when installed over a non-breathable cushion?

A52. The option of maintaining consistency of the chair upholstery for the seat and back.

Q53. Supplier Instructions 5 “Descriptive Product Information” We are encouraged to add photos of the series/models being submitted. Do you want these photos embedded in the Products & Pricing spreadsheet (example: Column R for the Rotary Chairs and Column N for the Side Chairs) in or separate electronic folders containing the .jpg photos? Do you require any other descriptive literature i.e: brochures, specification guides, or similar?.

A53. Suppliers are encouraged to add the photos in a separate electronic folder containing the jpg. Photos. Canada has the right to request other descriptive literature throughout the duration of the Supply Arrangement.

Q54. Part 6A, 4 Supply Arrangement Reporting In the past, standing offer holders have been discouraged from sending monthly invoice copies by email. However, this RFSA notes that “AB encourages the submission of reports and invoices in electronic format”. Please confirm that will indeed be the case and that email submission of monthly invoice copies to ncrfurniture.rcnameublement@tpsgc-pwgsc.gc.ca will be acceptable.

A54. Yes.

Q55. Part 6A, 5.1, Period of the Supply Arrangement and 8 Ongoing Opportunity for Qualification. It is our understanding that additional chair series and/or models can be presented for addition on the supplier’s Supply Arrangement during the ongoing qualification period. What will be the evaluation timeframe for those new additions?

A55. On-going qualification period refers to new Suppliers. Refer Section 2, herein.

Q56. Part 6A, 12.4, Supplier’s Work Coverage in Annex A Reference is made to “Table 2”; however, Table 2 is not outlined/included in the solicitation. MTC5.1 refers instead to Table 1, which is the mandatory Attachment 1 Work Coverage document that must be completed. Please confirm that the “Table 2” required is in fact the “Part 4 Attachment 1 Work Coverage” document.

A56. Table 1 is the area description across Canada for the Work Coverage. Part 4 - Attachment 1 - Work Coverage which must be completed and will then become Table 2 and be attached to the resulting SA.

Q57. Annex A-1, PD-8, 6.3 Tilt Mechanism Clarification is required in regards to 6.3.1 Tilt Concurrently, 6.3.2 Tilt In-concurrently, and “Non-Tilting” as it relates to the Spreadsheet attribute selection. BIFMA x5.1 uses the definition of Type I and Type II to outline tilt mechanisms. Can you provide an equivalent to that BIFMA description or define your tilt concurrently, tilt in-concurrently, and non-tilting descriptions as it relates to the BIFMA definitions?

A57. Refer to Answer A13 of Amendment # 003 and Section 2, herein.

Q58. Annex A-1, PD-8 and GPD-6, Point 10 Testing Requirements You have listed both ANSI/BIFMA x5.1 – 2002 and/or ANSI/BIFMA x5.1-2011. Please confirm that tests to BOTH (either/or) are acceptable.

A58. Refer to Answer A6 of Amendment # 003.

Q59. Annex A-1, PD-8 and GPD-6, Point 11 Preparation for Delivery Including a contract # on a label is not typical for a manufacturing environment and exceeds typical industry standards. This extraordinary requirement would be costly and difficult to implement, and has the potential of leading to erroneous information due to the nature of the new procurement process. Will the other labeling requirements (clause 8.2 of CAN/CGSB 44.232-2008 – manufacturer name, product number) suffice?

A59. No.

Q60. The number of models allowed within each series – this new standard is not allowing suppliers to offer the full range of seat sizes and options set out in the CGSB standard; Side Chair Options – there is a significant requirement for polyurethane chairs to be used in cafeterias, auditoriums and meeting rooms. We would request that a new attribute be added to allow for polyurethane chairs and that the number of series we can offer be increased to reflect that addition;

A60. No change to the requirement.

Q61. Page 48, point 14.1 – This paragraph indicates that PWGSC is no longer obliged to get supplier sign off on the accuracy of electronic information. Previously, we were sent the data sheets for review and approval, to ensure that the information was correct. In no longer getting a supplier review, the very real possibility exists that there will be data mistakes that could cut the supplier out of competitions;

A.61. Refer to Part 6A - Section 14.

Q62. Page 52, point 3.3 a and b – The manner in which purchases at Tier 1 are being handled - To have to compete for jobs for up to 2K in purchases will cost more in government employee time than any possible chair savings and also means that a user who might have discomfort in the seated position and requires a very specific chair to feel comfortable, may no longer be able to get

the chair they need. This could potentially create health problems in the end user and increase workman compensation claims for back/neck/shoulder injuries;

A62. Refer to Answer A39, herein.

Q63. Page 78, B.2 a – This point is extremely confusing – in pricing out the models, we are instructed to include all elements of Annex A. However, Annex A includes the PD-8 (pages 63 and 64), which includes a list of options that an end user can specify. Are suppliers to price all models with the optional features and then lower the price if the user doesn't want them? This would include features such as seat pan angle adjustment but should also address adjustable lumbar support, seat depth, arm styles, etc. If the selection of arm style, lumbar and seat depth are optional items in the PD-8, why are they included in the attributes in Attachment 2, Products and Pricing? The more logical method to do this would be to have a chair model priced at base price point and allow the user to add the optional features they desire out of the PD-8 at the time they request a price quote. This would also allow for a greater range of chairs offered without significantly increasing data input work for PWGSC.

A63. No. Suppliers must choose one attribute for each basic features per model #.

Q64. How are suppliers to update their chair offering, given how long the SA may be in place. How often can chairs be deleted and new ones added?

A64. Refer to Section 2, herein.

Q65. 10.1 “All chairs must have been tested in accordance with the standards cited by ANSI/BIFMA X5.1 2002 or ANSI-BIFMA X5.1 2011 and, as a minimum, must have undergone and successfully passed all testing listed in Tables 1 and 3 of this Annex A-1”.

Question: Annex A-1 lists test from both the 2002 and 2011 Bifma standards, are bidders required to have both completed and have available testing from both columns in the Annex as is stated above that suppliers must have successfully passed “all testing listed”? If only one column is required will PW consider only accepting the most recent standard of X5.1 2011 or setting an expiry date on the X5.1 -2002 testing to ensure that the product meets up to date standards?

A65. Refer to Amendment # 003, Section 2.

Q66. Part 4 – Attachment 3 Green Chair Recognition: What means will Public Works use to determine compliance to the “Green Chair” request? Will the suppliers be required to provide certification by an independent party to show compliance?

A66. Fill-out the Green Environmental Record for Green Office Seating at Part 4 - Attachment 3. Refer to Part 5 - Certification and Other Information.

Q67. We did not notice a requirement for bidder to be ISO9000 compliant. Was an oversight. This is a minimal quality standard that should be considered.

A67. No.

Q68. Ceiling Price - please clarify ceiling price. Is this to be the maximum price allowed for the model specified – inclusive of most expensive fabric offered and all options offered? If yes how does a government client know what the least expensive price would be – in a lesser expensive fabric – how does this affect how a client searches for best price product?

A68. Refer to Part 4, Section 1, Subsection 1.2 - 1.2.1 MFC1.

Q69. Page 78, B.2 a – in pricing out chair models, we are instructed to include all elements of Annex A. However, Annex A includes the PD-8 (pages 63 and 64), which includes a list of options that an end user can specify. There is no where on the spreadsheet to allow manufacturers to indicate additional options available on the models being offered. Are suppliers to price all models with the optional features and then lower the price if the user doesn't want them? This would include features such as seat pan angle adjustment but should also address adjustable lumbar support, seat depth, arm styles, etc. If the selection of arm style, lumbar and seat depth are optional items in the PD-8, why are they included in the attributes in Attachment 2, Products and Pricing? There should be an allowance to price each model at a base price to offer the basic model chair and a ceiling price which would include all possible options and highest grade of fabric. This would allow for a greater range of chairs offered without significantly increasing data input work for PWGSC.

A69. We are not requiring additional options outside the basis features and attributes. Refer to Answer A63, herein.

Q70. Series offered – the allowance of only 3 models of task chairs within each of the series seems to be too restrictive. Are additional options not included in the model code allowed to be offered as long as they do not exceed the ceiling price? For example – smaller or larger seat option, different arm options, different back heights. Given that most models of task chairs have two back heights and often two seat size options and multiple arm options it would make more sense to allow at least 4-6 models per series thereby allowing the manufacturer to offer a mid

back with regular and petite or large seat and a high back with regular, petite or large seat. how are you to address, for example, the need for more than one seat pan size to accommodate different sized users? It would appear that this new standard is not even allowing suppliers to offer the full range of seat sizes and options set out in the CGSB standard.

A70. Refer to Answers A39 and A69, herein.

Q71. With regard to the side chair allowance – again offering only two series is too restrictive. There is a significant requirement for polyurethane chairs that can be used in cafeterias, auditoriums and meeting rooms. There is not a category listed to offer polyurethane. We would like to request that a new attribute be added to allow for poly chairs and that the number of series you can offer be increased to reflect that addition.

A71. No. No change to the requirement.

Q72. Page 52, point 3.3 a and b – We object to the manner in which purchases at Tier 1 are to be handled. To have to compete jobs for up to 2K in purchases will cost more in government employee time than any possible chair savings and also means that a user who might have discomfort in the seated position and requires a very specific chair to feel comfortable, may no longer be able to get the chair they needed. This could potentially create health problems in the end user and increase workman compensation claims for back/neck/shoulder injuries. We suggest that the Tier should remain at \$5000 as it is currently.

A72. Refer to Answer A39, herein.

Q73. Duty to accommodate / ergonomic assessments: Will the government clients who have undergone ergonomic assessments requiring the purchase of a single chair be able to purchase product not specifically listed on the Supplier's SA?

A73. Refer to Answer A39, herein.

Q74. Q75. Supply Arrangement and the Products and Pricing section (page 41 of 90). In your 2004 invitation to tender, you spoke of rebates and now you speak of tiers and ceiling prices. Does this mean that you will eliminate the most expensive manufacturers?

A74. No.

Section 2 - Modifications to the RFSA

1. At Part 2 - Subsection 2.1 - Supplier's Conference:

Add: Teleconference call number dial-in

Local dial-in #. : 613-960-7515

Toll-free dial-in # : 1-877-413-4791

Conference ID #. : 1276554

2. At Part 6A - Section 3, Subsection 3.1.1

Add:

(c) Series and Models - Modification Opportunity

Under the Series and Models modification opportunity, if an existing Supplier chooses to modify (examples: delete and replace) series and/or models, the Supplier must advise the SAA in writing of the applicable change(s). All modifications must meet the requirement in accordance to the original Request for Supply Arrangement. This modification opportunity will be offered periodically and will coincide with the Ceiling Prices - Modification Opportunity.

3. At Annex A-1 Purchase Description No. 8 (PD-8), Section 6, Subsection 6.3.

Add: a) At 6.3.1

Examples: Synchro-tilt and Knee-tilt

b) At 6.3.2

Example: Multi-tilt

NOTE: ALL REMAINING QUESTIONS WILL BE ANSWERED FOLLOWING THIS AMENDMENT.

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR SUPPLY ARRANGEMENT REMAINS THE SAME.