

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
PWGSC/TPSGC Acquisitions  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1  
Bid Fax: (506) 851-6759

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

<b>Title - Sujet</b> Office Furniture Installation	
<b>Solicitation No. - N° de l'invitation</b> 21201-120200/A	<b>Date</b> 2012-11-06
<b>Client Reference No. - N° de référence du client</b> 21201-120200	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> MCT-1-34465 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-018-4514	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2012-09-20	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-21</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin, Lisa M.	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Telephone No. - N° de téléphone</b> (506) 851-7811 ( )	<b>Buyer Id - Id de l'acheteur</b> mct018
<b>FAX No. - N° de FAX</b> (506) 851-6759	
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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**Solicitation Amendment No. 02**

This solicitation is hereby amended to provide the following questions and answers

**Question 1:** There is no provisions in Zone 2 for travel time or ferry costs to Nfld, Would there be need to reflect these costs in the rate for that zone. Would the product for this zone be picked up in Moncton or shipped direct?

**Answer 1:** The NL contract will be based in St. John's NL for this particular Zone. Product can/will be shipped from anywhere in Canada and delivered to the customer in NL for installation. There is no extra travel cost anticipated for this contract.

**Question 2:** Is there a standing offer already in place for Nova Scotia?

**Answer 2:** The contract is for two different locations; Moncton, NB for New Brunswick and Prince Edward Island. The second area to be covered is based out of St. John's and covers Newfoundland and Labrador. Nova Scotia is not to be considered in this proposal.

**Question 3:** We wish to offer our services, but we are questioning the following which appears in your Annex D, Mandatory technical requirements (M-1): That we will be required to demonstrate that individual (not cumulative) installations of a minimum quantity of 50 to 100 Work stations per year for the last 2 years have been performed. I am requesting that the mandatory threshold for experience for Work Stations be lowered from 50 - 100 to a more reasonable number of 20 to 25 Work Stations.

**Answer 3:** We are maintaining the minimum number of workstations specified. The number was determined on the basis of operational requirements and also as our share of business increases, we need to be able to depend on a supplier with sufficient capacity. However we will accept that the supplier has the required two (2) projects for 50 to 100 individual installations, within the last 5 years.

**Question 4.** In the Mandatory requirements, 5.2 Scenario no 2, we are being asked to put a price on each item listed and we are being asked to respond to what we will do when we show up and some old furniture is still in place contrary to the plan. My question is this: How will the answers be measured so as to arrive to a proper point total for each offeror? There are 20 points at stake on this question and it is not clear what is being measured.

**Answer 4:** The answer will be measured against the response. How will the installer handle the situation is what we will take into consideration. There is more than one part to the question and the overall rating is 20 points, not just the one part being questioned. The responder in this case needs to detail to us how they will handle this situation (and this is not unusual).

**Question 5.** In part 7, B) resulting contract clauses, under 5. 1, invoicing instructions, the offeror who wins this contract will be asked to send in an invoice with time sheets attached. Where will Corcan get the amount which they need to submit to their client in order to close a sale long before the installation happens? Will CSC Corcan be asking the winning offeror to supply a quote beforehand or not? If a quote

is requested beforehand, what will the offeror be invoicing after the installation? Will it be the quote or the time sheets?

**Answer 5:** This is part of PWGSC form not CORCAN. However as far as us and in answering the question. We are asking for time sheets to be submitted with the invoice. This has nothing to do with the bidding of the job. The time sheets are required for records and for audit purposes to ensure we are following GAAP(Generally Accepted Accounting Principles). The installer will be submitting quotes to CORCAN prior to any installation work and CORCAN will accept the quote prior to moving forward.

**Question 6.** We have a question regarding the Mandatory Technical Criteria in Annex D. It is requested that the offeror have at least 2 years experience and provide details on 1 project for each of the last 2 years. Would it be acceptable if we showed 2 project details for this year?

**Answer 6:** Yes it will be acceptable. We will accept that the supplier has had two (2) projects within the last five (5) years.

And:

This solicitation is hereby amended to:

- (1) Reference: **Closing date appearing of page one of the solicitation document**

DELETE the closing date of **16 November 2012**; and  
INSERT the revised closing date of **21 November 2012**

- (2) Reference: Annex D

DELETE the requirement for Annex D; and  
INSERT the revised requirement for **Revision No. 1 Annex D**

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the above address or by facsimile (506) 851-6759 and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

All other terms and conditions of the solicitation document remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name Lisa Martin  
Telephone No.: (506) 851-7811  
Facsimile No: (506) 851-6759

Solicitation No. - N° de l'invitation

21201-120200/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

mct018

Client Ref. No. - N° de réf. du client

21201-120200

File No. - N° du dossier

MCT-1-34465

CCC No./N° CCC - FMS No/ N° VME

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**Revision No. 1 Annex D**  
**Technical Evaluation Criteria**

(see attached document)

**Revision No. 1 – Annex D**

**Technical Evaluation Criteria**

**Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

No.	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p><b><u>Workstation Installations</u></b></p> <p>The Bidder must demonstrate he/she has been performing modular workstation system installation services, as described in the “Statement of Work”, for a minimum of 2 years, and that individual (not cumulative) installations of a minimum quantity of 50 to 100 workstations per year have been performed. To substantiate the Bidder has met the minimum requirement, the following information must be included:</p> <p>Details of TWO projects within the last <b><u>5 years that contain:</u></b></p> <ul style="list-style-type: none"> <li>a. Location of Installations.</li> <li>b. Name and phone number of Client contact person(s) for verification of information.</li> <li>c. Description and quantity of workstations installed.</li> </ul>	
M2	<p>The Bidder must demonstrate they have access to millwork installation services, as described in the “Statement of Work”, where the installers would have a minimum of 2 years experience. To substantiate the Bidder has met the minimum requirement, the following information must be included:</p> <p>Details of TWO projects within the last <b><u>5 years that contain:</u></b></p> <ul style="list-style-type: none"> <li>a. Location of Installations.</li> <li>b. Name and phone number of Client contact person(s) for verification of information.</li> <li>c. Description of the work.</li> </ul>	
M3	<p>The Bidder must demonstrate he/she has been performing Warranty services, including repair and the ability to perform refinishing work.</p> <p>Details of ONE project which occurred:</p> <ul style="list-style-type: none"> <li>a. Location of warranty performed.</li> <li>b. Name and phone number of Client contact person(s) for verification of information.</li> <li>c. Description of the work.</li> </ul>	
M4	<p>All the Bidder’s personnel must be able to obtain a security clearance at the Enhanced Reliability Security level.</p>	

## Revision No. 1 – Annex D

### Technical Evaluation Criteria

#### Point Rated Technical Criteria

##### 1.1.1 Evaluation Vocabulary:

The following expressions, used throughout this Document, are defined as follows:

**Work Year:** As it relates to year's experience, one Work Year is 200 days worked in a twelve month period.

**Element:** Smallest part of a section of the Point Rated Technical Criteria subject to point rating.

**Poor:** The Proposal has not shown an acceptable understanding of the scope of this Element. Objectives and plans do not comply with the requirements of this Element.

**Basic:** The Proposal has shown more than a basic understanding of the scope of this Element. The Proposal has not fully explained how the Bidder proposes to fulfil all aspects of this Element. Demonstration has been provided that the Bidder will meet most of the requirements without significant exceptions.

**Good:** The Proposal has shown an understanding of the scope of this Element. The Proposal has explained how the Bidder intends to fulfil all aspects of this Element with no obvious shortfalls. The Proposal thoroughly discussed how the Bidder proposes to satisfy all of the requirements and exceed some through competence and adeptness in performance. While the Proposal has elaborated on most points, personnel would need further guidance in order to comply with the requirements of the Contract.

**Excellent:** The Proposal has clearly demonstrated that the Bidder has a full understanding of scope and could completely fulfil all aspects of the Element. The Proposal has provided complete, appropriate information that pertains to material requested with significant explanations that are broader than the requirements of the Element. The Proposal could be implemented in its existing form. Personnel would need no additional guidance in order to comply with the requirements of the Contract.

## Revision No. 1 – Annex D

### Technical Evaluation Criteria

- 1.2.1 Technical proposals which meet all the Mandatory Requirements specified above, will be evaluated and scored in accordance with the following evaluation criteria.

#	Technical and Managerial Components	Scoring Methodology	Maximum Points Available
1	The Bidder has provided a complete, thorough and well-organized submission with proper execution of all documents and requirements and provision of signed certification indicating compliance with terms and conditions of this Request for Proposal.	Excellent: 10 points Good: 7 points Basic: 5 points Poor: 0 points	10
2	The Bidder has demonstrated understanding of the Statement of Requirement and CORCAN's operational requirements.	Excellent: 10 points Good: 7 points Basic: 5 points Poor: 0 points	10
3	Bidder's Work Experience: Number of years experience of completing modular workstation installations.	2 years to less than 3 years: 1 point  3 years to less than 5 years: 3 points  5 years to less than 7 years: 5 points  7 years to less than 11 years: 7 points  10+ years: 10 points	10
4	Bidder's Work Experience: Number of years experience of completing Millwork installations.	2 years to less than 3 years: 1 point  3 years to less than 4 years: 2 points  4 years to less than 5 years: 3 points  5+ years: 5 points	5
5	<b>Bidder's Response to Fictitious Scenarios</b>  The Bidder shall explain in its proposal how it would provide furniture installation services in accordance with the Statement of Work for the following fictitious scenario. The Bidder's response should include the following:  1. Provide a quote for complete installation services including preparation, execution and follow up. Describe in detail how the estimate was calculated.  2. Assume your company is successful in receiving the authorization to perform the installation services. Provide a detailed description of the steps you would take and the resources you would provide to complete the installation of this large order. The description should start at the receipt of the authorization to perform the installation services and continue through all of the steps until the final invoice is sent to CORCAN.		

**Revision No. 1 – Annex D**  
**Technical Evaluation Criteria**

5.1	<b><u>Scenario #1:</u></b>	<b>Maximum Points Available</b>
	<p>Your Company has been requested by CORCAN to provide a quote on complete installation services on a very large order of workstations and free-standing office furniture.</p> <p>You receive the following information from the CORCAN site authority:</p> <p>120 workstations that are 8' X 11' and 30 offices of free-standing furniture are to be installed on three floors of a Government building in Gagetown over a 3 week period. You must complete the installation on one floor per week. The building has a loading dock and a freight elevator. You have access to the building via Commissionaires from 0600 hrs to 2000 hrs Monday to Friday. The value of the order is 2.1 million dollars. The entire order is in the CORCAN warehouse in Moncton, NB and will fit in 20 tractor trailers.</p> <p><b><u>The order is comprised of the following components:</u></b></p> <p>Quantity 120 - mobile pedestal box file cabinets with cushions  Quantity 120 - filing cabinets – 2 drawers  Quantity 30 - filing cabinets - 4 drawers  Quantity 40 - “L” Shaped desks, overall size 90” x 60”  Quantity 30 - 60” upper storage units  Quantity 40 - 3 drawer free-standing pedestal files  Quantity 30 - 60” high book cases  Quantity 20 - 42” meeting tables with pedestal base  Quantity 30 - 2 drawer lateral filing cabinets  Quantity 740 – Panel hung work surfaces</p> <p>How would you proceed with this order (explain in details how your company would handle every stage of this project including planning, logistics, execution, clean-up and final inspection)?</p> <p><b>Scoring</b>  Excellent: 30 points  Good: 20 points  Basic: 10 points  Poor: 5 points</p>	<b>30</b>



**Revision No. 1 – Annex D**  
**Technical Evaluation Criteria**

5.2	Scenario #2	Maximum Points Available
	<p>Your company has been requested by CORCAN to provide a quote on complete installation services on two large custom executive offices, both include built in wall to wall millwork. These offices are in two separate cities and are to be quoted separately.</p> <p>You receive the following information from the CORCAN site authority:</p> <p>Two large executive offices which are to be installed in two separate government office locations, one in Fredericton and one in Charlottetown. All products including millwork are either solid wood or veneer in a mahogany finish. Both are on the second floor of the buildings. Neither building has loading docks or an elevator. The client has verified the furniture will fit up the stair wells and corridors, since it is replacing existing furniture / millwork the identical size. All of the products are available at the Kingston Warehouse for shipping. Wall to wall measurements for the millwork were approximate, and provided by the client @ 147". The client did note that the floor was uneven. One of the lower cabinets has plumbing in it for a sink. Layout drawings for office orientation will be provided by CORCAN.</p> <p>The original plan was that the client was to have removed existing millwork and furniture from both office areas. When you arrived you find that the millwork had been removed but the office furniture was remaining in both of the offices. You had not planned for nor factored in the cost to remove furniture and deal with the disposition of the material.</p> <p>In detail describe how you would handle this on-site.</p> <p>Each one of the offices is comprised of the following pieces:</p> <p><u>Freestanding Furniture</u></p> <p>Quantity 1 - 36" x 72" Double Pedestal Desk  Quantity 1 - 24" x 84" Desk Run-off  Quantity 1 - 20" x 72" Credenza w/2drawers &amp; 2 doors  Quantity 1 – 54" Upper Hutch w/doors  Quantity 1 – High back leather office chair  Quantity 4 – Quests Chairs  Quantity 1 – 48" Diameter Meeting Table  Quantity 1 – Monitor Arm  Quantity 1 – Monitor Arm</p> <p><u>Built in Millwork</u></p> <p>Quantity 1 – 24"D x 36"W x 84"H Open Bookcase  Quantity 1 – 24"D x 36"W x 84"H Wardrobe Cabinet w/doors  Quantity 2 – 22"D x 36"W Lower Cabinets w/doors  Quantity 2 – 22"D x 36"W x 30"H Upper Storage Cabinets w/doors  Quantity 1 – 24" x 96" length of self edge counter top  Quantity 2 – 3" x 84" Scribing pieces  Quantity 2 – ¾" x 14" Bulkhead blanks (to ceiling w/separate mounting cleats)  Quantity 1 – 4" x 13' Crown Moulding – solid wood.  Quantity 1 - Box, Misc. Hardware, fasteners</p> <p>Please provide a detailed quotation for this order broken down by item description.</p>	<b>20</b>

**Revision No. 1 – Annex D**  
**Technical Evaluation Criteria**

<b>Scoring</b>		
Excellent: 20 points Good: 15 points Basic: 10 points Poor: 5 points		
TOTAL TECHNICAL EVALUATION SCORE		/ 85 Points
<b>MAXIMUM POINTS AVAILABLE:</b>		Points
<b>MINIMUM SCORE required to be compliant is 70%:</b>		60 Points
6	<b>Installation Demonstration</b>	<b>Maximum Points Available</b>
<p>The installation demonstration shall take place at CORCAN Regional Headquarters Moncton, located at 310 Baig Blvd., Unit 10, Moncton, NB and St. John's, Newfoundland. Points will be awarded for speed and quality of the installation.</p> <p>The bidders' personnel shall install an ECO system (A frame system using nuts and bolts)</p> <p>Installation Guides the workstation will be made available to the bidder.</p> <p>The bidder's personnel are expected to provide their own tools and any other equipment they deem necessary to complete the installation.</p> <p>Any and all costs associated with the "Practical Demonstration of Requisite Skills" such as travel expenses, etc. will be born solely by the Bidder and/or proposed Principal Named Service Provider. CORCAN/CSC will in no way whatsoever defray or reimburse for any such costs.</p>		<b>15</b>
<b>MINIMUM SCORE required to be compliant is 70%:</b>		11 points
<b>TOTAL SCORE</b>		<b>/100 POINTS</b>