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Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

Furniture Division/Division des produits de
l'ameublement

11 Laurier St. / 11, rue Laurier

6B1, Place du Portage

Gatineau

Québec

K1A 0S5

Title - Sujet WORKSTATION RISO	
Solicitation No. - N° de l'invitation EN448-140718/A	Date 2014-01-16
Client Reference No. - N° de référence du client 20140718	Amendment No. - N° modif. 004
File No. - N° de dossier pq967.EN448-140718	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-967-64024	
Date of Original Request for Standing Offer 2013-11-29	
Date de la demande de l'offre à commandes originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-22	
Time Zone Fuseau horaire Eastern Standard Time EST	
Address Enquiries to: - Adresser toutes questions à: Nolet(PQ Div.), Josée	Buyer Id - Id de l'acheteur pq967
Telephone No. - N° de téléphone (819) 956-8774 ()	FAX No. - N° de FAX (819) 956-5706
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 Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <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		

Solicitation No. - N° de l'invitation

EN448-140718/A

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

20140718

Amd. No. - N° de la modif.

004

File No. - N° du dossier

pq967EN448-140718

Buyer ID - Id de l'acheteur

pq967

CCC No./N° CCC - FMS No/ N° VME

Amendment # 004

This amendment is issued to answer questions asked by bidders.

Please see the .pdf file in attachment.

All other terms and conditions remain the same.

This amendment # 004 is issued to answer questions asked by bidders:

Q49. Part 4 – Evaluation Procedures, 1.1.1.A, MTSC2.

Bidders are requested to provide floor plans for each of the floors. Floor plans of this nature are generally only required to be prepared by the successful bidder. The production of product specific drawings is a very expensive exercise and frankly not required to produce an accurate Bill of Materials for the purposes of supplying a quotation for the specified project. Please explain why bidders are being requested to incur this substantial expense.

A49. The request for floor plans to be provided is not an unusual request in Government of Canada tender processes. Floor plans are typically required for determination that all necessary connections, supports, systems components, electrical, etc are captured. This assists offerors in ensuring that they have provided the correct Financials for evaluation purposes in Part 4, 1.2.

The floor plans to be submitted in Part 4, 1.1.1.A, MTSC2 have been determined by the Government of Canada as one of the requirements to complete the technical evaluation for this tender.

Q50. Part 4 – Evaluation Procedures, 1.1.1.A, MTSC5.1 and MTSC3.2.

MTSC 5.1 notes that to demonstrate compliance with MTSC 3, Suppliers must sign and submit the Product Conformance Certificate in Part 5, 2.2. Should this not be a requirement of Bidders not just the Supplier?

A50. Please delete Part 4, 1.1.1.A, MTSC 5.1 in its entirety.

Q51. MTSC3.2 states something totally different in that for Demonstration of Compliance it notes that the bidder must submit one copy of the test reports for each of the testing requirements. For the purposes of demonstrating compliance please confirm whether bidders are to sign and submit the Product Conformance Certificate or Test Reports.

A51. Refer to answer #50 in regards to the Product Conformance. Note that Offeror is still required to submit 2.2 Product Conformance.

Test reports in Part 4, 1.1. have been determined by the Government of Canada as one of the requirements to complete the technical evaluation for this tender.

Q52. Part 4 – Evaluation Procedures, 1.1.1.B, MTSC2.2

For compliance of the Freestanding Furniture bidders are requested to submit one copy of the reports and/or certifications. Please confirm that the certification is that as requested in Part 5, 2.2.

- A52. Test reports and certifications listed in the Mandatory Technical Criteria are product specific and have been determined by the Government of Canada as one of the requirements to complete the technical evaluation for this tender.

Part 5, 2.2, Product Conformance is a signature required by the Offeror as Mandatory Certifications Required Precedent to Issuance of a Standing Offer.

- Q53. Annex A, Part 1, Test Requirements, 1.4.1.

Please note that ANSI/BIFMA X5.6 and CAN/CGSB-44.299 are only appropriate for interconnecting components and supported components and are not applicable to freestanding components.

- A53. Please delete Annex A, Part 1, 1.4.1 in its entirety and replace with the following; All interconnecting panels and supported components must meet CAN/CGSB-44.229-2008 and all free-standing components must meet CAN/CGSB-44.227-2008.

- Q54. Annex A, Part 1, Panels, 5.4.

Why has the Crown restricted the construction of the panels to only cold rolled steel versus other compositions such as aluminum which can be 100% recyclable and where frames can be constructed using 100% recycled content unlike steel which generally can only use up to 25% recycled content?

- A54. Please revise Annex A, Part 1, 5.4 to the following; Interconnecting panel frames must be constructed of cold rolled steel or aluminum which has a recycled content greater than 10% which meets load bearing requirements of ANSI/BIFMA X5.6-2003.

- Q55. Annex A, Part 1, Panels, 5.9

Please confirm that bidders may submit tack boards in lieu of tackable tiles.

- A55. As stated in Annex A, Part 1, 5.9; "Interconnecting panels, unless otherwise indicated, must be finished with a tackable fabric skin." Tack boards in lieu of tackable tiles will not be accepted.

- Q56. Annex A, Part 1, Panels, 5.16.3

Please confirm that "Must not exceed the height of the tallest panel when mounted 736mm after finished floor (AFF) and must not be less than 1219mm when mounted 736mm AFF." Should read; "Must not exceed the height of the tallest panel when

mounted 736mm above finished floor (AFF) and must not be less than 1219mm when mounted 736mm AFF.”

- A56. Please revise Annex A, Part 1, Panels, 5.16.3 to “Must not exceed the height of the tallest panel when mounted 736mm above finished floor (AFF) and must not be less than 1219mm when mounted 736mm AFF.”

- Q57. Annex A, Part 1, Power/Communications 6.9.2.

Please confirm whether or not the minimum height of 2750 mm for the utility poles includes the height of the panel system to which the pole is to be attached.

- A57. Please refer to previous Question and Answer 35 in Amendment No 002.

- Q58. Annex A, Part 1, Accessories 9.3.4, 9.4, 9.4.2.

As all accessories are hang-on panel type versus removable face tiles please confirm that the fabric skins are not required to be removable.

- A58. All fabric skins should be removable for ease of replacement and/or reconfiguration in the system and future cost savings.

- Q59. Annex A, Part 1, Finishes 10.1.3

Please confirm that the requirement for a minimum of 100,000 double rubs is only applicable to the fabric on the seated pedestal cushions.

- A59. Please refer to previous Question and Answer 20 in Amendment No 001.

- Q60. Annex ‘A’, Part 2, detailed requirements 7.4

Storage towers with only a nominal 6” wide coat hanging compartment are not common as this would only provide approx. 4.5” of interior space thus not providing sufficient space for more than one garment or worse heavy winter coats. Most 24” wide storage towers have a nominal 9” wide coat hanging compartment leaving a nominal 15” wide shelf compartment and file drawers which allow for legal sized file storage on a side to side configuration or letter sized on a front to back or side to side basis. Please confirm that a storage tower with a nominal 9” wide coat hanging compartment is acceptable.

- A60. Please refer to previous amendment Question and Answer 17 in Amendment No 001.

- Q61. Annex ‘A’, Part 3, Applicable Publications 2.5

Please note that CAN/ULC S102 - Standard Method of Test for Surface Burning Characteristics of building Materials and Assemblies is not applicable to Freestanding Office Furniture. This reference should be deleted.

A61. Please delete Annex A, Part 3, 2.5 in its entirety.

Q62. Annex 'A', Part 3, Test Requirements, 5.4

Please note that testing for flammability as described in section 5.4 while sometimes requested for interconnecting panels is not applicable to freestanding furniture and should be deleted from this specification.

A62. Please delete Annex A, Part 3, 5.4 in its entirety.

Q63. Annex 'A', Part 3, Detailed Requirements for FS2 - Computer Table, 8.1

Why is the height range specified in excess of the requirements of CAN/CGSB 44.227, to which compliance to is already a mandatory requirement? Please confirm that a height range of 22" to 34" is acceptable.

A63. Please refer to previous amendment Question and Answer 41 in Amendment No 002. The Answer amended in this Q&A lists; *"Annex A, Part 1, 7.8.2 & Part 3, 8.1 – amend height adjustability range must meet minimum of lowering to at least 609mm (24") and must extend to a height of at least 813mm (32")."* Offerors submitting a product height adjustability that meets and exceeds these requirements will be accepted.

Q64. Annex 'A', Part 3, Detailed Requirements for FS3 – Credenza

There does not appear to be any storage configurations specified for either size of credenza. Please confirm whether these are open below the work surface or if not the configuration desired.

A64. Please refer to previous Amendment No 002 where 3D typicals have been provided. There is no requirement for storage configurations to be integrated into the credenza.

Q65. Annex 'A', Part 3, Detailed Requirements for FS3 – Credenza, 9.2

Substrate is specified to be a min 25.4mm thick. Please confirm that this is applicable to only the work surface and end gables. Components such as modesty panels, door and drawer fronts, etc. would not normally be this thick.

A65. Substrate minimum is applicable to support components and work surface.

Q66. Annex 'A', Part 3, Detailed Requirements for Finishes – Credenza, 14.3.3

Please confirm that the requirement for a minimum of 100,000 double rubs is not applicable to the fabric on tack boards. Testing of this nature is only applicable to applications where the rubbing of fabric is a concern such as on seating.

- A66. Please refer to previous amendment Question and Answer 20 in Amendment No 001.
- Q67. Throughout Annex 'A' bidders are directed to "Refer to pages 8-12 for approximated quantities." We can find no reference to quantities on these pages or for that matter anywhere within the RFSA document other than those for the number of work stations per phase contained within Annex 'E'. Would you please confirm where these quantities can be found.
- A67. Please refer to previous amendment Question and Answer 42 in Amendment No 002. Typical's were included as part of Amendment No 002.
- Q68. A4, A10 – Annex A, Part 1, #7.8.3 – There is a 8" adjustment in the surfaces and 3" adjustment in the panels. That together with a 1" (25mm) glide allows for more than enough room for height and leveling adjustment. Additionally, 38mm glides are not an industry standard. Will 25mm glides be acceptable?
- A68. Please revise Annex A, Part 1, 7.9 to include adjustment of at least 25mm (1").
- Q69. A12 – 3mm radius edge is a CGSB requirement. Please confirm that the 3mm thick edge trim requirement is in addition to the 3mm radius edge CGSB standard.
- A69. The requirement for a 3mm thick polymer edge trim is in addition to the CGSB standard which is only applicable to the radius of work surface edges that are designed for a user to rest their forearm.
- Q70. A13, A33 – Typical's were not supplied with the original tender documents, CAD files or Amendment #1, and have only been supplied on January 7th. We could not begin quoting or drawing the 9 floors of furniture required to be submitted on January 15th. Please extend the closing date to allow bidders adequate time to complete the work.
- A70. Please refer to previous Amendment No 003 where the solicitation period has been extended.
- Q71. A37 – How do you want bidders to supply separate pricing for the dry erase markers and erasers? Please confirm that we are to remove them from the requirement and from the bid pricing. These products should be procured through the Federal Governments office products SO/SA and the Government would receive a much better price via this process.
- A71. Please delete Annex A, Part 1, 9.4.1 in its entirety.
- Q72. MTS 5 on page 10 of 61 states that compliance to MTSC 3 can be achieved by submitting the Product Compliance Certification. MTSC 3.1 however, requests that certain test reports must be submitted.

If the Product Compliance Certification is provided must the reports listed in MTSC 3.1 still be submitted?

- A72. Refer to answer #50 and 51 as part of this amendment, in regards to the Product Conformance. Note that Offeror is still required to submit 2.2 Product Conformance.

Test reports in Part 4, 1.1. have been determined by the Government of Canada as one of the requirements to complete the technical evaluation for this tender.

- Q73. Due to the new posting today on Buy and Sell with the product typicals, I would like to request an extension. We drew many floors in preparation, built around the written specifications and now with the drawings we will have to make many revisions.

- A73. Please refer to previous Amendment No 003 where the solicitation period has been extended.

- Q74. A3, Annex A, Part 1, #7.8 - Amendment 001 indicates that C-legs, H-legs and T-legs will be accepted. We accommodate this application using post legs. If they meet the same functional requirements as the specification for C-H-T-legs, please confirm that our height adjustable post legs will also be acceptable.

- A74. Revise Annex A, Part 1, 7.8 to also include height adjustable post legs.

- Q75. Annex A, Part 1, #7.9 where it referring to the C-leg on a panel hung surface where there is no end panel. We also accommodate this application using height adjustable post legs. Again, if they meet the same functional requirements as the specification, will our height adjustable post legs also be acceptable.

- A75. Revise Annex A, Part 1, 7.9 to also include height adjustable post legs.

- Q76. In amendment 2, in your answer A41 you refer to amending the adjustment range in 7.8.2 but you might have meant 7.8.3. I would also note that the government has traditionally used two distinct height ranges when discussing height adjustability, that being "sit to stand" and "seated". Seated range of 26" to 32" is the most common and what you originally requested in 7.8.3 of Part 1. Please correct this and accept a 26" to 32" range.

- A76. Annex A, Part 1, 7.8.3 & Part 3, 8.1 - amend height adjustability range of C-legs, H-legs, T-legs or post legs must meet a minimum of lowering to at least 660mm (26") and must extend to a height of at least 813mm (32"). Height adjustable tables exceeding this requirement with a range allowing for greater lowering and raising will be accepted.

- Q77. With reference to Annex "A" 5.16, Work surface mounted privacy screens.....at locations indicated on furniture plan. We are unable to locate these on the plans, can

you please provide us with the furniture label as we do not have a legend for this symbol. (IE whiteboards are labelled WB), how is this screen shown on the plan?

- A77. Please delete Annex A, Part 1, 5.16 in its entirety.
- Q78. Due to Amendment 001 Q&A 21 states that drawings P1, 00, and 01 (as labeled for Phase 1) are being sent out. We received an email with a zipped ***file bil-90E-00,01,P1 furn.zip***. After reviewing the zip file we realized that it does not contain floor plan P1, it contains 00, 01, and P2. Furthermore, P2 is not listed in any of the phases on the Annex B Delivery Schedule. Please confirm which level or if both P1 and P2 are required and what phase these floors are to be included on.
- A78. Please note all reference to P1 should be listed as P2.
- Q79. Now that we have received typical and have been able to review them, we can see that many stations on the floor plans do not match the typical. It's understood that there are various panel configurations (as noted on the typical), but some stations on the plans are not represented by any of the typical. For example, W09014, 09059, W09116, W09113, W09089A/B, W09031. Can additional typical be provided for these areas or as a minimum identify what typical are to be used for ambiguous stations?
- A79. Typical are provided for informational purposes only. As noted on typical legend, *"other configurations exist"*. Drawings provided are to take precedence over typical.
- Q80. The application of some components within workstations on the floor plans differ from the Typical. For example, there are stations (W09121, W09122, W09123, etc.) where panels have been removed from along the window and surfaces are as marked as "FS" (we're assuming that this means freestanding). Is it acceptable to use panel mount supports for the work surfaces as long as we do not add any panels? This will add stability to the panels located between the stations as well as maintain height adjustability.
- A80. Typical are provided for informational purposes only. As noted on typical legend, *"other configurations exist"*. Drawings provided are to take precedence over typical.
- FS – indicates freestanding. Panel mount supports will not be accepted.
- Q81. Are storage towers located within workstations to be included even if they are not included in the typical applicable to that station? For example W09065.
- A81. Typical are provided for informational purposes only. As noted on typical legend, *"other configurations exist"*. Drawings provided are to take precedence over typical. In

some cases, storage towers are not located in workstations and have been included in corridors.

- Q82. Are storage towers that are located outside of workstations to be included in the pricing? If so, do these towers fall under the requirements in Annex "A" - Part 2? Please note that in some cases these towers are located in front of panels with glazing.
- A82. Please include all storage towers located on the floor plans in the drawings and pricing of this bid.
- Q83. Please confirm if bidders are to include printer station surfaces and supports in the bid. For example, the printer stations outside of W09127/W09128 and W09057/W09058.
- A83. Please include surfaces, supports and electrical access in the panels for the W09127/W09128 and W09057/W09058 printer stations.
- Q84. How do we specify tables/furniture not shown in typical? For example furniture located in 09051, 09053, 09021, 09008, and 09011.
- A84. Typical are provided for informational purposes only. As noted on typical legend, *"other configurations exist"*. Drawings provided are to take precedence over typical.
- Q85. Workstation WSA1, WSA2, WSA3 and WSA4 request a 914mm and 1372mm surfaces which would be installed side by side, for cost savings would a single 2886mm surface be acceptable?
- A85. For ease of reconfigurations and flexibility, workstation surface sizes are to be same as the sizes shown in workstation WSA1, WSA2, WSA3 and WSA4.
- Q86. Workstations WSD1 and WSD2 require (2) 914mm surfaces which would be installed side by side, for cost savings would a single 1828mm surface be acceptable?
- A86. For workstations WSD1 and WSD2, a single 1828mm surface will be acceptable if cantilevered supports are provided every 1524mm. As per Annex A, Part 1, 7.7.1. *"Surfaces spanning greater than 1524mm require additional cantilevered support if panel width is greater"*.
- Q87. Reference 7.4 – Our worksurfaces have an inherent wire drop (along the full width of the back edge of the surface), is this acceptable to replace the requirement of having two grommets?
- A87. Worksurfaces must have wire way cut out(s) or be predrilled to accept installation of grommets.

- Q88. Reference 7.8.2 – Will a 2mm ABS edge be acceptable instead of a 3mm PVC edge? ABS edges are more durable and more environmentally friendly than traditional PVC.
- A88. Please refer to previous Question and Answer 69 in Amendment No 004.
- 2mm ABS edge will not be accepted.
- Q89. Throughout the floors there are various printer tables noted within the Auto CAD drawings, however the tender does not mention these tables; are these table supposed to be priced within the workstations?
- A89. Please refer to Question and Answer 83 & 84.
- Q90. Along the window perimeter there are a number of freestanding tables, are these tables to have height adjustable legs or fixed legs? Are all surfaces planned as FS supposed to be height adjustable with a A-GB leg? There is no indication that they want an A-GB leg as per typical WSA4.
- A90. As indicated in Annex A, Part 1, 7.8.3, Freestanding surface supports must be height adjustable.
- Q91. Annex "A" - Part 1, 7.4.2 states all work surfaces to have horizontal wire management at underside of surface. Typical state "All work surfaces have to include cable management tray...". Are only trays acceptable or are clips also acceptable?
- A91. Worksurfaces horizontal wire management includes the use of either trays and/or clips.
- Q92. Annex "A" - Part 1, 9.2 requires freestanding desk task lights, but the typical allow for desk task light or task light mounted at accessory rail. Since an accessory rail mounted task light is less flexible for the user and Annex A precedes the typical in the Priority of Documents, please confirm that only freestanding desk lights are acceptable.
- A92. As per Annex A, Part 1, 9.2 only freestanding desk LED task light is required. The product description takes precedence over the typical.
- Q93. There appears to be an error in the Excel Spreadsheet for Annex E. Annex E, Pricing Table #1, for non-powered and powered panels, only shows two (2) panel height ranges - 30"-36" and 42-48"; However, Annex A 5.13 allows for monolithic base panels up to 54" high. There is no 54" high range showing on the pricing table. Please advise if we can add all the panel widths with the height range up to 54" panels to the Annex E chart?

So, please clarify - are ALL panel heights required and noted on the floor plans (i.e.

workstation privacy, seated privacy and standing privacy heights) in Annex A, 5.14 to be comprised of a base panel with a minimum of one (1) add-on modules.
If no, please confirm which panel heights require a minimum of one (1) add-on modules.

- A93. Bidders may adjust Annex E chart to show the listed panel widths with height range up to 54".

ALL panel heights required and noted on the floor plans in Annex A, 5.14 to be comprised of a base panel with a minimum of one (1) add-on modules.

All other terms and conditions remain the same.