

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

<b>Title - Sujet</b> TBS - WSTATION & ENCLOS. OFF. RISO	
<b>Solicitation No. - N° de l'invitation</b> EN448-150239/A	<b>Date</b> 2014-07-16
<b>Client Reference No. - N° de référence du client</b> 20150239	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> pq967.EN448-150239	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-967-65289	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2014-06-19	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-08-01</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nolet(PQ Div.), Josée	<b>Buyer Id - Id de l'acheteur</b> pq967
<b>Telephone No. - N° de téléphone</b> (819) 956-8774 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5706
<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>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<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>		

Solicitation No. - N° de l'invitation

EN448-150239/A

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

20150239

Amd. No. - N° de la modif.

001

File No. - N° du dossier

pq967EN448-150239

Buyer ID - Id de l'acheteur

pq967

CCC No./N° CCC - FMS No/ N° VME

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See the solicitation amendment # 001 next page;

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This amendment is raised to answer questions received from potential bidders :

- Q1. Part 4, 1.1.1 A – MTC2.1.2 please define what you mean by ‘electrical capacity’ and how we are to show this in the floor plan.
- A1. Part 4, Part 4, 1.1.1 A – MTC2.1.2 Delete the word ‘capacity’ and insert the word ‘information’.
- Q2. Part 4, 1.1.1.A – MTC3.1.f) FSC – does this include the substrate of the laminate surfaces, i.e. particleboard?
- A2. Part 4, 1.1.1.A – MTC3.1.f) FSC - The FSC requirement does not necessarily refer to the substrate of the laminated surfaces as some manufacturers used ‘recycle content’ product.
- Q3. Part 4, 1.1.1A – MTC3.2 - Test Reports – in the interest of conserving paper, and since you’ve requested sign-off on Product Conformance in Part 5 Certifications, will test reports submitted upon request post-bid be acceptable?
- A3. Part 4, 1.1.1A – MTC3.2 Test Reports – In order for the bid to be considered compliant the test reports must be included at bid-closing.
- Q4. Part 4, 1.1.1A – MTC3.2 - Test Reports – If test reports are required with bid submission, will soft copies (i.e. pdf format) be acceptable instead of printing 3 hard copies per Part 3 – Offer Preparation instructions.
- A4. Part 4, 1.1.1A – MTC3.2 - Test Reports Please submit in the quantities and formats requested.
- Q5. Part 4, 1.1.1.A – MTC3.2 – If products are already listed on the current NMSO Panels, will this be acceptable in lieu of test reports?
- A5. The procurement process for NMSO product and this RFSO are not interconnected. Please provide required documentation as listed in Part 4, 1.1.1.A – MTC3.2.
- Q6. Part 4, 1.1.1.A – MTC3.2 – To prevent elimination on a technicality, if any information is omitted and it does not impact the product bid and the pricing of the product, e.g a test report, will PWGSC allow that type of detail to be submitted within 3 working days upon request from PWGSC, as has been allowed in the past?
- A6. Part 4, 1.1.1.A – MTC3.2 In order for the bid to be considered compliant all documents requested must be included at bid-closing.
- Q7. Part 4, 1.1.1.B – MTC3.1 – When you ask to demonstrate compliance with MTS4.1, do you mean MTC4.1?
- A7. Part 4, 1.1.1.B – MTC3.1 – Please delete the reference to MTS 4.1 and replace with MTC 4.1

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- Q8. Annex A Part 1, 1.3 & Annex E – “All necessary components” referenced – Are the product codes AND their unit prices of these “necessary components” to be listed in Annex E?
- A8. Annex A Part 1, 1.3 & Annex E Yes - the product codes AND their unit prices of these “necessary components” are to be listed in Annex E.
- Q9. Annex A Part 1, 5.5 – Leveling glides of 1.5” are suitable for items such as tables and storage cabinets. It is advisable that you consider increasing the range to at least 2” or 2.5” for to accommodate variances on long panel runs.
- A9. Annex A Part 1, 5.5 All interconnecting panels must have leveling glides with a vertical adjustment of at least 38mm (1.5”).
- Q10. Annex A Part 1 – 5.13 – Please confirm that glass/glazed add-ons and frameless glass/glazing to be tempered glass for safety.
- A10. Annex A Part 1 – 5.13 Glazing must be tempered.
- Q11. Annex A Part 1 – 5.11 – Please confirm that metal only refers to the top caps.
- A11. In 5.11 ‘Metal’ refers to all interconnecting panel trim.
- Q12. Annex A Part 1 – 5.13.1 single glazed is described, but typicals show/describe double framed glazing. Please confirm which type is required.
- A12. 5.13.1 and Annex F Delete any reference to Frameless Glazing. All glazing to be single framed glazing.
- Q13. Annex A Part 1 – 5.13.2 – When you make reference to wheelchair access height (see 5.13), do you mean see 5.14?
- A13. Annex A Part 1 – 5.13.2 replace the reference to 5.13 with 5.14.
- Q14. Annex A Part 1 – 5.14 please indicated on plans where frameless glass is required. Also, please clarify the minimum & maximum heights for the frameless glass.
- A14. Delete Annex A, Part 1, 5.14 in its entirety.
- Q15. Annex A Part 1 – 5.14 – Please confirm that this specification refers to wheelchair access.
- A15. Delete Annex A, Part 1, 5.14 in its entirety.
- Q16. Annex A Part 1 - 5.15 – There is a contradiction between 5.13, 5.14 and 5.15 and the Annex F typicals and floor plans in terms of where add-on modules are required. To accommodate the minimum and maximum heights outlined in the 5.15, please confirm the following is true: Wheelchair access requires base panel only; Work surface privacy requires base panel only; and Seated privacy requires base panel and add-on module. If not, then please clarify which panels do not require add-on modules.

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- A16. Annex A Part 1 - 5.15 To resolve the contradiction found in 5.13, 5.14 and 5.15 please be advised that Base panel must be no less than 813mm (32") and no greater than 914mm (36"). Wheelchair access requires base panel only; Transaction counter requires base panel and add-on module; and Seated privacy requires base panel and add-on module or 2 add-on modules. Add-on modules must align horizontally to create a uniform appearance.
- Q17. Annex A Part 1– 7.7.1 - Supporting worksurfaces with only cantilevers is fine for most panel runs, but on longer runs such as those that exceed 10', there can be stability issues. Would it be acceptable to provide worksurface support legs on long runs if height adjustability and knee-clearance within the workstation is maintained? For example, height adjustable T-legs, P-legs, and H-legs could only be located at the end of a workstation, but a c-leg could be located anywhere as long as it maintains knee-clearance.
- A17. Annex A Part 1– 7.7.1 Only cantilevers are acceptable.
- Q18. Annex A Part 1– 7.9.1 indicates a 1194mmW (47") minimum, 1219mmW (48") maximum table worksurface. CAN/CGSB requires a 1" pinch space around 3 sides of the height adjustable surface. Therefore, our table is 1168mmW (46") wide to maintain that 1" pinch space. Is this acceptable?
- A18. Annex A Part 1– 7.9.1 – Yes the 1" pinch space all around is acceptable.
- Q19. Annex A Part 1 – 7.9.7 & 10.3.6 – Since multiple manufacturers have access to the same laminates, edge trims and paint finishes, it would be reasonable to ask for the height adjustable tables to match the laminate, edge trim and paint finishes of the panel supported work surfaces. Please confirm this is a requirement of this bid?
- A19. Annex A Part 1 – 7.9.7 & 10.3.6 It is expected that the Height adjustable surface will be a different laminate and edge colour from the fixed surfaces. All other finishes must match.
- Q20. Annex A Part 1 – 7.11.2 – If the purpose of the star base is to accommodate knee clearance, will a monopod base (i.e. circular disc instead of the 4/5 star base) also be acceptable, if both accomplish the same goal.
- A20. Annex A Part 1 – 7.11.2 Add the words 'monopod or' so that the sentence reads 'Base to be metal monopod or four (4) or (5) star base complete with leveling glides'.
- Q21. Annex A Part 1– 8.1.1 – all drawers and doors will have some minor flexibility and play when locked but not enough to compromise the lock or locking mechanism. This specification would eliminate all standard products. Please confirm some minor movement is acceptable as long as the lock is not compromised.
- A21. Annex A Part 1– 8.1.1 Yes some minor movement is acceptable as long as the lock is not compromised.

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- Q22. Annex A Part 1– 8.4.1.2 – Our doors and drawers fit squarely and flush to the front of the storage unit (overlay front style), so there are less seams. Will this be acceptable?
- A22. Annex A Part 1– 8.4.1.2 Add the words 'or in front' to the sentence so that it reads 'Doors and drawers must fit squarely and evenly into or in front of the openings on all sides.'
- Q23. Annex A Part 1 – 9.1 our freestanding task light complies with the pivoting light head (horizontally and vertically) and exceeds the minimum lamp life of 35,000 hours. The stem on our light complies with the height adjustment capability via a 180 degree pivot. Please confirm this is acceptable.
- A23. Annex A Part 1 – 9.1 The question is not clear and so we are unable to respond.
- Q24. Annex A Part 1 #9.2.1 & Annex E – Accessories – The kit of three (3) is explained in Annex A Part 1 #9.2.1 as 3 different paper management. On Annex E, under "Accessories (kit of 3)" do we include a price for each individual paper tray accessory or a total of all three (3)?
- A24. Annex A Part 1 #9.2.1 & Annex E For pricing purposes, the 'accessories kit' price should include the selection of three (3) of the most popular accessories from the manufacturer's line and include these and at least two (2) others in Annex E
- Q25. Annex A Part 1 – 9.4.4 is requesting a monitor arm that extends from 18" to 34". This would mean that a monitor arm mounted on a 24"d or 30"d surface would extend beyond the front of the worksurface. Our monitor arm extends 18", therefore accommodating proper reading distances on both 24"d and 30"d surfaces and meets the HFES100 ergonomic standards. Please confirm that this is acceptable.
- A25. Annex A Part 1 – 9.4.4 Delete 'to 864mm' and 'to 34 inches' so that the sentence reads 'The extendable monitor arm must extend to a depth of at least 457mm. (18 inches)'
- Q26. Annex A Part 1 – 9.4.6 please define what you mean by full range dynamic motion. Do you mean that the adjustments are to be made without the use of levers and knobs?
- A26. Annex A Part 1 – 9.4.6 Delete the word 'dynamic' and replace with 'of' so the sentence reads 'Monitor arm must have full range of motion capability (side to side, up/down, in/out and rotating).
- Q27. Annex A Part 2 – 4.2 Why isn't the minimum worksurface thickness 27mm (1-1/6") like the Part - 7.4 requirement (27mm to 32mm)?
- A27. Annex A Part 2 – 4.2 To resolve the contradiction add the words 'to 32mm' so the sentence reads 'Table work-surface must be a minimum of 25.4mm (1") to 32mm thick.'
- Q28. Annex A Part 2 – 5.2 Why isn't the minimum worksurface thickness 27mm (1-1/6") like the Part - 7.4 requirement (27mm to 32mm)?

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- A28. Annex A Part 2 – 5.2 To resolve the contradiction add the words 'to 32mm' so the sentence reads 'Table work-surface must be a minimum of 25.4mm (1") to 32mm thick.'
- Q29. Annex A Part 2 – given the height requirement in 10.1 and the images of the pedestals in Office Typicals, should this read as a Box/File pedestal?
- A29. Annex A Part 2 Item 10.2 should read 'Mobile Pedestal must be a box/file without a seat cushion'.
- Q30. Annex A Part 2 – 10.3 Our doors and drawers fit squarely and flush to the front of the storage unit (overlay front style), so there are less seams. Will this be acceptable?
- A30. Annex A Part 2 – 10.3 Add the words 'or in front' to the sentence so that it reads 'Doors and drawers must fit squarely and evenly into or in front of the openings on all sides.'
- Q31. Annex A Part 2– 10.7.1 all drawers and doors will have some minor flexibility and play when locked but not enough to compromise the lock or locking mechanism. This specification would eliminate all standard products. Please confirm some minor movement is acceptable as long as the lock is not compromised.
- A31. Annex A Part 2– 10.7. Yes some minor movement is acceptable as long as the lock is not compromised.
- Q32. Annex A Part 2 – 13.1 our freestanding task light complies with the pivoting light head (horizontally and vertically) and exceeds the minimum lamp life of 35,000 hours. The stem on our light complies with the height adjustment capability via a 180 degree pivot. Please confirm this is acceptable.
- A32. Annex A Part 2 – 13.1 The question is not clear and so we are unable to respond.
- Q33. Annex A Part 2 – 13.2.4 is requesting a monitor arm that extends from 18" to 34". This would mean that a monitor arm mounted on a 24"d or 30"d surface would extend beyond the front of the worksurface. Our monitor arm extends 18", therefore accommodating proper reading distances on both 24"d and 30"d surfaces and meets the HFES100 ergonomic standards. Please confirm that this is acceptable.
- A33. Annex A Part 2 – 13.2.4 Delete 'to 864mm' and 'to 34 inches' so that the sentence reads 'The extendable monitor arm must extend to a depth of at least 457mm. (18 inches)'
- Q34. Annex A Part 2 – 13.2.6 please define what you mean by full range dynamic motion. Do you mean that the adjustments are to be made without the use of levers and knobs?
- A34. Annex A Part 2 – 13.2.6 Delete the word 'dynamic' and replace with 'of' so the sentence reads 'Monitor arm must have full range of motion capability (side to side, up/down, in/out and rotating).
- Q35. Annex C – Please provide Job Number.

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- A35. For the purposes of this bid submission the Job Number can be 'EN448-150239/A'
- Q36. Annex E – Accessories - What do you want us to include in Accessories Options 1-5, as they has not been defined in Annex A – Part 1 9.2.
- A36. Annex E – Accessories Accessories Options 1-5 should be the top 5 popular accessories from the manufacturer's line of which the top three (3) will form the 'Accessories kit'.
- Q37. Annex F – Furniture Typical Workstations B3 shows the countertop at 42" AFF, however, the panels listed on the opposite page under "complete panel composition" are noted as 36" (914mm) or 54" (1372mm) only. Please confirm the panel height where the countertop is located is 42".
- A37. Annex F – Furniture Typical Workstations B3 Yes the Transaction Counter is to be at 1067 minimum to 1219 maximum and require base panel and add-on module
- Q38. Annex F – Furniture Typical Workstations A1 three (3) duplex outlets are located at the base of a 54"w (1372mm) panel. For this size of workstation, this is an excessive amount of outlets. Will two (2) duplex outlets be acceptable?
- A38. Annex F – Furniture Typical Workstations A1 The Government of Canada Workplace 2.0 Standards allocates 3 duplex outlets per workstation.
- Q39. Annex F - Floor plans have some unusual design requirements, for example, framed glass panels up against walls. This contradicts the typicals. Please confirm which takes precedence – the typicals or the floor plans.
- A39. Annex F - Floor plans For pricing for evaluation purposes the floor plan takes precedence.
- Q40. Annex F – some of the whiteboard, glass and accessory rails on the floor plans are defined differently than in the typicals. For example, in several locations on the floor plan the station shows a whiteboard and glazed element in the same location, whereas on the Typical it shows either a whiteboard OR the glass element. Please confirm where there is a conflict of this nature, do we defer to the typical?
- A40. Annex F Whiteboard, glass and accessory rails on the floor plans are defined in the typicals where there is a conflict, defer to the typical.
- Q41. Annex A Part 1 5.7.2 Requests only 3 accessories are to be priced but Annex E pricing table show kit of three plus 5 options. Are the options included in the total bid price? If so then they are being double counted.
- A41. Annex E – the Table will be modified and re-issued in Amendment #2
- Q42. 9.4.7 Monitor arms – qty is unclear, how many monitor arms are we to price, per station?
- A42. Annex A Part 1 9.4.7 Remove 'up to' so that the sentence reads '*Two (2) single monitor arms must be specified for each workstation.*'

- Q43. Annex A Part 1 5.7.1 This is unclear as to what is being requested. Please clarify
- A43. Annex A Part 1 5.7.1 Clarification is that the accessory rail panel must be removable and fully replaceable with an alternate panel skin without needing to replace the entirety of the panel.
- Q44. Annex A Part 1, 5.7.4 Our paper management accessories are only available in plastic. Is this acceptable?
- A44. Annex A Part 1, 5.7.4 Plastic is acceptable.
- Q45. Annex A Part 1 5.8.1 This is unclear as to what is being requested. Please clarify
- A45. Annex A Part 1 5.8.1 The clarification is that the whiteboard/dry erase panel must be removable and fully replaceable with an alternate panel skin without needing to replace the entirety of the panel. The whiteboard dry erase panel must be integrated in to the panel.
- Q46. Annex A Part 1 5.13 and 5.14 Both clauses refer to a base panel but 5.13 refers to a height of 813mm to 1067 where 5.14 notes a base panel of 863mm to 914mm. Which is correct?
- A46. Annex A Part 1 5.13 and 5.14 To resolve the contradiction found in 5.13, 5.14 and 5.15 please be advised that Base panel must be no less than 813mm (32") and no greater than 914mm (36"). Wheelchair access requires base panel only; Transaction counter requires base panel and add-on module; and Seated privacy requires base panel and add-on module or 2 add-on modules. Add-on modules must align horizontally to create a uniform appearance.
- Q47. Annex A Part 1, 5.13 and 5.14 Says "each side of the base panel to be comprised of (2) two tackable fabric skins" should this not read "each side of the base panel to be comprised of a tackable fabric skin"?
- A47. Annex A Part 1, 5.13 and 5.14 There should be one tackable fabric skin per side of each base panel.
- Q48. Annex A Part 1, 6.2 based on the panel height restrictions noted in the specification our proposed base panel will be 34" high. This panel height will not accommodate integrated power outlets above the worksurface. Can a worksurface mounted power module( with a minimum of two outlets) be provided where indicated in the typical?
- A48. Annex A Part 1, 6.2 TBS preference is an integrated power system however, there are no issues with a desk mounted module subject to size and location ( max. 10" w x 3 1/2" high with c-clamp mounting system)
- Q49. Annex A Part 1, 6.10 requests 3 duplex outlets. Our standard outlet is a triplex. Can we supply 3 triplex outlets and by doing so exceed the requirement?

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- A49. Annex A Part 1, 6.10 The Government of Canada Workplace 2.0 Standards allocates 3 duplex outlets per workstation.
- Q50. Annex 1 Part 1, 9.3 Our paper management accessories are only available in plastic. Is this acceptable?
- A50. Annex A Part 1, 9.3 Plastic is acceptable.
- Q51. Annex A Part 2, 9.4 “doors with metal frame and frosted inserts” is a very specific design feature and not available on all hutches. Can standard laminate doors be provided?
- A51. Annex A Part 2, 9.4 Laminate doors are not acceptable. Doors with metal, laminate or wood frame and frosted glass insert is acceptable
- Q52. Annex A Part 2 11.6 “doors with metal frame and frosted inserts” is a very specific design feature and not available on all wardrobes. Can standard laminate doors be provided?
- A52. Annex A Part 2 11.6 Laminate doors are not acceptable. Doors with metal, laminate or wood frame and frosted glass insert is acceptable.
- Q53. Annex E Basis of Payment, Pricing Table. Given there are no drawing available other than the Typical floor plan, we are unable to determine quantities by phase as requested. Is it feasible to utilize the quantities as determined by the typical floor and use these same numbers for all 7 phases? Given this is a RISO the total estimated price would only be used to establish the successful bidder. This would simplify the bid process as only one floor would need to be drawn and specified. The unit prices provided would then be used to determine the actual cost per floor after award.
- A53. Annex E – the Pricing Table will be modified and re-issued in Amendment #2
- Q54. Annex A, Part 1, 10.1 Fabrics, 10.1.1.2, The requirement for 10 panel fabrics is excessive, or is this meant to include the seating fabrics as well (i.e. 5 panel and 5 seating)?
- 10.2.2 The requirement for a total of 15 laminates is excessive, especially the wood grain. Please reduce.
- A54. Annex A, Part 1, 10.1, Fabrics - Please replace 10.1.1.2 with the following sentence: “*The offer must include a selection of a minimum of 8 fabric style offerings with multiple color ways.*”
- Under 10.1.2, Panel Fabric, please add 10.1.2.2, “*The offer must include a selection of a minimum of 8 fabric style offerings with multiple color ways.*”
- Annex A, Part 1, 10.2.2, Horizontal Surfaces - There is no change to the minimum requirement of laminate samples.

**All other terms and conditions remain the same.**