

**REQUEST FOR PROPOSAL /
DEMANDE DE PROPOSITION**

Title – Sujet MAIL SORTING FURNITURE	
Solicitation No. – No de l’invitation 1000317910	Date September 30th, 2014
Solicitation closes – L’invitation prend fin On – le: October 23rd, 2014 At – À: 2:00 P.M. Time zone – Fuseau horaire: Eastern Standard Time (EDT)	
Contracting Authority – Autorité contractante Katherine Hutton Address E-mail address See herein / Voir dans ce document	
Telephone No. – No de téléphone (613) 941-5146	
Fax No. – No de télécopieur (613) 957-6655	
Destination - Destination See herein / Voir dans ce document	
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.	

Return Bids to: - Retourner les soumissions à :

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à: l’Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder’s Name and Address -
Raison sociale et adresse du Fournisseur/de
l’entrepreneur**

Telephone No. – No de téléphone

(____) _____

Fax No. – No de télécopieur

(____) _____

This document consists of :

- A. Questions and Answers
 - B. Amendment to the Request for Proposal (RFP)
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A. Questions and Answers

- Q1. On page 27 – mail sort tables are required to support 500-750 pounds, which is not a problem. However the next line indicates that mail sort tables must be height adjustable. There are safety concerns with this scenario. Height adjustable mail tables do NOT accommodate the weight indicated – they are more in the range of 150 pounds. Please eliminate the height adjustable requirement.**
- A2. CRA will adjust the height adjustable requirement, but will not remove it completely. Please refer to RFP Amendment #1 and Amendment #3 in the next section of this document. In Amendment #1 refer specifically to the section located on p.27 of the RFP, and in Amendment #3, refer to the section 4.1 List of Products table in the Statement of Work.
- Q2. On page 27 – it states that all mail sort tables are to have a full shelf, BUT on page 32 the listing product descriptions indicate that in some areas there is a need for a Mail Sort Table and in another area it states a Mail Sort Table with Full Shelf. Please clarify**
- A2. Page 32 is correct. CRA requires tables with and without the shelf. The RFP will be amended to clarify the information on page 27. Please refer to Amendment #1 of the RFP, located in the next section of this document.
- Q3. On page 32 – in the product ‘table’ – lines 1 and 4 are the same; are they supposed to be the same or are the sizes supposed to be different? Same question in regards to lines 2 and 13. Please clarify.**
- A3. The RFP is correct, however CRA will provide more detailed product descriptions in the following areas for clarification: **ATTACHMENT 2: FINANCIAL PROPOSAL** table, and in **Annex A: STATEMENT OF WORK**, the List of Products table and the **DELIVERABLES and ASSOCIATED SCHEDULE** table. Please refer to Amendments #2 and #3 of the RFP.

Q4. In reference to ANNEX A: STATEMENT OF REQUIREMENT, on page 40, sub-section 4.2 Mail Sort Table Specifications, it states that Mail Sort Tables must be height adjustable, covering at a minimum a range of 28” up to 40”, and must have a manual crank system.

Q4.1 In relation to the table under 4.1 List of Products on p.39-40, which items between F1 and F18 are required to be height adjustable?

Q4.2 Which items between F1 and F18 require the bottom shelf?

A4. Q4.1. The items requiring adjustability using a manual crank system are numbers F5, F7, F16 & F17. All other consoles can be leg-adjustable.

Q4.2. The items requiring a bottom shelf are numbers F1, F9 and F11.

Q5. Have you considered making this solicitation a “Set Aside Aboriginal” bid?

A5. At this time we are unable to make this an Aboriginal Set Aside Requirement. This requirement involves custom made mail furniture, and we are unable to ensure that there are a sufficient number of Aboriginal suppliers to ensure a competitive process.

Q6. Tables are to be manually adjustable. Is it critical that the table be a hand crank table (or electric) for adjustability? Can we bid without this hand crank feature if we still have the ability to adjust height at time of install?

A6. In referencing the List of Products table located on pages 39-40 of the RFP, tables F5, F7, F17 & F16 must have a manual crank system. All other consoles can be leg-adjustable at the time of install.

Q7. Will you provide the number of openings for each mail sorter? It is impossible to quote correctly without this information.

A7. Mail Sorters with risers must be able to accommodate up to 25 slots. Mail Sorters without risers must be able to accommodate 50 slots. The RFP will be amended to reflect this, please refer to Amend #1, and #3 of the RFP.

Q8. Does the sorter mounting method have to allow the sorter to move from front to back of mail sorting table?

A8. Yes, as long as it has a secure locking mechanism so that it can easily readjust toward the front or the back of the Mail Sort Table to accommodate the varying reach of personnel.

Q9. Can the furniture construction be of all welded heavy gauge painted steel?

A9. No. We require that the units be modular and portable. In accordance with our Business Continuity Plan, in the case of a building shut down, we would be required to re-locate to another building. Furniture must be easily disassembled and transportable as a result.

Q10. Is it acceptable that the mail sorter back panels are not removable on site?

A10. No. For the same reason as in the answer to Q9 above, the units must be able to be disassembled on site.

Q11. Our shelf support increments are level from front to back. Does there have to be a continuous channel to support the shelf from front to back?

A11. Yes, this is required for the health and safety of CRA employees. We receive heavy shipments and having the support system throughout the entire shelf provides an extra element of safety.

Q12. What sorters do the shelves that go up to 24" deep fit into? Are they needed for this tender or in the future?

A12. The sorters that provide oversize shelves to a depth of up to 24" requires this size of shelving. They are required for this tender.

Q13. On page 40 of the RFP, under Annex A: Statement of Requirement, section 4.2 Mail Sort Table Specifications, how are the sorters in F12 & F13 different? Are 2 sorters elevated at 18”h and one sorter non-elevated? Are they the same overall height?

A13. F13 is not listed in this RFP and CRA was therefore unable to answer this question. However, this may have been answered through Amendment #3 to the RFP, which now includes more product descriptions.

Q14. Can the elevated sorters have a 17” high elevation instead of 18” high?

A14. No. CRA feels that 18” gives sufficient space for placement of a mail bin.

B. Amendment to the Request for Proposal (RFP)

Amend #1. In **ATTACHMENT 1: MANDATORY CRITERIA**, located on pages 26-31 of 55:

DELETE in its entirety:

INSERT the following:

Column A Item	Column B Mandatory Requirement	Column C BIDDER USE ONLY Page Reference
	AT THE TIME OF BID CLOSING, THE FOLLOWING CRITERIA MUST BE MET:	
M1.	Product Specifications	The Bidder should indicate where in their proposal the documentation can be located to demonstrate compliance.
M1.1	The Bidder must provide complete product literature (which may include, but is not limited to, pictures, drawings, pamphlets, and specification guides), describing their product's specifications. The literature must demonstrate that the product meets <u>all</u> of the specifications listed in the Statement of Requirements (SOR), located in Appendix A, Section 4.0, titled Product Specifications, including the following:	

Column A	Column B	Column C
Item	Mandatory Requirement	BIDDER USE ONLY Page Reference
	<p><u>Mail Sort Table Specifications</u></p> <ul style="list-style-type: none"> • All Mail Sort Tables must come equipped with adjustable leveling guides to ensure stable support on uneven floor environments. • All Mail Sort Tables must be able to support between 500 – 750 lbs or more. This would include the weight of the Mail Sorter (Modules). • Mail Sort Tables must be height adjustable, at a minimum covering a range of 28” up to 40”, and, depending on the work area, must either have height adjustable legs or a manual crank system. • All Mail Sort Tables must consist of laminate and/or plastic surfaces, and must be durable enough to prevent chips or dents to the tabletop for sustainability. • All Mail Sort Tables must have protective edges and corners to prevent injury to employees. • All Mail Sort Tables must have a locking system in place to ensure that the Mail Sorters (Modules) with or without Risers are stable and secure. 	

Column A	Column B	Column C
Item	Mandatory Requirement	BIDDER USE ONLY Page Reference
	<ul style="list-style-type: none"> All Mail Sort Tables must have back and side panels and the front must be open. For those tables that require a single full lower shelf (refer to Table 4.1 List of Products on page 39 to determine which tables must have a shelf), the shelf must have a distance of 18” between the lower shelf unit and the top of the inside top of the table to accommodate mail sorting bins and storage. All Mail Sort Tables must be available in a variety of colours. 	
	<p><u>Mail Sorter (Modules) (with or without risers) Specifications</u></p> <ul style="list-style-type: none"> All Mail Sorters (Modules) must fit securely into the Mail Sort Table locking systems. All Mail Sorters (Modules) must be adjustable with a secure locking mechanism so that it can easily readjust toward the front or the back of the Mail Sort Table to accommodate the varying reach of personnel. All Mail Sorters (Modules) must have horizontal shelving units. The shelves must be easily adjustable. The support level must be consistent throughout the length and depth of the shelf. It must contain rigid PVC plastic guides to allow for easy and quick shelf adjustment. 	

Column A	Column B	Column C
Item	Mandatory Requirement	BIDDER USE ONLY Page Reference
	<ul style="list-style-type: none"> • The Mail Sorters (Modules) must be able to accommodate oversized packages (12 3/4" wide x 15 7/8" deep). • The Mail Sorters (Modules) must have adjustable plastic shelving constructed of polyethylene. Shelves must be adjustable on 1" increments. The support level must be consistent throughout the length and depth of the shelf. Shelves must be rated for capacity loads of up to 35 lbs or more. • The Mail Sorters (Modules) must come with colour coded labeling on the front of the shelves which will allow employees to easily sort mail visually by building / floor. • The Mail Sorters (Modules) with Risers must be able to provide either a closed or open back (pass thru), to maximize the use of space. • All Mail Sorters (Modules) with risers must be able to accommodate up to 25 slots. • All Mail Sorters (Modules) without risers must be able to accommodate up to 50 slots. 	

Column A Item	Column B Mandatory Requirement	Column C BIDDER USE ONLY Page Reference
	<ul style="list-style-type: none"> All Mail Sorters (Modules) must be available in a variety of colours. 	
	<p><u>Multi-Function Utility Console</u></p> <ul style="list-style-type: none"> The Multi-Function Utility Consoles must act as a portable stand-alone tabletop island to allow personnel with an isolated portable work surface to enable them to move workloads between their respective workstations. The Multi-Function Utility Consoles must have lockable canister wheels which will stabilize the unit when in a standing position. The Multi-Function Utility Consoles must have back and side dump rims to prevent mail from falling. The Multi-Function Utility Consoles must have back and side panels. 	
	<p><u>Mail Sorter Corner Console</u></p> <ul style="list-style-type: none"> All Mail Sorter Corner (Modules) must fit securely into the Mail Sort Table locking systems. 	

Column A	Column B	Column C
Item	Mandatory Requirement	BIDDER USE ONLY Page Reference
	<ul style="list-style-type: none"> • All Mail Sorter Corner (Modules) must have horizontal shelving units. The shelves must contain rigid PVC plastic guides, to allow for easy and quick shelf adjustment. The support level must be consistent throughout the length and depth of the shelf • The Mail Sorter Corner (Modules) must able to accommodate oversize packages (12 ¾ wide x 15 7/8 deep). • The Mail Sorter Corner (Modules) must have adjustable plastic shelving constructed of polyethylene. Shelves must be adjustable on 1” increments. The support level must be consistent throughout the length and depth of the shelf. Shelves must be rated for capacity loads up to 35 lbs or more. • The Mail Sorter Corner (Modules) must come with color coded labeling on the front of the shelves which will allow employees to easily sort mail visually by building / floor. • The Mail Sorter Corner (Modules) with Risers must be able to provide either a closed or open back (pass thru), to maximize the use of space. 	

Column A	Column B	Column C
Item	Mandatory Requirement	BIDDER USE ONLY Page Reference
	<ul style="list-style-type: none"> The Mail Sorter Corner Modules with Risers must be able to accommodate up to 15 slots. All Mail Sorter Corner (Modules) must be available in a variety of colours. 	
	<p><u>Free Standing Sort Modules</u></p> <ul style="list-style-type: none"> All Free Standing Sort Modules must have horizontal shelving units. The shelves must be easily adjustable, with channel guides that allow for easy and quick shelf adjustment. The support level must be consistent throughout the length and depth of the shelf The Free Standing Sort Modules must have adjustable shelving. Shelves must be adjustable on 12” increments that provide oversize shelves to a depth of up to 24”. Shelves must be rated for capacity loads up to 35 - 50 lbs or more. The Free Standing Sort Modules must have a closed back to contain the mail. The Free Standing Sort Modules must be able to accommodate up to 50 slots. 	

Column A Item	Column B Mandatory Requirement	Column C BIDDER USE ONLY Page Reference
	<ul style="list-style-type: none"> The Free Standing Sort Modules must come in a variety of colours. 	
M2.	<p>Certifications</p> <p>The bidder must complete and sign Attachment 3, titled “Certifications required to be submitted at time of bid closing”.</p>	
M3.	<p>Financial Proposal</p> <p>The bidder must provide a financial proposal in accordance with Section II of Part 3, titled “Proposal Preparation Instructions”.</p>	

Amend #2 In **ATTACHMENT 2: FINANCIAL PROPOSAL**, located on pages **32-33 of 55:**

DELETE the following:

Product Description	Product Dimensions	Quantity (Firm)	Firm Unit Price	Extended Total Unit Price
Mail Sort Table	60"W x 36"D x 30"H	16	\$X.XX	\$XXX.XX
Mail Sort Module with an 18" riser	60"W x 17"D x 24"H	16	\$X.XX	\$XXX.XX
Corner Console with two column sorter and riser	36"W x 36"D x 30"H	1	\$X.XX	\$XXX.XX
Mail Sort Table	60"W x 36"D x 30"H	2	\$X.XX	\$XXX.XX
Platform	72"W x 12"D x 24"H	1	\$X.XX	\$XXX.XX
Mail Sort Table	72"W x 36"D x 30"H	5	\$X.XX	\$XXX.XX
Multi-Function Utility Console with casters and perimeter rims	42"W x 24"D x 36"H	10	\$X.XX	\$XXX.XX
Mail Sort Table with Full Shelf	60"W x 30"D x 30"H	29	\$X.XX	\$XXX.XX
Mail Sort Module, no riser	60"W x 17"D x 36"H	19	\$X.XX	\$XXX.XX
Mail Sort Table with full shelf	48"W x 30"D x 30"H	3	\$X.XX	\$XXX.XX
Mail Sort Module with 18" riser	48"W x 17"D x 36"H	3	\$X.XX	\$XXX.XX
Free standing sort module with 18" riser	60"W x 17"D x 66"H	10	\$X.XX	\$XXX.XX
Mail Sort Module with 18" riser	60"W x 17"D x 24"H	10	\$X.XX	\$XXX.XX
Mail Sort Table	48"W x 24"D x 30"H	1	\$X.XX	\$XXX.XX
Mail Sort Table	72"W x 30"D x 30"H	8	\$X.XX	\$XXX.XX
Corner Console with two column sorter, no riser	30"W x 30"D x 30"H	1	\$X.XX	\$XXX.XX

INSERT the following:

Product Description	Product Dimensions	Quantity (Firm)	Firm Unit Price	Extended Total Unit Price
Mail Sort Table with full shelf and height adjustable legs	60"W x 36"D x 30"H	16	\$X.XX	\$XXX.XX
Mail Sort Module with an 18" riser	60"W x 17"D x 24"H	16	\$X.XX	\$XXX.XX
Corner Console with two column sorter and riser	36"W x 36"D x 30"H	1	\$X.XX	\$XXX.XX
Mail Sort Table, no shelf and manual crank system	60"W x 36"D x 30"H	2	\$X.XX	\$XXX.XX
Platform	72"W x 12"D x 24"H	1	\$X.XX	\$XXX.XX
Mail Sort Table, no shelf and manual crank system	72"W x 36"D x 30"H	5	\$X.XX	\$XXX.XX
Multi-Function Utility Console with casters and perimeter rims	42"W x 24"D x 36"H	10	\$X.XX	\$XXX.XX
Mail Sort Table with Full Shelf and height adjustable legs	60"W x 30"D x 30"H	29	\$X.XX	\$XXX.XX
Mail Sort Module, no riser	60"W x 17"D x 36"H	19	\$X.XX	\$XXX.XX
Mail Sort Table with full shelf and height adjustable legs	48"W x 30"D x 30"H	3	\$X.XX	\$XXX.XX
Mail Sort Module with 18" riser	48"W x 17"D x 36"H	3	\$X.XX	\$XXX.XX
Free standing sort module with 18" riser	60"W x 17"D x 66"H	10	\$X.XX	\$XXX.XX
Mail Sort Module with 18" riser	60"W x 17"D x 24"H	10	\$X.XX	\$XXX.XX
Mail Sort Table, no shelf and manual crank system	48"W x 24"D x 30"H	1	\$X.XX	\$XXX.XX
Mail Sort Table, no	72"W x 30"D	8	\$X.XX	\$XXX.XX

shelf and manual crank system	x 30"H			
Corner Console with two column sorter, no riser	30"W x 30"D x 30"H	1	\$X.XX	\$XXX.XX

Amend #3 In **ANNEX A: STATEMENT OF REQUIREMENT**, located on pages 39-45 of 55:

DELETE in its entirety.

INSERT the following:

1.0 TITLE: MAIL SORTING FURNITURE

2.0 BACKGROUND INFORMATION:

The Mail Operations area processes more than 1.3 million pieces of incoming and outgoing mail each year. This includes shipments to and from CRA locations across the country, inter-office mail within the National Capital Region as well as mail from taxpayers for payment processing and information returns processing requirements. Operations within the mail room demands that furniture be durable, safe, efficient and will withstand the continuous volumes of mail processing that currently exists and for years to come.

With the current operational furniture in place, the mail room personnel have been experiencing the following health issues:

Recurring and repetitive back strain:

- from having to lift bins from high shelves
- from having to lifting from lower shelves
- from lifting of heavy loads
- leg and back strain from working in a standing only position

3.0 OBJECTIVE:

To obtain the proper furniture for the Mail Operations area to avoid further health and safety issues.

4.0 PRODUCT SPECIFICATIONS

4.1 List of Products

Item #	Description of Goods or Component or Item	Dimensions	Quantity
F1	Mail Sort Table with full shelf and height adjustable legs	60"W x 36"D x 30"H	16
F2	Mail Sorter (Module) with an 18" riser	60"W x 17"D x 24"H	16
F3	Mail Sorter Corner Console with two column sorter and riser	36"W x 36"D x 30"H	1
F5	Mail Sort Table, no shelf and manual crank system	60"W x 36"D x 30"H	2
F6	Platform	72"W x 12"D x 24"H	1
F7	Mail Sort Table, no shelf and manual crank system	72"W x 36"D x 30"H	5
F8	Multi-Function Utility Console with casters and perimeter rims	42"W x 24"D x 36"H	10
F9	Mail Sort Table with Full Shelf and height adjustable legs	60"W x 30"D x 30"H	29
F10	Mail Sorter (Module), no riser	60"W x 17"D x 36"H	19
F11	Mail Sort Table with full shelf and height adjustable legs	48"W x 30"D x 30"H	3
F12	Mail Sorter (Module) with 18" riser	48"W x 17"D x 36"H	3
F14	Free standing sort module with 18" riser	60"W x 17"D x 66"H	10
F15	Mail Sorter (Module) with 18" riser	60"W x 17"D x 24"H	10
F16	Mail Sort Table, no shelf and manual crank system	48"W x 24"D x 30"H	1
F17	Mail Sort Table, no shelf and manual crank system	72"W x 30"D x 30"H	8
F18	Mail Sorter Corner Console with two column mail sorter, no riser	30"W x 30"D x 30"H	1

All furniture shall be freestanding with no requirement for electricity. Pictures of each type of furniture are being provided in Appendix A to this Annex, to be used as a reference only.

4.2 Mail Sort Table Specifications

- All Mail Sort Tables must come equipped with adjustable leveling guides to ensure stable support on uneven floor environments.
- All Mail Sort Tables must be able to support between 500 – 750 lbs or more. This would include the weight of the Mail Sorter (Modules).
- Mail Sort Tables must be height adjustable, at a minimum covering a range of 28” up to 40”, and must have a manual crank system.
- All Mail Sort Tables must consist of laminate and/or plastic surfaces and must be durable enough to prevent chips or dents to the tabletop for sustainability.
- All Mail Sort Tables must have protective edges and corners to prevent injury to employees.
- All Mail Sort Tables must have a locking system in place to ensure that the Mail Sorters (Modules) with or without Risers are stable and secure.
- All Mail Sort Tables must have back and side panels. The front must be open and have a single full lower shelf. The shelf must have a distance of 18” between the lower shelf unit and the top of the inside top of the table to accommodate mail sorting bins and storage.
- All Mail Sort Tables must be available in a variety of colours. The colours should be earth tone in the cream, brown, beige, taupe family to match existing furniture in the Mail Room.

4.3 Mail Sorter (Modules) (with or without risers) Specifications

- All Mail Sorters (Modules) must fit securely into the Mail Sort Table locking systems.
- All Mail Sorters (Modules) must be adjustable with a secure locking mechanism so that it can easily readjust toward the front or the back of the Mail Sort Table, to accommodate the varying reach of personnel.
- All Mail Sorters (Modules) must have horizontal shelving units. The shelves must be easily adjustable. The support level must be consistent throughout the length and depth of the shelf. The shelving unit must contain rigid PVC plastic guides to allow for easy and quick shelf adjustment.

- The Mail Sorters (Modules) must be able to accommodate oversize packages (12 ¾" wide x 15 7/8" deep).
- The Mail Sorters (Modules) must have adjustable plastic shelving must be constructed of polyethylene. Shelves must be adjustable on 1" increments. The support level must be consistent throughout the length and depth of the shelf. Shelves must be rated for capacity loads of up to 35 lbs or more.
- The Mail Sorters (Modules) must come with colour coded labeling on the front of the shelves which will allow employees to easily sort mail visually by building / floor.
- The Mail Sorters (Modules) with Risers must be able to provide either a closed or open back (pass thru), to maximize the use of space.
- All Mail Sorters (Modules) with risers must be able to accommodate up to 25 slots.
- All Mail Sorters (Modules) without risers must be able to accommodate up to 50 slots.
- All Mail Sorters (Modules) must be available in a variety of colours. The colours should be earth tone in the cream, brown, beige, taupe family to match existing furniture in the Mail Room.

4.4 Multi-Function Utility Console

- The Multi-Function Utility Consoles must act as a portable stand-alone tabletop island to allow personnel with an isolated portable work surface to enable them to move workloads between their respective workstations. The personnel must be able to use the Multi-Function Utility Console as a work surface to ease the strain of lifting and carrying bins of mail to their work area.
- The Multi-Function Utility Consoles must have lockable canister wheels which will stabilize the unit when in a standing position.
- The Multi-Function Utility Consoles must have back and side dump rims to prevent mail from falling.
- The Multi-Function Utility Consoles must have back and side panels.

4.5 Mail Sorter Corner Console

- All Mail Sorter Corner (Modules) must fit securely into the Mail Sort Table locking systems.
- All Mail Sorter Corner (Modules) must have horizontal shelving units. The shelves must contain rigid PVC plastic guides, to allow for easy and quick shelf adjustment. The support level must be consistent throughout the length and depth of the shelf.
- The Mail Sorter Corner (Modules) must be able to accommodate oversized packages (12 ¾" wide x 15 7/8" deep).
- The Mail Sorter Corner (Modules) must have adjustable plastic shelving constructed of polyethylene. Shelves must be adjustable on 1" increments. The support level must be consistent throughout the length and depth of the shelf. Shelves must be rated for capacity loads of up to 35 lbs or more.
- The Mail Sorter Corner (Modules) must come with colour coded labeling on the front of the shelves which will allow employees to easily sort mail visually by building / floor.
- The Mail Sorter Corner (Modules) with Risers must be able to provide either a closed or open back (pass thru), to maximize the use of space.
- All Mail Sorter Corner (Modules) with risers must be able to accommodate up to 15 slots.
- All Mail Sorter Corner (Modules) must be available in a variety of colours. The colours should be earth tone in the cream, brown, beige, taupe family to match existing furniture in the Mail Room.

4.6 Free Standing Sort Modules

- All Free Standing Sort Modules must have horizontal shelving units. The shelves must be easily adjustable, with channel guides that allow for easy and quick shelf adjustment. The support level must be consistent throughout the length and depth of the shelf.
- The Free Standing Sort Modules must have adjustable shelving. Shelves must be adjustable on 12" increments that provide oversized shelves to a depth of up to 24". Shelves must be rated for capacity loads up to 35 - 50 lbs or more.

- The Free Standing Sort Modules must have a closed back to contain the mail.
- All Free Standing Sort Modules must be able to accommodate up to 50 slots.
- The Free Standing Sort Modules come in a variety of colors. The mail operations do not have windows or any source of natural light for the employees. The furniture must be available in a variety of neutral colors in order to address the physiological well-being of its employees.

5.0 TASKS

The Contractor must provide the following services:

- Delivery of the products within the timelines specified
- Installation of the product;

6.0 CLIENT SUPPORT

The CRA will provide the Contractor with escorted access to the areas within the Mail Operations in order to install the furniture, both during working hours and outside of working hours, if necessary.

7.0 DELIVERABLES and ASSOCIATED SCHEDULE

The Contractor must manufacture, deliver and install the following good(s) by the date and at the location specified:

Item #	Description of Goods or Component or Item	Dimensions	Delivery Date	Delivery Location
F1	Mail Sort Table with full shelf and height adjustable legs	60"W x 36"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F2	Mail Sort Module with an 18" riser	60"W x 17"D x 24"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F3	Corner Console with two column sorter and riser	36"W x 36"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F5	Mail Sort Table, no shelf and manual crank system	60"W x 36"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2

F6	Platform	72"W x 12"D x 24"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F7	Mail Sort Table, no shelf and manual crank system	72"W x 36"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F8	Multi-Function Utility Console with casters and perimeter rims	42"W x 24"D x 36"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F9	Mail Sort Table with Full Shelf and height adjustable legs	60"W x 30"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F10	Mail Sort Module, no riser	60"W x 17"D x 36"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F11	Mail Sort Table with full shelf and height adjustable legs	48"W x 30"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F12	Mail Sort Module with 18" riser	48"W x 17"D x 36"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F14	Free standing sort module with 18" riser	60"W x 17"D x 66"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F15	Mail Sort Module with 18" riser	60"W x 17"D x 24"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F16	Mail Sort Table, no shelf and manual crank system	48"W x 24"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2

F17	Mail Sort Table, no shelf and manual crank system	72"W x 30"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2
F18	Mail Sorter Corner Console with two column mail sorter, no riser	30"W x 30"D x 30"H	On or before December 5 th , 2014	875 Heron Road, Loading Dock, Ottawa, ON K1A 1A2

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME