

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

Title – Sujet MAIL SORTING FURNITURE	
Solicitation No. – No de l'invitation 1000317910	Date October 15th, 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

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Q15. I noticed that some of the sorter modules indicate 24" high. Do you not want these to match the other modules (which are 36" high)? This is especially a concern for the ones with an 18" high riser, as this would only leave about 6" for the sorter portion (the shelf areas). If the sorter portion is about 24" in height, and the riser (the area that is open at the bottom/ hence raising the height of the shelf area) is about 18", and you are asking for a sorter unit that is only 24" high in total, that only leaves about 6" for the shelf areas (24" – 18"= 6").

A15. As the shelves are adjustable, the overall height and layout will be adjusted to our specific needs once installation is complete; therefore the sizes can remain as is.

Q16. On Page 28, under Attachement 1: Mandatory Criteria, you request that the Mail Sort Modules must be able to accommodate oversize packages 12 ¾ X 15 7/8. Will you accept a +/- of 2 inches in height on this module to be acceptable?

A16. No. The Mail Sorters (Modules) must able to accommodate oversize packages (12 ¾" wide x 15 7/8" deep) as per operational requirements.

Q17. On Page 28, under Attachement 1: Mandatory Criteria, you request that the Mail Sorters should have Polyethylene shelves; would you accept other materials like laminate, metal, or wire that are used in most mailrooms?

A17. No., CRA requires Polyethylene, as it is felt that it is a more durable product and will stand up to the wear and tear of our particular work load.

Q18. Under Annex A: Statement of Requirement, section 4.1 List of Products; for the items listed as F1 and F5, you ask for a 36" deep tables. Would 30" deep tables be acceptable instead of 36" deep?

A18. No., CRA requires 36" deep tables to ensure that there is a sufficient work surface.

Q19. Under Annex A: Statement of Requirement, section 4.1 List of Products; for the items listed as F2, F3, F12 F15, and F18, you have asked for a 24" high Mail Sort Module. Would 16", 17" or 18" high Mail Sort Modules be acceptable?

A19. No. These are required to be 24" to accommodate CRA's workload.

Q20. Under Annex A: Statement of Requirement, section 4.1 List of Products; for the item listed as F2, you ask for 17" deep Mail Sort Module. Will a 15" deep Mail Sort Module be acceptable instead of 17"?

A20. No. The Mail Sort Modules need to be able to accommodate oversize packages.

Q21. Under Annex A: Statement of Requirement, section 4.1 List of Products; for the item listed as F3, you ask for a 36"W X 36"D Table. Would a 30"W X 30"D size be acceptable instead?

A21. No. The dimensions need to remain the same to ensure that there is a sufficient work surface.

Q22. Under Annex A: Statement of Requirement, section 4.1 List of Products; for the item listed as F8, you ask for 42" wide X 24" deep utility console. Would a 36" or 48" wide model be acceptable instead?

A22. No. The workspace is set at that size for operational requirement reasons.

Q23. Under Annex A: Statement of Requirement, section 4.1 List of Products; for the item listed as F10, you ask for a Mail Sort Module 17”D X 36”H. Would a range of sizes from 15” or 16”D X either 38”, 39’ or 40” H, be acceptable instead?

A23. No. The Mail Sort Modules need to be able to accommodate oversized packages. In addition, we feel that anything higher than 36” would be too high for some of CRA’s staff.

Q24. Under Annex A: Statement of Requirement, section 4.1 List of Products; for the item listed as F16, you ask for a 24” deep table. Would a 30”deep table be acceptable instead?

A24. No. The dimensions of this table cannot change as a result of the space configuration of the room.

Q25. Having designed and created many mailrooms it is our experience that once final construction is completed, overall dimensions can change and obstacles can prevent original sizing to be used, will the Canada Revenue Agency be looking to adjust the overall sizing and needs of the room once it is completed and will all bidders have the opportunity to respond if needs change?

A25. There will be no adjustment to the overall sizing of the rooms once completed; therefore CRA does not see this as an issue.