

**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 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation 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> Mobilier pour des postes de travail	
<b>Solicitation No. - N° de l'invitation</b> E60PQ-140003/A	<b>Date</b> 2015-04-16
<b>Client Reference No. - N° de référence du client</b> E60PQ-140003	<b>Amendment No. - N° modif.</b> 005
<b>File No. - N° de dossier</b> pq416.E60PQ-140003	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-416-66821	
<b>Date of Original Request for Supply Arrangement</b> 2015-02-19 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-05-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Clouthier, Chantal	<b>Buyer Id - Id de l'acheteur</b> pq416
<b>Telephone No. - N° de téléphone</b> (819) 956-7184 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<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 solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**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

E60PQ-140003/A

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

E60PQ-140003

Amd. No. - N° de la modif.

005

File No. - N° du dossier

pq416E60PQ-140003

Buyer ID - Id de l'acheteur

pq416

CCC No./N° CCC - FMS No/ N° VME

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See next page for amendment 005;

Note : French version will be posted shortly.

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**This amendment 005 is raised to answer questions and modify the solicitation as follows :**

**1- QUESTIONS / ANSWERS :**

**Q.40:**

At Annex A-1, paragraph 2.2.8 states that the keyboard support surfaces must meet CAN/CGSB-44.229-2008. This clause requires that the keyboard support surface shall be capable of being locked into a position where the bottom of the keyboard support surface is even with the bottom of the work surface and shall have a minimum adjustment range of 100mm (4 in.) downward from this position and shall be lockable throughout its adjustment range. Other features listed are optional and must be specified.

Paragraph 10.1.1 requires that the keyboard support surface be lockable at any position within a minimum range of 203 mm (8 in.); 127 mm (5 in.) below the work surface and 50 mm (2 in.) above the terminal support surface.

Which clause is mandatory to this requirement?

**A.40:** CAN/CGSB-44.229-2008 Interconnecting Panel Systems and Supported Components **is** mandatory, Annex A-1, paragraph 10.1 are additional requirements to the minimums standards required as part of CAN/CGSB.

**Q.41:**

At Annex A-1, Paragraph 3.10 states that the low storage unit must provide visual privacy to the end user. Yet paragraph 7.6.1 states that the low storage unit cannot exceed 31 in. in height.

How is this unit to provide visual privacy to the end user?

**A.41:** The hutch will provide visual privacy to the end user; see Section 2 Modification (A).

**Q.42:**

At Annex A-1, Paragraph 6.17 requires that a work surface be mounted to the panel at any location (off-module). This requirement is restrictive. Could this requirement be met by providing floor support for the work surface in combination with a panel mount?

**A.42:** Yes, this requirement may be met by providing floor support for the work surface in combination with a panel mount.

**Q.43:**

At Annex A-1, Paragraph 6.24 requires that overhead storage units be capable of being mounted on a panel, a wall or in an up mount location to the panel.

**A)** Is it mandatory that shelves be capable of being mounted on a panel, a wall or in an up mount location to the panel?

**B)** The Work Spaces Product and Service catalogue, Category 1-b only lists panel mounted and wall mounted overhead storage units. Please advise.

When an overhead storage unit is mounted on a panel or in an up mount position – the maximum height of the overhead storage unit from the floor can be no more than 54 in. As seated privacy height is from 50 in. to 54 in. and the minimum interior clearance for overhead storage cabinet must be at least 12 in. in height, the clearance from the top of a work surface to the underside of the overhead storage cabinet is only 9 to 13 in. This could be considered a safety hazard.

It is recommended that only shelves be capable of being mounted on a panel or in an upmount position to address the clearance/safety issue. Please advise.

**A.43**

**A)** Yes, it is mandatory that shelves be capable of being mounted on a panel and on a wall, however, an up mount location is not part the shelving requirement.

**B)** - Modification to the Product Catalogue will be posted shortly to add products based on the above question.

- Refer to Section 2 Modifications, Amendment to Annex A-1, article 6.24.1, modification (B).

**Q.44:**

At Annex A-1, Paragraph 6.24.3 requires that doors for closed panel mounted overhead storage units be sliding or horizontal receding. The Work Spaces Product and Service catalogue, Category 1-b only lists closed and open overhead storage units. Can either type be offered in the catalogue. Please advise.

**A.44:** Yes, either type can be offered; modification to the Product Catalogue will be posted shortly to add products based on the above question.

**Q.45:**

At Annex A-1, Paragraph 7.3.2 states that work surface supporting pedestals do not require a **finished top**. Is it mandatory to provide a top for a work surface supporting pedestal or can this pedestal be provided with no top?

**A.45:** This pedestal can be provided with no top, please see changes in Section 2 Modifications, modification (C).

**Q.46:**

Q.46a): Is it mandatory that pedestals offered against Category 1 be laminate, as per the item description in the Work Spaces Product and Service Catalogue.

Q.46b): And the Work Spaces Product and Service Catalogue lists the pedestals in Category 1 as "high pressure laminate". Is a laminate finish meeting the performance criteria for high pressure laminate stated in CAN/CGSB-44.227 acceptable?

Q.46c): And is it mandatory that the entire pedestal be high pressure laminate (or equivalent) or the top surface only?

A.46a): No, modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

A.46b): Yes, modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

A.46c): No.

**Q.47:**

At Annex A-1, Paragraph 7.3.8 states that low storage and high storage units must provide ceiling access, floor access and wall access for the electrical system and provide a cable pathway from the building to the storage products. Yet paragraph 7.7.6 and 7.6.3 state that the units can be either powered or non-powered. Also, the Work Spaces Product and Service Catalogue does not list any access accessories. Must paragraph 7.3.8 be met if the units are non-powered?

**A.47:**

No, see Section 2 Modifications, modification (D); modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.48:**

At Annex A-1, Paragraph 7.4 There is no pedestal required in Category 1 with a cushion seat; yet there is in Category 3, paragraph 9.6. And the Work Spaces Product and Service Catalogue lists laminate pedestals with a cushion seat. Please advise.

**A.48:**

See section 2 Modifications, modification (E).

**Q.49:**

At Annex A-1, Paragraph 7.10.1 There is a height limitation for the personal storage tower in Category 1; yet there is no height limitation for the personal storage tower in Category 3 (paragraph 9.7). Please confirm

**A.49:** See Section 2 Modifications, modification (F); modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.50:**

At Annex A-1, Paragraph 7.7.6 Should this paragraph not read "The **high** Storage units or hutches ....."

**A.50:** No; See Section 2 Modifications, modification (G); modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.51:**

At Annex A-1, Paragraph 7.12 states that top surface of meeting tables must be either wood veneer or high pressure laminate. Is any laminate surface is acceptable as long as it meets the performance criteria for high pressure laminate under the "detailed requirements for finishes" in CAN/CGSB-44.227. Please confirm

**A.51:** No.

**Q.52:**

At Annex A-1, Paragraph 10.3.4 states that the monitor arm must support a weight of at least 20 lbs. with a tolerance of – 2 lbs. This means that the monitor arm must only support a weight of 18lbs. Please confirm.

**A.52:** Yes.

**Q.53:**

Category 1b Work Spaces Product and Service Catalogue lists panel supported work surfaces as high pressure laminate. Is any laminate surface is acceptable as long as it meets the performance criteria for high pressure laminate under the “detailed requirements for finishes” in CAN/CGSB-44.227. Please confirm.

**A.53:** No.

**Q.54:**

Category 1b Work Spaces Product and Service Catalogue lists freestanding work surfaces as high pressure laminate. Is any laminate surface is acceptable as long as it meets the performance criteria for high pressure laminate under the “detailed requirements for finishes” in CAN/CGSB-44.227. Please confirm.

**A.54:** No.

**Q.55:**

At Annex A-1, 2.2.4 All freestanding office desk products and components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5-2014 Desk/Table Products and CAN/CGSB.44.227-2008 Freestanding Office Desk Products and Components :

Response: In December 2013 we had our table products tested to the then current ANSI/BIFMA and CGSB standards. It could be considered bad timing as the new standards ANSI/BIFMA X5.5-2014 were released/approved 2 months later on February 26, 2014. The only test that

changed is 4.3 Stability Under Vertical Load Test from the 2008 edition of the standards. The difference between the 2 editions is that the old standard had one test for all sizes of desks. The new version has a test for tables less than or equal to 72" and an additional test for tables greater than 72" in length. The maximum length of desks in the SA is 60". Therefore the second test is not required to be compliant.

Question: Will the ANSI/BIFMA 2008 be acceptable? If not will the Technical Authority approve ANSI/BIFMA X5.5 –2008 with the addition of a test for desks over 72" in length. So that the entire product line does not have to be completely retested?

**A.55:** Refer to Section 2 Modifications, modification (W) & (X).

**Q.56:**

At Annex A-1, 2.2.7 Ancillary products such as keyboard and mouse support surface, computer processor unit (CPU) support and monitor arms must be tested and meet ANSI/BIFMA X5.5-2014 :

**Q.56a):** The tests for keyboards and mouse supports are the same for ANSI/BIFMA X5.5-2008 and ANSI/BIFMA X5.5-2014. Is ANSI/BIFMA X5.5-2008 acceptable as long as the test reports are within the 5 year window?

**A.56a):** Refer to Section 2 Modifications, modification (W) & (X) and refer to Annex A-1, Section 2.2, article 2.2.11.

**Q.56b):** There is not an ANSI/BIFMA test for cpu holders. Will this be deleted?

**A.56b):** Yes, please see Section 2 Modifications, modification (H).

**Q.57:**

At Annex A-1, 8.3.1 Electrical Controls to be CSA Certified :

Is ETL certified to CSA standards sufficient?

**A.57:** No.

**Q.58:**

At Annex A-1, 8.6 Incremental :



What is the height range for incremental adjustable desks?

**A.58:** Refer to CAN/CGSB-44.227-2008.

**Q.59:**

At Annex A-1, Annex B-1 Category 2, surface dimensions for 24" deep surfaces go to 60". Surface dimensions for the 30" deep surfaces only go to 54" :

**Q.59a):** Will 60" surfaces be added?

**A.59a):** Not at this time.

**Q.59b):** Surface sizes are restricted to straight surfaces. Industry standards include corner surfaces, extended corners and bi-wing corners. Will these be added?

**A.59b):** Not at this time.

**Q.59c):** If not how will the client purchase items that are not included on the RFSA?

**A.59c):** items will be purchased outside the SA as a stand alone procurement.

**Q.60:**

At Annex A-1 : 5.7.2. side :

Our doors and drawers fit squarely and flush to the front of the storage unit (overlay front style), so there are less seems. Will this be acceptable?

**A.60:** There are no requirements on the design of the doors and drawers; see Section 2 Modifications, modification (I).

**Q.61:**

At Annex A-1: 6.3. :

*Below the work surface* Annex B, Category 1a does not have a separate listing for the Base element with face-mounted Power/Communication, although Annex A-1, 6.3 requires that we be able to provide power below the worksurface, which would be in the base.

- Please add lines/GoC product codes for Elements, Base face-mounted Power/communication.

- Please include all additions on a separate Excel spreadsheet so that we do not have to re-enter all the data we've already completed on the original spreadsheet.

**A.61 :** See changes in Section 2 Modifications; modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.62:**

At Annex A-1: 6.7. *metal finishes* - Metal elements are allowed as an option but are not listed separately in Annex B, Category 1a. As they would be a different price point from the other options listed. Also, if its not listed separately, then a client may not be able to request it.

So, could you please add this option to Annex B. Please include all additions a separate Excel spreadsheet so that we do not have to re-enter all the data we've already completed on the original spreadsheet.

**A.62:** Annex B Category 1a is correct, no changes is required but please see changes in Section 2 Modifications, modification (J).

**Q.63:**

At Annex A-1: 6.12.5. mechanical :

Do you mean metal separation?

**A.63:** Yes, Please see Section 2 Modifications, modification (K).

**Q.64:**

The requirement for panel height and stackability seems unrealistic, requiring very small stack-on units. Creating non-standard products for most manufacturers.

**A.64:** Refer to Annex A-1 paragraph 3.4 and 6.2.

**Q.65:**

At Annex A-1: 6.17:

Is off-module capability mandatory?

**A.65:** No, article 6.17 states that when a off-module is offered, it must allow a panel mounted work surface to be installed at any location along the panel width.

As stated at Part 1 - article 1.2 Summary, section 1.2.3

Suppliers are not required to offer all products or Product Related Services to be issued a Supply Arrangement.

**Q.66:**

At Annex A-1:

6.24.1. *up-mount location to the panel* - Would this be allowed on top of a 54" high panel resulting in the top of the overhead coming in at 66"h +/-?

**A.66:** No.

**Q.67:**

At Annex A-1: 7.4. & 9.6. Pedestals :

Annex B, Category 1, asks for High Pressure Laminate which is normally used for Horizontal surfaces, will a Low Pressure Laminate and/or Metal be acceptable?

**A.67:** Yes, refer to A.46.

**Q.68:**

At Annex A-1: 7.7.3 :

The range of depth of the high storage units or hutches must be from 381mm (15 in.) to 610mm (24 in.) Annex B, Category 4 Wood Veneer – GoC code SPHIOS - high or add-on unit - gives a depth of 12" however, in 7.7.3, high storage units must be min. 15" deep. Please clarify;

**A.68:** See Section 2 Modifications, modification (L).

**Q.69:**

At Annex A-1:

7.7.3 references Hutches, but none of the Categories in Annex B contain hutches. Please clarify.

**A.69:** Modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.70:**

At Annex A-1: 8.3. :

Please Define torsion.

**A.70:** Torsion is a form of height adjustable mechanism.

**Q.71:**

At Annex A-1: 8.3.:

Some of the non-electric mechanism styles are specific to one or a limited number of manufacturers. To prevent unintentional single conforming manufacturer results, it would be fairer to categorize the continuous height adjustable tables into 3 choices: (1) Crank; (2) Electric (for maximum ease of use and barrier free accommodations); (3) counterbalance, pneumatic, torsion (for ease of use w/o electric requirement).

**A.71:** There is no change to paragraph 8.3 of Annex A-1.

**Q.72:**

At Annex A-1:

10.3.8. Monitor arm has three adjustment measurements - up & down (vertically) - side to side (horizontally) - and front and back. Please reconfirm all three range measurements.

**A.72:** See Section 2 Modifications, modification (M).

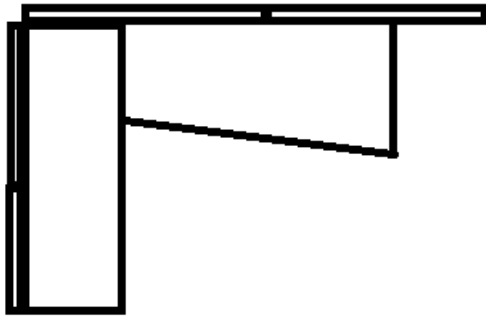
**Q.73:**

*At Annex B - Category 1b :*

GoC code "wsffxhpt2g" - Transitional surfaces with 2 full gables and modesty. There is no definition of Transitional surfaces in Annex B. Please define. If you are referring to a surface with one depth of i.e. 30"d and the other at 24"d, on either end of the surface, then this was typically used with a corner surface. Corners are not requested in this bid. Please advise.

**A.73:** Yes your description is correct. See Section 2 Modifications, modification (N).

See diagram below as an example :



**Q.74:**

At Annex B – Category 2 – User Height Adjustable electric is listed in addition to Continuous Height adjustable electric :

Please define the difference? If there is no difference, please delete one of the options.

**A.74:** Thank you for your question, please note that "User Height Adjustable electric" is to be removed; modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.75:**

At Annex B – Category 2 - counterbalance, torsion or gas assisted :

A crank and an electric height adjustment, work in very different ways. It is our understanding that counterbalance, torsion and gas-assisted height adjustment although different design, provide similar functionality, so they should be grouped together on the Annex B to provide an alternative option to crank and electric. Please combine torsion, gas-assisted and counterbalance into a single option / line on Annex B, Category 2.

**A.75:** no change.

**Q.76:**

At Annex B, 2, a, iii) *hardware* :

how does an IU purchase hardware separately, (i.e. bracket or corner cover) if it's not listed on the SA. Can they purchase hardware if it's from the same series as the product it is intended for?

**A.76:** An Identified User cannot procure hardware only as part of this procurement instrument. For hardware procured in addition to other products in this Supply Arrangement, see Answer #23 of Amendment 003 and paragraph 1.5 of Annex A-1.

**Q.77:**

Concerning BIFMA tests :

Are internally conducted tests with documentation to prove that the testing was done acceptable or do they need to be conducted by an external Accredited Testing lab?

**A.77:** See Section 2 Modifications, modification (O).

**Q.78:**

Under Category 3 – Metal Filing & Storage Cabinets, Pedestal section :

**Q.78a):** What is the width required for the pedestals? 15"W letter format or 18"W legal format?

**A.78a):** Refer to CAN/CGSB-44.229-2008, paragraph 6.6.1.1.

**Q.78b):** When you say: example “depth to fit under a 24” work surface” does the actual depth of the pedestal need to be 24”D or can it be 22”D or 18”D ?

Ref. : “Pedestals, Freestanding, **Depth to Fit Under a 610mm (24 in.) work Surface/**

**A.78b):** See Section 2 Modifications, modification (P).

**Q.79:**

If a product is described in Annex A-1, but is not listed in Annex B, do you want us to add our standard offering to the bottom of the Category on the existing Excel spreadsheet? For example, Benching products is referenced in Annex A-1, #7.13, but not listed in Annex B Category 1a or 1b.

**A.79:** No, modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.80:** 6.24.4 Panel mounted overhead storage units and shelves must accommodate task lighting mounted on the underside of the shelf.

**A.80:** Note that Article 6.24.4 is to be deleted in its entirety, refer to Section 2 Modifications, modification (Q).

**Q.81:**

In Category 3 – Metal Filing and Storage Cabinets, article 7.10.5 :

This requirement states that hinges must be able to be switched to right or left. Is the spec asking that towers be available in either LH or RH hinged versions? Or is it asking that the wardrobe door open out to the LH and the storage compartment out to the RH? Please clarify.

**A.81:** See Section 2 Modifications, modification (R).

**Q.82:**

In Category 3 – Metal Filing and Storage Cabinets, article 9.2.3 :

This requirement states that the drawers must be fixed front and pull out shelves with receding doors. To avoid the wrong interpretation, clarification of exactly what the spec is asking for is required. Is it requiring that lateral files have a pull-out shelf with a receding door in the top opening and pull-out drawers below?

**A.82:** Thank you for your question, see Section 2 Modifications, modification (S); modification to the Product Catalogue will be posted shortly to reflect changes based on the above question.

**Q.83:**

At Annex A-1 – Specifications for Work Spaces, article 7.3.4 :

Can you clarify what is meant by “double-sided is to be accomplished by add-on units”? Are you asking that the shared unit be two individual units ganged together with one unit facing one way and the other unit facing the opposite way?

**A.83:** Yes.

**Q.84:**

At Annex A-1 – Specifications for Work Spaces, article 7.6.3 :

Please clarify. 7.3.8 implies all storage must have power/data capacity. There also seems to be words missing from this spec.

**A.84:** Yes, see Section 2 Modification, modification (T) and answer A.47.

**Q.85:**

At Annex A-1 – Specifications for Work Spaces, article 7.7.6 :

Please clarify. 7.3.8 implies all storage must have power/data capacity. There also seems to be words missing from this spec.

**A.85:** Refer to answer A.50 and A.47.

**Q.86:**

At Annex B-1 Category 2 : Is the 60” width purposely missing in 30” deep?



a). 24" deep = 30", 36", 42", 48", 54", 60" wide

b). 30" deep = 30", 36", 42" 48", 54" wide.

**A86:** Yes.

**Q.87:**

In the RFSA document under Annex A-1 in the 2.0 Publications and Testing Requirements section the Testing Requirements that are noted :

Are these requirements mandatory in order to qualify for the bid or is it sufficient that our products are GreenGuard certified? Please advise.

**A.87:**

No, it is not sufficient that your products are GreenGuard certified. As stated in Paragraph 2.2 of Annex A-1 your product offering must meet all the test requirements listed in this section. In addition, your products must meet all the mandatory environmental requirements of Annex A-2. Please refer to Part 5 – Certification and Additional Information of the RFSA, Clause 5.1.3 for Product Conformance.

**Q.88:**

In Excel spreadsheet 1B, line items 23 to 66 show worksurfaces marked Shape A, Shape B and Shape C. Please define these shapes.

**A.88:**

**Shape A** is defined as Concave work surfaces: A concave work surface is a work surface which has three straight sides and one side is curved inwards *where the works sits*.

**Shape B & C (Left & Right)** is defined as Kidney work surfaces: *A kidney work surface is shaped like an oval with an inward curve at one side, similar to that of kidney bean.*

See Section 2 Modifications, modification (U); note that these definitions will be added shortly in a modification to the Products Catalogue.

**Q.89:**

Has the conference already taken place? If not, when is it scheduled for?

**A.89:**

The Bidders conference was held at the date stated at Part 2 – Suppliers' Instructions, Section 2.5.

**Q.90:**

6A.3.1 General Conditions – is this a guarantee that we are making to the client(s) that our prices will remain the same for 24 months?

**A.90:**

Section 6A.3.1 General Conditions states that 2020 (2014-09-25) General Conditions apply to and form part of the Supply Arrangement; please consult all parts of 2020, specifically article 2020 03 for the explanation of a ceiling prices/prices/rates for Bid Solicitations and Resulting Contracts.

Section 6A.3.1 also define the modifications to the SA, described under subsections (a), (b) and (c).

**Q.91:**

6A.5.1 Supply Arrangement Authority – who completes this section?

**A.91:**

Canada will complete this section at the SA awards.

**Q.92:**

6A.6 Identified Users – if awarded, will supplier's gain access to a database of IUs?

**A.92:**

No.

**Q.93:**

6A.9.2 Product Conformance Certificate – “The Supplier must keep proper records and documentation relating to the product conformance and the testing requirements in Annex A.” Please confirm the format that should be used to maintain such records?

**A.93:**

There is no specific format for records and documentation.

**Q. 94:**

6B.3 Calculating the Estimated Median Value (EMV) for products and Services – who calculates this? If the suppliers are responsible for this calculation, please provide an example of how this calculation is done.

**A.94:**

As stated at section 6B.3, 3.1, “The Identified Users will determine the Tier for each product category by calculating the Estimated Median Value per product Category”. Instructions to determine the EMV is define under 6B.3, 3.1.

**Q.95:**

At amd. 003 - Q/A #23, #25 - Power Outlets & Hardware – If bids are submitted with electrical and hardware represented as a percentage of the bid amount, when it comes time for billing, will the actual cost of these items be acceptable if the total amount does not exceed the % bid? Will the amount be acceptable if it is less than but not exactly the same amount, since the percentage may not end up being exactly the same amount as the parts.

**A.95:**

Will revise the % to total charges in the RFB at Annex E for the items detailed in AnnexA-1, article 1.5.

**Q.96:**

At amd. 003 - A.28 - Is it the client's decision to issue one contract, or is the client REQUIRED to issue the contracts for each Category to the lowest bidder for that Category?

**A.96:**

Please consult Part 6B, 6B.4, Section 4.2 for instructions of Combined Requirements.

**Q.97:**

We are a manufacturer and sell entirely through a dealer network all over Canada. But we are now also distributing some products exclusively in Canada, and providing these products the same way we do our chairs – entirely through dealers and all across Canada.

My question is: When we submit products to the SA that we do not manufacture, do we need to fill in our SA submission differently for those products we do not ourselves manufacture?

**A.97:**

Annex B remains the same for all Suppliers. Refer to Part 4 MTC2 for Suppliers that are not the manufacturer of the products.

**Q.98:**

It seems like they make reference to wanting their own website to order, track and post information on.

This website is referenced within these sections - 6A.11, 6A.12.2.1, 6A.14.5, page 51, 2<sup>nd</sup> paragraph.

**A.98:**

At Part 6A :

- Section 6A.11 refer an electronic tool for the IU, which will only be accessible by Canada.
- Section 6A.12.2.1 refer to the Supplier's responsibility for their website.
- Section 6A.14.5 refer to the Supplier's responsibility for information on the Supplier's Work Coverage that must be available on their website.
- Page 51, 2<sup>nd</sup> paragraph, Annex A-3, define the obligations and responsibility that the Supplier must respect on their website for the related described information in Part 6A.

**Q.99:**

How do we add product line items to the categories should we come across something that the government hasn't thought of that should be part of the SA?

**A.99:**

Refer to Article 6A.3.1 (a) and section 05- Modifications 2020 (2014-09-25). Suppliers do not have the opportunity to add products at their discretion but Suppliers may recommend products that are commonly purchased by Canada to the SAA during the SA period.

**Q.100:**

Section 5.1, page 12 – states “the certifications listed below should be completed and submitted...” . Page 13 lists what certification is required from PSAB suppliers but not for General Suppliers.

**A.100:**

All certifications identified in section 5 of the RFSA apply to both General and PSAB Suppliers with the exception of the certifications that state that state “for PSAB Suppliers Only”.

**2- MODIFICATIONS :**

**A) At Annex A-1, Section 3.0 :**

**DELETE:**     **3.10**    Low Storage/Credenza Unit: A self-contained storage unit with the capability of supporting work surfaces and hutches. The low storage/ credenza unit must also provide visual privacy to the end user.

**INSERT:**     **3.10**    Low Storage/Credenza Unit: A self-contained storage unit with the capability of supporting work surfaces and hutches. A hutch which sits on a low storage/ credenza unit must provide visual privacy to the end user.

**B) At Annex A-1, Section 6.24 :**

**DELETE:**     **6.24.1**   Open and closed panel mounted overhead storage units must be capable of being mounted on a panel, on a wall and in an up-mount location to the panel.

**INSERT:**      **6.24.1** Shelves, open and closed panel mounted overhead storage units must be capable of being mounted on a panel, on a wall and in an up-mount location to the panel.

**C) At Annex A-1, Section 7.3 :**

**DELETE:**      **7.3.2** All storage products must be finished on the top and all sides with the exception of work surface supporting pedestals, which do not require a finished top.

**INSERT:**      **7.3.2** All storage products must be finished on the top and all sides with the exception of work surface supporting pedestals, which do not require a top.

**D) At Annex A-1, Section 7.3 :**

**DELETE:**      **7.3.8** Low storage/credenza and high storage units or hutches must provide ceiling access, floor access and wall access for the electrical system and provide a cable pathway to route cables from the building to the storage products.

**INSERT:**      **7.3.8** Powered low storage/credenza and high storage units must provide ceiling access, floor access and wall access for the electrical system and provide a cable pathway to route cables from the building to the storage products. Non powered units must allow to be retrofitted for future power requirements.

**At Annex A-1, Section 7.6 :**

**INSERT:**      **7.6.4 Power kit :** all the component(s) required to convert a non powered to a powered for the low storage/credenza unit. The Power kit must be equipped with a complete plug and play capability and include as a minimum one duplex outlet.

**At Annex A-1, Section 7.7 :**

**INSERT:**      **7.7.8 Power kit :** all the component(s) required to convert a non powered to a powered for the high storage unit. The Power kit must be equipped with a complete plug and play capability and include as a minimum one duplex outlet.

**E) At Annex A-1, Section 7.4 :**

**DELETE:**     **7.4** Pedestals must be freestanding, and/or work surface supporting and/or mobile.

**INSERT:**     **7.4** Pedestals must be freestanding, and/or work surface supporting and/or mobile and/or mobile with seated surface.

**F) At Annex A-1, Section 9.7 :**

**INSERT:**     **9.7.5** The height of the personal storage towers must be 1372mm (54 in.) high and meet the height of the Seated Privacy Height panels and/or must be 1676mm (66 in.) high, both heights have a tolerance of - 76.2 mm(-3 in.).

**G) At Annex A-1, Section 7.7 :**

**Delete:**     **7.7.6** The low storage/credenza units be non powered or powered with provide data capability

**Insert:**     **7.7.6** The high storage units must be powered with data capability or non powered without data capability.

**H) At Annex A-1, Section 2.2 :**

**DELETE:**     **2.2.7** Ancillary products such as keyboard and mouse support surface, computer processor unit (CPU) support and monitor arms must be tested and meet ANSI/BIFMA X5.5- 2014 and we will also accept X5.6- 2010, test number 10.8 – Keyboard Support and Input Device Support Adjustment.

**INSERT:**     **2.2.7** Ancillary products must be tested and meet ANSI/BIFMA X5.5- 2014 and /or X5.6- 2010, test number 10.8 – Keyboard Support and Input Device Support Adjustment.

**I) At Annex A-1, Section 5.7 :**

**DELETE:** 5.7.2 Doors and drawers must fit squarely and evenly into the openings on all sides.

**INSERT:** 5.7.2. Doors and drawers must fit squarely and evenly on all sides, when closed.

**J) At Annex A-1, Section 6.7 :**

**DELETE:** 6.7 Panels must be offered in upholstered fabric and/or plastic laminate and/or wood veneer and/or metal finishes.

**INSERT:** 6.7 Panels must be offered in upholstered fabric and/or plastic laminate and/or wood veneer and/or metal air-flow for Base Panel Height.

**K) At Annex A-1, Section 6.12 :**

**DELETE:** 6.12.5 Communication and electrical cabling may be placed in the same cable pathway as long as mechanical separation is provided.

**INSERT:** 6.12.5 Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.

**L) At Annex A-1, Section 7.7 :**

**DELETE:** 7.7 Closed compartments must have drawers or doors or another method of closure.

**INSERT:** 7.7 High Storage Units with closed compartments must have drawers or doors or another method of closure.

**DELETE:** 7.7.1 High storage units or hutches must be greater than 797mm (31 in.) in height but not exceed a height of 1372mm (54 in.).

**INSERT:** 7.7.1 High storage units installed onto a low storage/credenza unit must not exceed a combined height of 1372mm (54 in.).

**DELETE:** 7.7.3 The range of depth of the high storage units or hutches must be from 381mm (15 in.) to 610mm (24 in.)

**INSERT:** 7.7.3 The range of depth of the high storage units must be from 381mm (15 in.) to 610mm (24 in.)



**M) At Annex A-1, Section 10.3 :**

**DELETE:**     **10.3.8** The monitor arm must adjust vertically from a minimum range of 241mm (9.5in.) and horizontally from a minimum range of 490mm (19.3in.) and the monitor must rotate and swivel without using tools 360 degree.

**INSERT:**     **10.3.8** The monitor arm must adjust vertically from a minimum range of 241mm (9.5in.) and horizontally from a minimum range of 490mm (19.3in.) and a minimum range of 483mm(19 in.) from installation point to full extension toward the user and the monitor must rotate and swivel 360 degrees without using tools. A tolerance of +/- 25.4mm(1 in.) on all adjustments.

**N)           At Annex A-1, Section 3.0 TERMINOLOGY :**

**INSERT:**     **3.17 Transitional work surfaces:** A transitional work surface is a work surface which has one depth dimension at one end and a different depth dimension at the other end, example: 610mm (24 in.) at the right side and 762mm (30 in.) at the left side of the work surface.

**O) At Annex A-1, Section 2.2 testing requirements :**

**INSERT :**   **2.2.14** All tests must be completed by an acceptable test facility.

**P) At Annex A-1, Section 5, Article 5.12 :**

**INSERT:**     **Categories 1, 3 and 4**  
**5.12** Pedestals must be 610mm (24 in.) and 762mm (30 in.) deep with a tolerance of -50.8mm (2 in.).

**Q) At Annex A-1, Section 6.24 :**

**DELETE:**     **6.24.4**, in its entirety.

**R) At Annex A-1, Section 7.10 :**

**DELETE:** 7.10.5 The wardrobe door and storage compartment door must be hinged right and left.

**INSERT:** 7.10.5 The wardrobe door is to be hinged to open out to the left hand and the storage compartment is to be hinged to open out to the right hand and vice a versa.

**S) At Annex A-1, Section 9.2.3 :**

**DELETE:** 9.2.3 The drawers must be fixed front and pull out shelves with receding doors.

**INSERT:** 9.2.3 All drawers must be fixed front except for the 5 high lateral top drawers which must be a pull out shelves with receding doors.

**T) At Annex A-1, Section 7.6 :**

**DELETE:** 7.6.3 The low storage/credenza units be non powered or powered with provide data capability.

**INSERT:** 7.6.3 The low storage/credenza units must be non powered (no data capability) or powered with data capability.

**U) At Annex A-1, Section 3 TERMINOLOGY:**

**INSERT:**

**3.18** Concave work surfaces: A concave work surface is a work surface which has three straight sides and one side is curved inwards *where the works sits*.

**3.19** Kidney work surfaces: *A kidney work surface is* shaped like an oval with an inward curve at one side, *similar to that of kidney bean*.

**V) At Part 4, Section 4.1.1.1 Mandatory Technical Criteria, MTC2, MTC2.1 :**

**DELETE:** a) Be an original version signed by the manufacturer and be under the letterhead of the manufacturer;

**INSERT:** a) Be signed by an authorized representative of the manufacturer and be under the letterhead of the manufacturer;

**W) At Annex A-1, Section 2.1 Publications:**

**DELETE:** 2.1.1.1 CAN/CGSB-44.227-2008 Free-standing Office Desk Products and Components.

**INSERT:** 2.1.1.1 CAN/CGSB-44.227 Free-standing Office Desk Products and Components.

**DELETE:** 2.1.1.2 CAN/CGSB-44.229-2008 Interconnecting Panel Systems and Supported Components.

**INSERT:** 2.1.1.2 CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.

**DELETE:** 2.1.2.1 ANSI/BIFMA X5.6–2010 Panel Systems.

**INSERT:** 2.1.2.1 ANSI/BIFMA X5.6 Panel Systems.

**DELETE:** 2.1.2.2 ANSI/BIFMA X5.9– 2012 Storage.

**INSERT:** 2.1.2.2 ANSI/BIFMA X5.9 Storage.

**DELETE:** 2.1.2.3 ANSI/BIFMA X5.5– 2014 Desk/Table Products.

**INSERT:** 2.1.2.3 ANSI/BIFMA X5.5 Desk/Table Products.

**DELETE:** 2.1.2.4 ANSI/BIFMA X5.3-2007 (R2012) Vertical Files.

**INSERT:** 2.1.2.4 ANSI/BIFMA X5.3 Vertical Files.

#### **X) At Annex A-1, Section 2.2 Testing Requirements :**

**DELETE:** 2.2.1 All interconnecting panels and supported components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.6 -2010– Panel Systems and CAN/CGSB.44.229-2008 Interconnecting Panel System and Supported Components.

- INSERT:** 2.2.1 All interconnecting panels and supported components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.6 – Panel Systems and CAN/CGSB.44.229 Interconnecting Panel System and Supported Components.
- DELETE:** 2.2.2 The complete electrical system and all components must comply with CSA C22.2 No 203-M91 (R2010) Modular Wiring System for Office Furniture.
- INSERT:** 2.2.2 The complete electrical system and all components must comply with CSA C22.2 No 203- Modular Wiring System for Office Furniture.
- DELETE:** 2.2.4 All freestanding office desk products and components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5 - 2014– Desk/Table Products and CAN/CGSB.44.227 -2008 Freestanding Office Desk Products and Components.
- INSERT:** 2.2.4 All freestanding office desk products and components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5 – Desk/Table Products and CAN/CGSB.44.227 Freestanding Office Desk Products and Components.
- DELETE:** 2.2.5 All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9 – 2012 - Storage.
- INSERT:** 2.2.5 All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9 - Storage.
- DELETE:** 2.2.6 All vertical filing products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.3-2007 (R2012) – Vertical Files.
- INSERT:** 2.2.6 All vertical filing products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.3 – Vertical Files.

**DELETE:** 2.2.7 Ancillary products such as keyboard and mouse support surface, computer processor unit (CPU) support and monitor arms must be tested and meet ANSI/BIFMA X5.5- 2014 and we will also accept X5.6- 2010, test number 10.8 – Keyboard Support and Input Device Support Adjustment.

**INSERT:** 2.2.7 Ancillary products must be tested and meet ANSI/BIFMA X5.5 and we will also accept X5.6 for Keyboard Support and Input Device Support Adjustment.

**DELETE:** 2.2.8 The keyboard support surfaces must be tested and meet CAN/CGSB-44.229-2008.

**INSERT:** 2.2.8 The keyboard support surfaces must be tested and meet CAN/CGSB-44.229.

**DELETE:** 2.2.9 Requirements for Category 1, section 7.13 Benching must have been tested and meet the acceptance levels in accordance with the standards cited by ANSI/BIFMA X5.5 - 2014 Desk/Table Products and CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components.

**INSERT:** 2.2.9 Requirements for Category 1, Benching must have been tested and meet the acceptance levels in accordance with the standards cited by ANSI/BIFMA X5.5 Desk/Table Products and CAN/CGSB-44.227 Freestanding Office Desk Products and Components.

**Y) At Annex A-1, Section 7.8 :**

**DELETE:** 7.8.1 Counterweights must meet ANSI/BIFMA X5.9– 2012 Storage requirements for stability when the files are not under a work surface.

**INSERT:** 7.8.1 Counterweights must meet ANSI/BIFMA X5.9 Storage requirements for stability when the files are not under a work surface.

**Z) At Annex A-1, Section 9.2 :**

**DELETE:** 9.2.1 Counterweights must meet ANSI/BIFMA X5.9– 2012 Storage requirements for stability when the files are not under a work surface.

**INSERT:** 9.2.1 Counterweights must meet ANSI/BIFMA X5.9 Storage requirements for stability when the files are not under a work surface.

**All other terms and conditions remain unchanged.**