



Request for Proposals (RFP)
Display Cases for the Canadian Galleries
Reference #: NGC107023
Buy and Sell Reference #: PW-15-00714563
January 19, 2016

ADDENDA # 1

This Addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. Acknowledge receipt of this Addendum by inserting its number and date on the Tender Form, specifically article G.3 – Addenda. Failure to identify addenda issued by the NGC **will (M)** result in the immediate disqualification of your proposal.

1. Bid bonds through insurance companies are highly unusual in our countries. May this be replaced by a guarantee issued by an international bank?
 - Yes, for a bid bond a security deposit is acceptable. Please refer to Section A.6.3.
2. FOB means according to the definition of the internationally accepted INCOTERMs, that the good have to be delivered at cost of the supplier up to the departure harbor. The shipping cost of the remainder would have to be borne by the receiver. Could you confirm this is what you want, or if not clarify what other INCOTERM you see fit.
 - Please refer to Item # 33 within Addenda #1.
3. We have a doubt with the case(s) shown on drawings 30/a and b. Do these concern a one off case only (The Large Inuit Case) or two similar cases? If these concern a one off case, it appears twice in the pricing schedule. (2 no line items)
 - One case, two views: front and side elevation.
4. The total number of cases in the pricing schedule shows 55, but we count only 51. If the above is confirmed as one case, it would bring a total of 50 units. Please verify.
 - The total number of cases is 50 for the purposes of pricing for this RFP. Please note that this is an estimate and the number of cases will be finalized with the successful bidder.
5. The technical specs reveal that coated non reflected glass is considered, but leave an option for uncoated clear white laminated glass. Does this mean we can supply a double proposition with two price lists, being one with AR coated glass and one without?
 - No, when possible glass should be non-reflected, to advantage the viewing of art. *GroGlass* is available in dimensions up to 3210mm x 2250mm, the 2nd specification was provided as a solution for glass exceeding the maximum dimensions. When possible we would like to use *GroGlass Artglass AR Protect* as it has the features we desire and a proven track record in the museum sector. If you are able to provide a comparable product with the same features and benefits (<http://www.groglass.com/product/Artglass-Protect-Museum>) we are open to consideration. You can provide a *double proposition*; one with *GroGlass*, the second with a comparable product.



6. The documents reveal an estimated start of installation by October 1 2016. As we want to provide you with an estimated timeline of execution, we would like to have knowledge if there is an estimated date of handover or final accomplishment set forward. The contract is set until June 2017 but we assume handover will be sooner. Also, is there an anticipated time of award of the contract?
 - We expect to award the contract by March 1, 2016
7. Are the cases indeed meant to be demountable and transportable? This is important as it has a serious impact and engineering consequences. If affirmative, should the demounting be made possible for trained museum staff? Or would the museum call for support from the successful proponent at each occasion? Some cases are quite big and heavy to handle. Does this also involve Wall Hung Cases?
 - Cases should be demountable by trained museum staff when possible. e.g. we do not anticipate moving the larger cases but the small/medium cases including the wall hung cases may be moved from time to time. The cases will be the Gallery's new "system case" and may be used in galleries other than the Canadian Galleries in future, movement within the building by trained museum staff is a consideration which must be taken into account.
8. To what extent should the cases be protected and packed for storage? Do you also consider transport to other premises?
 - The National Gallery has a Technical Services Department which includes a full carpentry shop with skilled staff. The Gallery is looking to partner with the successful bidder in coming up with storage and movement solutions. The Gallery is capable of building storage crates but is not able to manufacture transport carts or lifting mechanisms.
9. Page 21 of 50: the NGC has decided to develop a new system of showcases. The drawings indicate powder coated metal bases. Is the NGC flexible on the material to be used for the bases?
 - Yes, although we appreciate the attributes of matte powder coated steel as it is inert and low/no maintenance.
10. Since the answer to our questions have a direct and important impact on the submission and considering that we will be receiving the addenda only next week, can I ask for an extension on the submission date?
 - We will not be extending the deadline for bid submissions
11. Under C.3 there is no mention of mechanisms (i.e. hinges etc.) to be used for the cases. Can you be more descriptive?
 - Please propose mechanism based on best practices keeping in mind that the mechanism should be inside the case, not visible and easy to use. Please provide any necessary drawings and photos for the Gallery to be able to understand what mechanisms the bidder is proposing.



12. In Appendix F, there are drawings by David Bosschaart that describe the dimensions of the cases. Are there technical drawings / directions showing how the cases are put together? We can better price the time/materials that will go into building the units.
- Drawings provided are preliminary, for estimation purposes only. The Gallery intends to develop technical drawings once a bidder has been chosen in order to include solutions for opening mechanisms, security and lighting features fully R&D'd by the bidder. The Gallery is looking for a case manufacturer that we can partner with to come up with the best possible solution, one whose knowledge and experience will add value to the final product.
13. In the Appendix G, point #2 about security, where it is referred that the cases should be built to insure or guarantee maximal security, do you expect cases to be theft proof with theft resistant glazing?
- Cases should have a smooth exterior and tight fitting joints to ensure that there is no entry point for break-in tools. All retaining screws are to be hidden, in cases where this is not possible, security screws are to be used. All cases are to have tamper proof/hidden locks. *Groglass AR Protect* has a laminated foil which offers a sufficient level of theft resistant glazing as the foil remains attached and intact to glass when broken. If supplying an alternative (see question 5) please ensure that comparable product also has “theft-resistant” lamination. All opening mechanisms should be discreet, inside the case preferable, and tamper resistant.

14. **Standard case Details Drawing – Integrated labels**

Would you have more information on your own standards with regards to labels at your institution?

It is our understanding that the final label system to be provided will comprise many variations in size or type due to the many different models of cases required, some having rightly leveled display decks to anchor the labels to for the viewers reading as on the **Standard case details** drawing, but some others like the ones shown on Drawings 17 or 28 would need quite a different approach.

Also, would you use bilingual labels, or independent labels holders per language? What would be the expected quantity of text planned, would you want larger labels including enough space for interpretation texts? Or simply the basic identification of the object or artefact? For cases with multiple objects, would you keep all information on a single label?

NGC Response:

Integrated Labels:

Labels within cases would be bilingual, tombstone information only, one label per object. Typical Information for tombstone labels:

Artist

Date of Artist

Title of work, Date of work

Medium

Collection, Accession Number



- Label height and width for single labels (bilingual) would be standard, roughly 125 mm x 300mm. Labels for cases with multiple object, width of label could vary (could look better as a single label vs a multitude depending on the case)
- Labels as shown on “Standard Case Details” is the system to be developed and provided. For exceptions we will work with the bidder to come up with a solution. For all wall hung or inset wall cases, labels can be applied to wall adjacent. For cases where there is no display pedestal to attach the label to, a customized solution will need to be developed but will be based on the “integrated label” model; that is the dimension won’t change but the mounting method would.

15. Lighting equipment when required

What would your expectations be in terms of quantity of fiber optic heads per cases when lighting is required (Drawings 04, 08, 09, 10, and 30A)? Do you have any standards to work from? Should we plan mainly for single objects, or would multiple objects needing many more sources of light be planned? These sources have a direct impact on the lighting costs.

NGC Response:

See question 12, 13 and 28. We are looking to partner with the successful bidder in coming up with a consistent lighting strategy to advantage the viewing of art. (i.e. many case manufacturers have successful off-the-shelf solutions that we would be pleased to incorporate). General requirements are as follows: light cannot increase heat in case (fibre optic or LED); colour temperature of light must be accurate and not alter the artwork in any manner; Spot light beam must be focusable and angle adjustable. For estimation purposes please refer to breakdown below:

Drawing 1 – (1/2) Case has 20-24 small carved figurines (3 to 4.5 cm tall), all to be individually spot lit. (2/2) Case has 6 small scale objects ranging in dimensions (adjustable beam needed) all to be spot lit.

Drawing 8 – Built in wall case to display silver objects (objects will rotate, lighting system to be flexible) 1st install will display 5 objects making up a buffet.

Drawing 9 – Wall hung case to display three silver objects: Monstrace (H 54.4 x W 21.1 cm), Chalice (H 22.7 x 13.7 cm diameter) and Ciborium (H 27.8 x 13.6 cm diameter). Spot lit, would require two directional/adjustable spots per object given the dimensions.

Drawing 10 – Wall hung case displaying 7 small carved Inuit trade ivories ranging in size from 2.5 cm to 20 cm wide, all spot lit, adjustable beam and angle. Carvings are not very tall, from 1.9 cm to the tallest 10 cm.

Drawing 25 – 3-5 silver snuff boxes, LED strip lighting angled, lit from front and back.

Drawing 30 a/b – Large selection of Inuit art objects on two tier display; case is viewable from two sides. All lighting to spot light objects (approximately 30 objects) from lighting canopy. Object range in size from a small ivory carving 4cm wide (small objects display on lower tier) to the largest stone sculpture H 53 cm x W 20 cm x D 15 cm (*Hunter* by artist Thomasie Qamugaaluk) displayed on upper tier.



16. Large cases access and glazing

As you expressed in the technical aspects (C.3/Page 22) the need for cyclical maintenance of the galleries needing to dis-assemble and store the cases prior to re-assembly, we noted that the cases with larger sizes for their front glass (Drawings 06, 07, 24, 28, and 30A) will definitely present a challenge of handling, dismantling, storing, and reassembly in the future due to their excessive weight (some up to 375lbs or 170Kg). Would you consider having these designed and built with 2 access doors in their front instead?

If not, would you consider having their access door by one of their sides?

- Yes that is acceptable, we will work with the successful bidder to find the best solution regarding access for cyclical maintenance and installation of works. It is the Gallery's intent to advantage the display of art by minimizing any joints or seams when possible, as noted on "standard case details" ease of use is also an important consideration.

For dis-assemble/moving; reference question 7

17. Plinths

Could you indicate to us more specifications (materials) with regards to the fabrication of the various plinths needed in the cases?

- Powder coated steel is specified (see question 9) but we are open to consideration. Overall finish should be matte, low/no maintenance, inert and if different materials are used, finishes should be consistent. Please keep material choice in mind, when considering the security of the cases, metal is preferred for the exterior as it is tamper resistant (see question 13).

18. Case/Drawing # 14

Would a similar access to other glass bonnet table top cases be acceptable for this unit specified with a costly vertical lift? We believe that a tilt-up opening would work on that model as the others.

- Yes that is acceptable

19. The inner lines next to the glass lines in Drawings 04, 05, and 26 front views, do these represent the back display walls?

- Yes, it represents the back of the case. The "frame" (inner lines) is to accommodate a tilt-up opening mechanism.

20. What material is recommended for the brackets inside the display cases?

- Powder coated steel (see questions 17 & 9)

21. What material is recommended for the base?

- Powder coated steel (see questions 17 & 9)

22. Can we see a model (drawings or photos) of the conditioner compartment design?

- We will work in partnership with the successful bidder to accommodate and determine sufficient space and access for conditioning agents.



23. Can you give us details about the requested alarm system?
- An alarm that sounds when the display case door is opened?
 - Not required
 - Or when the glass is broken?
 - Not required
 - Which display cases are to be alarmed?
 - Not required
- In the rare event that an object would require an alarm in the future, the display case or the object in question can be alarmed individually at that time.
24. Label holders and graphic: in dwg Standard Case Detail is indicated a label holder – Do we have to price label holders? If yes for which cases? Graphics on label holders have to be priced as well?
- Yes, price label holders and attachment brackets. Graphics on label holder will be developed by the Gallery and are not part of the RFP. Please refer to question #14 for more details in regards to the labels.
25. Case ref dwg 30a – 30b: in price list I found two different lines and then two different cases 30a and 30b to be priced - Are these two cases identical? – If not which are the differences? (Dwg 30b looks elevation dwg referring to the same case...)
- Please refer to Question #3
26. Airtight: ref page 22 they require that all cases need to be airtight with an integrated passive system for RH stabilization – Which level of airtight do they require? How many air exchanges per day?
- For our purpose and context, the recommended rate is 0.3 or less per 24 hour period.
27. Transportation costs : ref page 42 they require that all prices are to be FOB destination – but FOB (Free on board) is not destination per Italian convention– probably they mean DAT or DAP, taxes and custom taxes excluded – please clarify
- Please refer to Question #2
28. Lighting: from drawings it looks they require lighting only for cases 01 – 08 – 09 – 10 – 25 – 30a – 30b – for all other cases lighting is excluded?
Except case 25 they require adjustable beam fiber optic light – which type of light source do they require? Tungsten halogen light source? Led light source? Which light system do they require for case 25? Can we offer LED spots as alternative?
- You are correct in identifying which cases require lighting. Yes you can offer LED spots as alternative for case 25. See question 12, 13 and 15.
29. I understand they require demountable / disassembling cases – can you clarify which are their targets so we can optimize our technical proposal?
- Trained Gallery staff need to be able to move the small-medium size cases within the building and between floors. The Cases do not need to be modular/disassembled for storage but may need to be for movement.



30. Prototypes and reviews: ref pages 21 and 22 – I understand that they require a prototype of one case to be shipped to the museum for approval – ref page 22 what do they mean with “Arrange for 2 fabrication reviews and 2 installation reviews to allow NGC to evaluate the overall quality of construction and to ensure that the detailing is as originally intended”? I understand that are their visits to check quality – Are we to include client costs for these visits? If so, how many people, how many days?
- We would like one “prototype” case built and brought to the gallery to ensure that it meets our standard prior to all cases being manufactured as well it allows for adjustment and changes to be made. The Gallery will budget to send staff for the 2 fabrication reviews (please build the reviews into the schedule and process) and any installation reviews should they not take place at the Gallery.
31. Alarms: ref page 23 - alarms have to be provided by us or only provision by us and alarms supplied by others? If alarms have to be provided by us, for which cases?
- Please refer to Question #23
32. When specified on drawing for solid bottom (dwg 01 – 02 – 14 – 15 – 18 – 19 – 22 – 27) what finishing is intended? Matte powder coated steel as on internal tables is OK?
- Yes, all finishes should match. (See questions 9 & 17)



33. Please replace Section F.2 and F.3 with the following:

F.2 DESCRIPTION OF PRICING

Proponents **shall (M)** complete and submit the following pricing sheets in Section F.3.

F.2.1 The unit pricing is all inclusive and **shall (M) include** pricing for:

- Materials
- Shipping/Delivery to NGC
- Administration Cost
- Allowances/Incidentals
- Travel
- Supervision
- Liabilities as an employer
- Insurance
- Equipment and products
- Transportation costs
- Parking
- Overhead and profit
- All other liabilities whatsoever, including service vehicle, if applicable

F.2.2 All pricing **shall (M)** be:

- Expressed in Canadian dollars
- All prices are to be DDP (Delivered Duty Paid)
- Exclude applicable taxes

F.3 FINANCIAL PROPOSAL

Based on the full requirements of this RFP please provide NGC your price to provide the services described, not including taxes.

Drawing	Description of Work	Quantity	Lump Sum Bid Price
1	1500 mm x 600 mm Glass Box Display Casewith Lighting Canopy	2	\$ _____
2	1500 mm x 800 mm Table Display Case	2	\$ _____
3	900 x 900 mm Display Casewith Door Opening	4	\$ _____



Drawing	Description of Work	Quantity	Lump Sum Bid Price
4	600 mm x 500 mm Wall Hung Display Case	2	\$ _____
5	1000 mm x 300 mm Wall Hung Display Case	2	\$ _____
6	2500 x 900 mm Display Case with Door Opening	1	\$ _____
7	2700 x 1500 mm Display Case with Door Opening	1	\$ _____
8	1500 mm x 700 mm Built-in Wall Display Case	1	\$ _____
9	1300 mm x 500 mm Wall Hung Display Case	1	\$ _____
10	450 mm x 1200 mm Wall Hung Display Case	1	\$ _____
11	1500 x 1500 mm Display Case with Door Opening	1	\$ _____
12	1000 x 1000 mm Display Case with Door Opening	1	\$ _____
13	600 mm x 600 mm Display Case with Door (or vertical lift)	1	\$ _____
14	850 mm x 850 mm Display Case	1	\$ _____
15	1000 mm x 500 mm Table Display Case	1	\$ _____
16	600 mm x 500 mm Wall Hung Display Case	2	\$ _____
17	1000x1000mm Display Case with Door Opening (no interior pedestal)	2	\$ _____



Drawing	Description of Work	Quantity	Lump Sum Bid Price
18	1400 mm x 850 mm Table Display Case	1	\$ _____
19	1800 mm x 1000 mm Table Display Case	2	\$ _____
20	900 x 900 mm Display Case with Door Opening	4	\$ _____
21	2500 x 1200 mm Display Case with Door Opening	1	\$ _____
22	1800 mm x 1000 mm Table Display Case	2	\$ _____
23	900 x 900 mm Display Case with Door Opening	4	\$ _____
24	2400 x 1000 mm Display Case with Door Opening	1	\$ _____
25	325 mm x 1200 mm Wall Hung Table Display Case	1	\$ _____
26	700 mm x 300 mm Wall Hung Display Case	1	\$ _____
27	600 mm x 600 mm Display Case with Door (or vertical lift)	1	\$ _____
28	1700 x 1700 mm Display Case with Door Opening	1	\$ _____
29	900 x 900 mm Display Case with Door Opening	4	\$ _____
30a & 30b	4500 mm x 1200 mm Large Inuit Case	1	\$ _____
	Total Contract Pricing	50	\$ _____