



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet FILE FOLDERS	
Solicitation No. - N° de l'invitation H4004-163061/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client H4004-16-3061	Date 2016-10-14
GETS Reference No. - N° de référence de SEAG PW-\$KIN-690-6995	
File No. - N° de dossier KIN-6-46087 (690)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-24	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rider, Kim (Buyer)	Buyer Id - Id de l'acheteur kin690
Telephone No. - N° de téléphone (613) 545-8739 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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H4004-163061/A
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H4004-16-3061

Amd. No. - N° de la modif.
002
File No. - N° du dossier
KIN-6-46087

Buyer ID - Id de l'acheteur
KIN690
CCC No./N° CCC - FMS No./N° VME

Question #1

I have a question regarding the labels.

Page 10 states "Labels 15/15" x 1.25" datafile labels with acrylic adhesive machine applied to folder by supplier"

Page 15 states "Minimum 7.5 inches high x 1.7 inches wide; maximum 8.25 inches high x 3 inches wide"

Could you please clarify the specifications for the label, thanks.

Answer#1

Our specification, as per Annex D-Bid Evaluation Criteria of H4004-163061/A, for the size of the label is minimum of 7.5 inches high x 1.75 inches wide; maximum 8.25 inches high x 3 inches wide.

Delete: Annex A

Folder Specifications

A sample mock-up must be provided with the bid proposal at the time of bid closing.

The proposed product must meet the following necessary specifications:

- Folder: 11 point manila 9.5" x 12.25" with notched double end tab
- Fastener: 1.5" 2-prong pin fastener installed
- Patch: 2.25" x 2.25" fabrene flat patch (no flap) installed to hold pin fastener
- Labels: 15/15" x 1.25" datafile labels with acrylic adhesive, machine applied to folder by supplier
- Lettering/Numbering: 9/16" high, white with black outline
- Colour Code: datafile

Insert: Annex A

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datafile labels with acrylic adhesive, machine applied to folder by supplier
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Question #2

Annex D, point M3.2 says: "Fabrene flat patch (no flap) installed to hold pin fastener on the backside of folder."

We have never heard of a fabrene Patch without a flap, normally this is how the pin is installed (Flip the patch forward and the pin installs from behind).

- a) *Would you please provide some clarification about that?*
- b) *We would like to know where the patch is to be installed.?*

Answer #2

The patch should be installed in the back of the folder on the top right. It should be adhered down to the adhesive patch to hold or cover the pin in place, otherwise the folder will be caught with the other folders.

Question #3

In amendment #1 samples are not provide does that mean photos are not provided either ?.

Page #10 leads me to believe that the labels are all individual, however on page 14 it leads me to believe that it is a one piece self-adhesive strip label.
I was just hoping for a picture to clarify.

Answer #3

Pictures are not provided and a one piece self-adhesive strip label is what we require.