



Invitation to Tender (ITT)
Fabrication, Supply and Installation of Wayfinding Signage
Reference #: NGC109480
Buy and Sell Reference #: PW-16-00756736
December 14, 2016

ADDENDA # 2

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. Is the Gallery going to provide approximate quantities of sign removals for the purpose of quoting? Even if the quantities aren't 100% accurate, it is crucial that these quantities be specifically defined so that each bidder is quoting apples-to-apples.
 - a. Please refer to question #7
2. Would it be possible to get a more clearly defined spec for the "continuous painted aluminum housing for downlight, LED with diffuser" on drawing #G7.1-01. Without more details, the Gallery will likely receive pricing for various products from all bidders as opposed to the same product.
 - a. The NGC will be responsible for this housing.
3. We have access to the Gallery when it is closed on Mondays, correct?
 - a. Yes
4. P.Eng Stamped drawings – please clarify if the following require P.Eng stamp: A5.1, A5.3, D1, G3
 - a. Yes, these drawings require P. Eng stamp. Please refer to Addenda 1.
5. Sign type C4 - these signs are light and can be installed with tape/silicone. We do not typically drill holes in doors for floor level identification. Spec reads pin mount
 - a. These signs, where they appear on doors, should be installed with tape or silicone. We can discuss installation method on walls with the successful proponent.
6. How many smoking signs need to be relocated? Wall repairs by others?
 - a. All signs need to be removed, but none re-installed.
7. Curatorial Sign – which sign is this? Please provide sign type reference.
If Exterior – full base removal or just 6" below grade.
If Interior – please provide based building architectural detail
 - a. These signs are not illustrated in the package. Please quote on a full base removal. We will confirm with the successful proponent once we know their installation depth.



8. Removals – please quantify – Is there an audit that determines locations, sign types, mounting details, etc.? If not, how should we price this? The Gallery should indicate an allowance and then confirm after award. The allowance should include fees for the preparation of the audit and specify who will be responsible for conducting the removals audit – fabricator or consultant?
 - a. There is no inventory of existing signs or documentation on mounting details, with the exception of the parkade. Please refer to Appendix M - Existing Parkade Sign Locations. Bidders can provide a pricing estimate for removal based on the quantity of new signage, in addition to the 4 bulkheads indicated during the site visit. Bidders can also indicate price estimates based on mounting assumptions. Bidders will be asked to provide a per sign cost estimate. The successful proponent will be expected to document removal as they go and provide an inventory on completion.
9. D1 - Building Directory – existing spec for this is freestanding. Please clarify note.
 - a. This will be a freestanding sign rather than bolted into the floor
10. Performance Bond – please specify 50% or 100%?
 - a. As stated in Section A.7.4 “The successful Bidder **will (M)** be required to provide to NGC contract security in the form of a Performance Bond, for 50% of the bid amount AND a Labour and Material Payment Bond for 50% of the bid amount. The total of the Performance Bond and the Labour and Material Bond must equate 100% of the bid amount.”
11. Security Deposit – are the items listed required with bid submission or after award?
 - a. The bid bond is required with bid submission, please refer to Section A.7.3.

The NGC has located shop drawings of existing signage, please refer to Appendix N - Original Shop Drawings - Signage

The National Gallery of Canada (“NGC”) plans on undertaking two additional projects that involve construction, millwork and installation services similar to those set out in this tender.

More particularly, the NGC plans on undertaking a project referred to as ‘The Education Hub’ for the NGC’s Canada 2017 celebrations. This space will provide the visitors with a framework and context to further their understanding of the Canadian and Indigenous Galleries, as well as the Contemporary Galleries and Canadian Photography exhibition. There will be a three-dimensional design component with eight themed sections. This project is expected to include construction, millwork and installation.

Additionally, the NGC plans on undertaking the fabrication and installation of a ‘Donor Wall’, which will display the names of significant donors to the NGC. This project is expected to include construction, millwork and installation.

The NGC will use tender process NGC109480 to pre-qualify vendors to bid on the ‘The Education Hub’ project and/or on the ‘Donor Wall’ project. Vendors who achieve the minimum score of 70% from Step Two of the Evaluation Phase in NGC109480 may be invited to submit a bid with respect to the ‘The Education Hub’ project and/or the ‘Donor Wall’ project. Should NGC proceed with either, or both, of these projects, specifications and drawings for the ‘The Education Hub’ project and/or the ‘Donor Wall’



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project will be supplied at a later date. Subject to further direction from the NGC, the terms and conditions associated with the 'The Education Hub' project and/or the 'Donor Wall' project will be the same as those set out in this Invitation to Tender. Please note that the NGC reserves the right, to be exercised at its sole discretion, to enter into a contract with any one of the pre-qualified vendors or to issue a separate tenders with respect to 'The Education Hub' project, the 'Donor Wall' project or both.