

5X001-19-1012/001

# **RETURN BIDS TO:**

# **RETOURNER LES SOUMISSIONS À:**

See Section 1.

Voir Section 1.

## STANDARD REQUEST FOR BID

## **INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No N° de la	Amendment No N° de			
demande	modification			
5X001-19-1012	001			

Solicitation closes – La demande prend fin :	File No N° de dossier
2019-11-15 at 2PM (EST)	

No of	Page/
N° de	page

Date of Solicitation – Date de la demande

### 2019-11-08

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.

Voir Section 2, Article 4.1

Destination

See Section 2, Annex A.

Voir Section 2, Annexe A.

#### Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadians funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No N° de téléphone
Facsimile No N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : Date :



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# Amendment 001

### Amendment 001 to this RFB is raised to address the following:

To delete content pertaining to the following sections:

TABLE OF CONTENTS ANNEX A, REQUIREMENT and BASIS OF PAYMENT ANNEX C, FLOOR PLAN(S)

To replace with

### **TABLE OF CONTENTS**

Section 1 – Invitation and Instructions to Bidders Section 2 – Resulting Contract including a list of required goods and services

### SECTION 1 - INVITATION AND INSTRUCTIONS TO BIDDERS

## Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement?

Step 2. 🔀 Competitive or 🗌 Non-Comp
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For Competitive Requirements:

The Bidder must provide the following information <u>AFTER</u> bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  - 1. a current published price list indicating the percentage discount available to Canada; or
  - 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  - 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  - 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB

### Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information <u>WITH</u> the bid:

• The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

### **Security Requirement:**



## 1. Conditions

3.

- a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
- For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<u>http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html</u>) website.
  - The conditions in article 1 above must be met by the Bidder (the checked box applies):
    - a. 🛛 by the closing date of the bid;
    - b. before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid VOS clearance number issued by CISD;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

**Bid Evaluation:** An evaluation team composed of representatives of Canada / Courts Administration Service will evaluate the bids.

RFB Issued by:						
Identified User's (IU) Department/Agency/Crown	See Section 2, article 4.1 below.					
Corporation:						
Contact for this RFB:						
<b>RFB Closing - Submit Bid:</b> Bids must be submitted to the Contracting Authority on the date and at the time indicated below.						
By no later than date and time:	a. 2019-11-15 b. 14:00, Eastern Standard Time (EST)					
To e-mail address	dominik.giroux@cas-satj.gc.ca					
RFB Enquiries						
Unless a different period is listed in the adjacent column, about the RFB to the Contracting Authority two business of Enquiries received after the timeline indicated may not be	days prior to the RFB closing date. Two (2) business days					



## ANNEX A REQUIREMENT and BASIS OF PAYMENT

## 1. Category Selection

# **Combined Categories Rule:** For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;



## Design Upgrade Rule:

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

## NSA:

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

The requirement includes the following categories of work:

- a. Category 1 Interconnecting Panels and Freestanding Systems
  - Category 1a Interconnecting Panels (Refer to Annex C)
  - Category 1b Supporting components and freestanding furniture
- b. 🔀 Category 2 Freestanding height adjustable work surfaces
- c. 🔀 Category 3 Metal Filing and Storage Cabinets
- d. Category 4 Wood Veneer Freestanding Products
- e. 🔀 Category 5 Ancillary and Lighting Products
- f. 🔀 Category 6 Support Space Collaborative Furniture



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**RULE:** Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

g. Non-SA Product(s) – Category (ies): \_\_\_\_\_

# 2. Product and Pricing Tables

<u>Site Inspection Date:</u> To be coordinated with Project Authority after contract award. (*Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.*)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

## Product Categories: 1, 2, 3 and 5

## Table 1 – Product Table

	Section	Section B – SUPPLIER'S BID						
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$		
Catego	Category 1A							
1	Refer to Annex C and Floor Pla	ans, all panels to be seated height privacy.				\$		
Catego	ory 1B							
2	<ul> <li>2 1bFFHREN24L72WNOLNY</li> <li>Fixed Height Work Surfaces         <ul> <li>(Laminate) / Surfaces de travail à hauteur fixe (stratifié)</li> <li>Rectangular / Rectangulaire</li> <li>Panel Mounted / Monté sur cloison</li> <li>24" DEPTH-WIDTH-DIAMETER /</li> <li>PROFONDEUR-LARGEUR-DIAMÈTRE</li> <li>72" LENGTH / LONGUEUR</li> <li>29" HEIGHT / HAUTEUR</li> </ul> </li> </ul>		10		\$	\$		
3	Fixed Height Work Surfaces (Laminate) / Surfaces de travail à hauteur fixe (stratifié) Rectangular / Rectangulaire C-Legs / Piètement en C		8		\$	Ş		



Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	Inserted, if required as per 6B. 4.1 of the SA)		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
4	1bFFHREC24L60WNOLNY	Fixed Height Work Surfaces (Laminate) / Surfaces de travail à hauteur fixe (stratifié) Rectangular / Rectangulaire C-Legs / Piètement en C 24" DEPTH-WIDTH-DIAMETER / PROFONDEUR-LARGEUR-DIAMÈTRE 60" LENGTH / LONGUEUR 29" HEIGHT / HAUTEUR Laminate MODESTY PANELS - PANNEAUX DE FOND en stratifié	1		\$	\$
Categ	ory 2					
5	2WSSREXXL24L48BELXX	Sit Stand / Position assise ou debout Rectangular / Rectangulaire Laminate Finish / Fini en stratifié 24" DEPTH-WIDTH-DIAMETER / PROFONDEUR-LARGEUR-DIAMÈTRE 48" LENGTH / LONGUEUR 23" to 48.7" HEIGHT / 23" à 48.7" HAUTEUR Electric Controls / Commandes électriques	7		\$	\$
6	2WSSREXXL24L60BELXX	Sit Stand / Position assise ou debout Rectangular / Rectangulaire Laminate Finish / Fini en stratifié 24" DEPTH-WIDTH-DIAMETER / PROFONDEUR-LARGEUR-DIAMÈTRE 60" LENGTH / LONGUEUR 23" to 48.7" HEIGHT / 23" à 48.7" HAUTEUR Electric Controls / Commandes électriques	19		\$	\$
Categ	ory 3	I	1	0		
7	Mobile Box/Box/File / Tiroir ordinaire/tiroir ordinaire/tiroir classeur 3PMOBEXXPM15D24XXY Painted Metal Finish / Fini métallique		19		\$	\$
8	3LSL1HXXPM18D20XHXK	Storage Locker / Armoire de rangement One High / Un de haut Laminate Finish / Fini stratifié 18" WIDTH / LARGEUR 20" DEPTH / PROFONDEUR 48" to 54" HEIGHT / 48" à 54" HAUTEUR Keyed Locks / Serrures avec clef	21		\$	\$



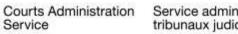
Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID			
# GoCUID Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$			
Catego	Category 5							
9	9     5MOADUARMCLPMTXXX XX     Monitor Arms / Support d'écran Dual Arm /Deux bras     26     \$     \$							

# NSA products

Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table. The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

	Section A - IU REQUIREMENT		Section B – SUPPLIER'S BID		
#	NON-SA Product(s)		Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
10	Privacy screen, panel mounted, 30"W, clear acrylic/glass / Cloison d'intimité, acrylique ou verre, transparent			\$	\$
11	Privacy screen, panel mounted, 24"W, clear acrylic/glass / Cloison d'intimité, acrylique ou verre, transparent	17		\$	\$
12	<ul> <li>Privacy screen, panel mounted, 36"W, clear acrylic/glass / Cloison</li> <li>d'intimité, acrylique ou verre, transparent</li> </ul>			\$	\$
13Privacy screen, panel mounted, 48"W, clear acrylic/glass / Cloison d'intimité, acrylique ou verre, transparent		5		\$	\$
14	Privacy screen, panel mounted, 60"W, clear acrylic/glass / Cloison d'intimité, acrylique ou verre, transparent17			\$	\$
**Mu	st not exceed ceiling unit price in SA.		Product Total		\$





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# Table 2 – Delivery

	Section A - IU REQ	UIREMENT		Section B – SUPPLIER'S BID	
Product Item # from Table 2	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1	Courts Administration Service 90 Sparks St. Ottawa (ON), K1A 0H6	On or before December 17, 2019	Outside Normal Business hours	(Y) (M) (D)	\$
with Proje **If no dat	usiness Hours 8:00 – 17:00, as per SA, A <b>ct Authority before proceeding with o</b> es and times are added by the Supplier te and Time.		Delivery Total:	\$	

# Table 3 – Installation

	Section A - IU REQ	Section B – SUPPLIER'S BID			
Product Item # from Table 3	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	Courts Administration Service 90 Sparks St. Ottawa (ON), K1A 0H6	On or before December 17, 2019	Outside Normal Business hours	(Y) (M) (D)	\$
**If no dat	usiness Hours 8:00 – 17:00, as per SA, A es and times are added by the Supplier te and Time.	Installation Total:	\$		



Courts Administration Service tribunau

Service administratif des tribunaux judiciaires

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### Table 4 – Optional Product

Not Applicable

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 4	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
Category 6						
		Meeting and Training Room Tables / Tables pour salles de réunion et de formation				
		Large Size / Grand format				
		Boat shape / En forme de bateau				
		Panel / Panneau				
	6MMTLGBTNL48120	Laminate / Stratifié	4	\$	\$	\$
1	WYNX	48" DEPTH-WIDTH-DIAMETER / PROFONDEUR-LARGEUR-DIAMÈTRE	1			
		120" LENGTH / LONGUEUR				
		29" HEIGHT / HAUTEUR				
		With POWER /DATA / Avec ALIMENTATION ÉLECTRIQUE ET DONNÉES				
	6SLCOAXXWUXXXXX MXXX	Soft Seating / Sièges rembourrés				
		Lounge Chairs / Fauteuils d'aire de repos	10			
2		Without Armrest-21" Wide Minimum / Sans accoudoirs - Largeur minimale de 21″			\$	\$
		Swivel / Pivotant				
		27" Minimum Height / 27" hauteur minimale				
		Soft Seating / Sièges rembourrés				
		Lounge Chairs / Fauteuils d'aire de repos				
3	6SLCWAXXWUXXXXX MXXX	With Armrest-27" Wide Minimum / Avec accoudoirs - Largeur minimale de 27"	26		\$	\$
		Upholstered / Rembourré				
		Swivel / Pivotant				
		27" Minimum Height / 27" hauteur minimale				

### NSA products

Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table. The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

	Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$	



Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 4	GoCUID GOCUID GO		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
					\$	\$
**Must not	**Must not exceed ceiling unit price in SA.			Product Total		\$

# Table 5 – Optional Delivery

Not Applicable

	Section A - IU REQ	Section B – SUPPLIER'S BID			
Product Item # from Table 5	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
	Courts Administration Service 90 Sparks St. Ottawa (ON), K1A 0H6	December 17	Outside Normal Business hours	(Y)	\$
1				(M)	
				(D)	
with Project **If no dat	*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // to be coordinated with Project Authority before proceeding with ordering products. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				\$

 Table 6 – Optional Installation
 Not Applicable

	Section A - IU REQ	Section B – SUPPLIER'S BID			
Product Item # from Table 6	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	Courts Administration Service 90 Sparks St. Ottawa (ON), K1A 0H6	On or before December 17, 2019	Outside Normal Business hours	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.				Installation Total:	\$



## Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes					
1.1		plier's Website identified in Part 6A of the SA to view the available finishes.				
	Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's					
	finish choices for each of the product(s) in Annex A.					
	to Canada.	ver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied				
2.		ccommodate the Delivery				
2.		and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition				
	to any laws in effect in the	jurisdiction where the work is being performed.				
	During the period of the co	ontract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the				
		ontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the				
	timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.					
2.1	Loading Dock/Location					
		Courts Administration Service				
A	Location	90 Sparks St.				
		Ottawa (ON), K1A 0H6				
B	Dock	Fits up to a 5-ton				
C	Lift					
D	Door	Double door from loading dock into building, 84 " height x 55 " wide				
E	Freight Elevator	At the loading dock				
F 3.	Other (specify, if any) Continuance of Certific	ations				
3.		t by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a				
	Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.					
3.1	Integrity Provisions					
3.2	Federal Contractor's Pro	ogram for Employment Equity				
3.4	Product Conformance					
3.5	Price Certification (In accordance with the SA, Part 6B)					



# Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4)	Ş
5	Optional Delivery Total (Table 5)	\$
6	Optional Installation Total (Table 6)	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA ( <i>if Applicable</i> )	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) [to be removed at contract award]	\$
9	Contract Price(1+2+3+7): [applicable at contract award only]	\$
10	Applicable Tax(es): [applicable at contract award only]	\$
11	Total Estimated Cost (9+10): [applicable at contract award only]	\$

\* Applicable taxes extra.

# Table 9 – Bidder's Authorized Representative

	Bidder's Authorized Representative for the Bid and the	e Contract
1.	Name:	Telephone:
		E-Mail:
		Other:



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# ANNEX C FLOOR PLAN(S)

## **INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the Bidders *must provide*:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).

As a minimum the product listing must include the following information: -Supplier part numbers including NSA products forming part of this category; -brief product descriptions; -quantities; -firm unit prices.

\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\*

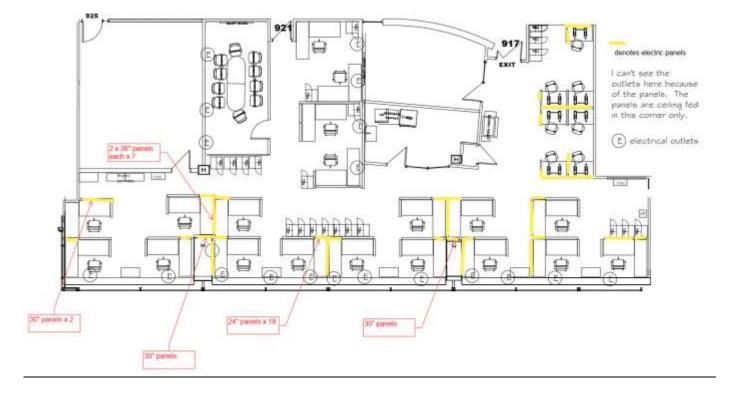
By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

## \*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".

## **Category 1a Requirement:**

## 1) Floor Plan(s)

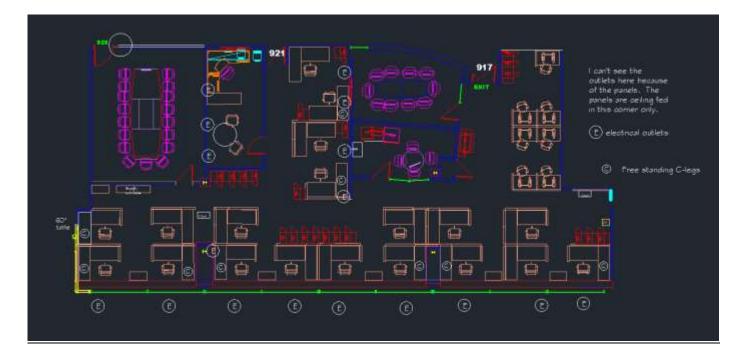
\*\*\*See attached pdfs and AutoCAD floor plan\*\*\*





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# 2) Panel Details

- a. All panels are to be seated height privacy panels, 50-54" in height, plus stack-on
- b. All panels are to be fabric.
- c. When power is required, the power is located below work surface height. Location of powered panels as indicated on the floor plan.
- d. Type of power feed: Base feed.

## 3) Panel Matrix or Workstation Layout

## a. Panel Matrix – N/A

# b. Workstation Layout(s)

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.
- Should one typical workstation identify power and the other does not power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB. Power should be Tri-lex and Data x 1.

All other terms and conditions remain unchanged.