



**AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION**

**Return Bids to: - Retourner les soumissions à :**

**Canada Revenue Agency  
Agence du revenu du Canada**  
*See herein / Voir dans ce document*

**Proposal to: Canada Revenue Agency**  
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à: l'Agence du revenu du Canada**  
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Name and Address -  
Raison sociale et adresse du Fournisseur/de  
l'entrepreneur**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone No. – No de téléphone**

(\_\_\_\_) \_\_\_\_\_

**Fax No. – No de télécopieur**

(\_\_\_\_) \_\_\_\_\_

<b>Title – Sujet</b>	
<b>Metal Filing and Storage Cabinets</b>	
<b>Solicitation No. – No de l'invitation</b> <b>1000347286</b>	<b>Date</b> <b>2019-12-18</b>
<b>Solicitation closes – L'invitation prend fin :</b>  <b>On – le: 2020-02-10</b> <b>At – À: 2:00 P.M.</b>	<b>Time zone – Fuseau horaire</b>  <b>EST/HNE- Eastern Standard Time/ Heure Normale de l'Est</b>
<b>Contracting Authority – Autorité contractante</b>	
<b>Katherine Hutton</b>	
<b>Address</b>	
<b>E-mail address</b>	
<i>See herein / Voir dans ce document</i>	
<b>Telephone No. – No de téléphone</b>	
(613) 286-5340	
<b>Fax No. – No de télécopieur</b>	
(613) 957-6655	
<b>Destination - Destination</b>	
<i>See herein / Voir dans ce document</i>	



This document consists of:

- A. Questions & Answers
  - B. Amendment to the Request for Proposal (RFP)
- 

### A. Questions & Answers

**Q1. Our Storage cabinets over 62" high have 4 adjustable shelves, is this acceptable?**

A1. This is acceptable for storage cabinets SC2 and SC3 in Appendix A: List of Cabinets and Accessories. The RFP should have stated that the high storage cabinets must have four adjustable shelves, so please refer to Amendment #3 to the RFP, listed below.

**Q2. The drawer heights for our cabinets are not within the variances of the dimensions listed in this RFP. For the for the 12" fixed front drawers, our drawers are 11.2", and for the 12" receding drawers our drawers are 12.8". Our 15" drawers are 14.4", which fit standard binders.**

**These dimensions are designed to fit standard filing and binders storage and to save on metal materials and therefore reduce cost. Are these dimensions acceptable?**

A2. Yes. Appendix C Specifications for Cabinets under section 5.7 states that the "normal" height listed should be considered nominal or typical height only. Shorter drawer heights will be acceptable as long as the drawer can still accommodate the contents specified. Please refer to Amendment #5 to the RFP, listed below.

**Q3. Our Vertical drawers are 18.375" wide, is this acceptable?**

A3. The CRA is not able to accept this size, as wider vertical filing cabinets limit the flexibility to distribute other furniture elements within approved spaces and the ability to adhere to the required clearances.

**Q4. Can you provide a drawing or picture of the small Locker storage configuration? It is not clear if you want 2 doors or 4 doors or if the open shelf has shelves or is behind a door.**

A4. No image is available at this time. Each locker compartment must have its own locking door. These compartments are located on top of the open shelf, which would typically be used for footwear that cannot fit inside the compartments.

**Q5. We do not recommend fixed front drawers for anything over 3 drawers as it is too high to be able to see into the drawers for some people. We would recommend a receding top drawer with a sliding shelf for 4 drawer or higher lateral filing cabinets.**

A5. At this time the CRA is opting to continue with fixed front drawers as written.



**Q6. On page 22, Appendix 1: Mandatory Criteria, it states the following: “M2.2 To demonstrate compliance with this requirement, the Bidder must provide an activity report that demonstrates the volume of cabinets supplied over a single three month period within the last twelve (12) months, as of the date of bid closing.” Would you please replace the word of “Bidder” with “Manufacturer”?**

A6. Please reference RFP Amend #6 located below to clarify this mandatory criterion.

**Q7. Can you please clarify what CRA is looking for regarding section 5.8 of Appendix C Specifications for Cabinets, where it states the following: " The vertical file drawers must be equipped with a device that is designed to prevent the unexpected shifting of contents when drawers are open and closed"? Can you provide specifications or an image of what is being requested?**

A7. An example of this type of device in the past was called a “follower block”. In this case, “device” is a non-specific term for a design element that achieves this specified performance. It is up to Bidders to demonstrate that the products that are being offered meet this performance requirement.

**B. Amendment to the Request for Proposal (RFP)**

**Amend #3: At Appendix A: List of Cabinets and Accessories, located on page 53 of 72:**

**DELETE the following:**

	<b>STORAGE CABINET (SC): WITH THREE (3) ADJUSTABLE SHELVES, 457 mm (18") DEEP</b>
SC1	Storage Cabinet 915mm (36") wide, and 1270 to 1320 mm (50" to 54") high
SC2	Storage Cabinet 915mm (36") wide, and 1575 to 1676 mm (62" to 66") high
SC3	Storage Cabinet 1065mm (42") wide, and 1575 to 1676 mm (62" to 66") high

**INSERT the following:**

	<b>STORAGE CABINET (SC): WITH ADJUSTABLE SHELVES, 457 mm (18") DEEP</b>
SC1	Storage Cabinet with 3 shelves, 915mm (36") wide, and 1270 to 1320 mm (50" to 54") high
SC2	Storage Cabinet with 4 shelves, 915mm (36") wide, and 1575 to 1676 mm (62" to 66") high
SC3	Storage Cabinet with 4 shelves, 1065mm (42") wide, and 1575 to 1676 mm (62" to 66") high



**Amend #4 At Appendix C: Specifications for Cabinets on page 58 of 72:**

**DELETE the following:**

2.1. All cabinets must have successfully passed all applicable performance tests for the most recent published version of the following standards:

- 2.1.1. ANSI/BIFMA X5.3, and
- 2.1.2. ANSI/BIFMA X5.9.

**INSERT the following:**

2.1. All cabinets must have successfully passed all applicable performance tests for the most recent published version of the following standards:

- 2.1.1. ANSI/BIFMA X5.9

Test reports for vertical filing cabinets in accordance with ANSI/BIFMA X5.3 that are less than five (5) years old will be acceptable upon submission. However, as ANSI/BIFMA X5.3 has been withdrawn, products will need to be re-tested at a later date as necessary, in accordance with the requirement in section 2.3 Age of Tests below.

**Amend #5: At Appendix C: Specifications for Cabinets on page 60 of 72:**

**DELETE the following:**

5.7. Lateral file drawer height: lateral file drawers must be supplied in two heights:

5.7.1. File height drawer: normally 300mm (12 inches) high, which must be able to accommodate both legal and letter file folders with tabs.

5.7.2. Binder height drawer: normally 381mm (15 inches) high, which must be able to accommodate binders. These are normally 381mm (15 inches) high, but shorter heights may be accepted as long as binders can be accommodated.

**INSERT the following:**

5.7. Lateral file drawer height: lateral file drawers must be supplied in two heights:

5.7.1. File height drawer: normally 300mm (12 inches) high. Shorter height drawers are acceptable as long as drawers will accommodate both legal and letter file folders with tabs.

5.7.2. Binder height drawer: normally 381mm (15 inches) high. Shorter height drawers are acceptable as long as drawers will accommodate binders.



**Amend #6: At Appendix 1: Mandatory Requirements on page 22 of 72:**

**DELETE the following:**

**M2.2** The Bidder must be capable of supplying, delivering and installing a minimum of 750 cabinets in a given three-month period through their national distribution network.

To demonstrate compliance with this requirement, the Bidder must provide an activity report that demonstrates the volume of cabinets supplied over a single three-month period within the last twelve (12) months, as of the date of bid closing.

The activity report must include the quantity of cabinets supplied, delivered and installed, and the dates and client locations serviced. This report can include multiple clients serviced during this time period.

**INSERT the following:**

**M2.2** The Bidder must be capable of supplying, delivering and installing a minimum of 750 cabinets in a given three-month period through their national distribution network.

To demonstrate compliance with this requirement, **the Bidder must provide, or obtain from the manufacturer**, an activity report that demonstrates the volume of cabinets supplied over a single three-month period within the last twelve (12) months, as of the date of bid closing.

The activity report must include the quantity of cabinets supplied, delivered and installed, and the dates and client locations serviced. This report can include multiple clients serviced during this time period.

**Amend #7 On the cover page, under the section titled “Solicitation closes – L’invitation prend fin”:**

**DELETE the following:**

on – le: 2020-02-03  
at – à: 2:00 P.M. / 14 h

**INSERT the following:**

on – le: 2020-02-10  
at – à: 2:00 P.M. / 14 h

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**