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**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**  
Furniture Division/Division des ameublements  
L'Esplanade Laurier,  
East Tower 7th Floor  
Tour est 7e étage,  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Small and large lockers for ISED Small and large lockers for ISED	
<b>Solicitation No. - N° de l'invitation</b> U6416-221161/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> U6416-221161	<b>Date</b> 2021-12-30
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-991-80773	
<b>File No. - N° de dossier</b> pq991.U6416-221161	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2022-01-14</b> Heure Normale de l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ouimet, Daphné	<b>Buyer Id - Id de l'acheteur</b> pq991
<b>Telephone No. - N° de téléphone</b> (343) 551-0104 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Amendment 002 is raised to answer questions received from industry and to modify the Request for Proposal as follows:

## **1. Questions and Answers**

### **Question 1**

Can the locker diagrams be provided separately in a larger or clearer format? The current jpegs inserted into the PDF become pixelated when enlarged and not all the text is readable as is or larger.

### **Answer 1**

Yes – a total of 4 PDF files is provided in this amendment. Please refer to the PDF files included in this amendment.

### **Question 2**

Section 6.2 Finishes: The door finish is specific to one material/colour-code/manufacture. Would you allow bidders to use their standard selection of High-pressure laminates for the doors, and the client can choose from those whites after contract is awarded?

### **Answer 2**

Yes we will allow bidders to use their standard High-pressure laminates. Please refer to the revised Annex A – Statement of Requirement included in this amendment.

### **Question 3**

Section 6.12 Ventilation: This section refers to the drawings for details, however the drawings do not include any detail on the size or shape of the vents. There is only a note saying vents at the top. Will a manufacturer's standard vents be acceptable if located at the top?

### **Answer 3**

Yes, a manufacturer's standard vents is acceptable if located at the top but must be at least 4" by 4". Acceptable shapes are round, square or rectangular. Each gaps must not be bigger than 0.75". Please refer to the revised Annex A – Statement of Requirement included in this amendment.

### **Question 4**

Section 6.9.2. (fillers): Can a drawing of the 90 deg corner piece filler be provided? It is not clear what this is supposed to look like.

### **Answer 4**

A 90 degree filler is a 90degree corner piece that will connect 2 lockers and provides a finish corner and the appropriate gap when lockers will be installed at a 90degree angle. 90 degrees fillers will only be required on 8E. Other fillers are to provide a enclose gap, between 1 and 2" when a bank of lockers are installed against the wall. Please refer to Autocad Files for 1W, 6E, 5W and 8E included in this amendment. We do not have floor plans for the remaining scope. Please refer to the revised Annex A – Statement of Requirement included in this amendment.

**Question 5**

Locker diagrams: The diagrams are requesting the file/file drawers have U-pulls, however as these drawers are sitting behind the main draw this would push the drawers back by several inches. Would you also accept either a recessed handle, or carved hand opening?

**Answer 5**

No. For accessibility reason the handle must be protruding from lockers to facilitate grip.

**Question 6**

Locker diagrams: The file/file drawers have minimum width requirements to allow for letter sized papers to be filed parallel to the drawer, plus material widths and glide hardware. Would you accept the wardrobe to have a smaller interior width (approx. -1") to allow for the function of the file drawers?

**Answer 6**

Yes the wardrobe size (width) can be reduced, but not more than 1.5". Please refer to the PDF files included in this amendment.

**Question 7**

Locker diagrams: The base cavity at the bottom of the lockers is not required for wood construction lockers, this feature adds cost and difficulty to the construction. Would you also accept this cavity being removed from the design and using the natural bottom of the lockers for the file/files and boot trays? Vertical dimensions for hooks/hangers/shelves would be remain the same from above finished floor.

**Answer 7**

No. The base cavity is required to hide the adjustable levelers and to provide a buffer in situations where the floor is not levelled so that the door or drawer can be opened freely without hitting the floor.

**Question 8**

Venting in the top of the cabinets – the summary says to reference the drawings, but I don't see a top view outlining the vent pattern.

**Answer 8**

Please refer to Question and Answer #3 . A manufacturer's standard vents is acceptable if located at the top. Please refer to the revised Annex A – Statement of Requirement included in this amendment.

**Question 9**

Overall floor plan identifying locker locations for fillers – there is a request for us to include fillers, based on drawings and wall locations, however no drawings were provided

**Answer 9**

Please refer to Question and Answer #4. Please refer to the revised Annex A – Statement of Requirement included in this amendment.

**Question 10**

Large locker – it appears to have drawers on the interior and this isn't called out in the product details, only shown in the elevations and it is very difficult to read any of the details from the link, can we get an actual PDF or source file for the detail on the lockers

**Answer 10**

Please refer to Question and Answer #1. A total of 4 PDF files is provided in this amendment. Please refer to the PDF files included in this amendment.

**2. This Request for Proposal is modified as follows:**

- a. Replace Annex A – Statement of Requirement

**DELETE:**

Annex A – Statement of Requirement in its entirety

**REPLACE BY:**

The following Annex A – Statement of Requirement

## **ANNEX A**

### **STATEMENT OF REQUIREMENT**

#### **1. BACKGROUND**

The Corporate Facilities Branch of the Department of Innovation, Science and Economic Development Canada (ISED) wishes to acquire lockers.

As a result of the GC Workplace initiative, office space has been changed in innovative ways within the Government of Canada. Public servants now have access to a flexible work environment that combines office work and telecommuting. This was all the more reinforced following the effects of the Covid-19 pandemic.

ISED aims to modernize the workspaces by implementing an innovative and flexible work environment. To do this, new workstations assigned and not assigned to employees will be set up. Each of these workstations will have an assigned locker in a designated location.

The purpose of this request is to obtain lockers suitable for the GC Workplace in order to allow employees to properly store all their personal effects in a safe manner in their workplace.

Following a study conducted with several sectors and groups in relation to existing workspaces, it was determined that many of these will experience employee growth in the coming years to come. This is why modernizing the office space at the C.D. Howe building is essential in order to meet their physical needs. Based on the results of the study, ISED has a requirement to proceed with the supply, delivery and installation of "large" and "small" lockers.

#### **2. SCOPE**

This requirement is for the supply, delivery and installation of laminate lockers with digital numeric lock.

#### **3. GENERAL REQUIREMENTS FOR THE LOCKERS**

- a) The contractor is responsible for securing the workforce and providing the material and equipment necessary for the installation of the lockers as indicated in the plans and details provided
- b) The dimensions of the "large" lockers are 24 in. (610 mm) wide x 24 in. (610 mm) deep x 72 in. (1829 mm) high. For accepted tolerance refer to sections 6.4 and 6.5.
- c) The dimensions of the "small" locker are 12 in. (305 mm) wide x 24 in. (610 mm) deep x 72 in. (1829 mm) high. For accepted tolerance refer to sections 6.4 and 6.5.
- d) Floor plans will be provided before each installation in order to detail the installation environment

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#### **4. SUBMITTALS (To be provided by the Contractor after Contract Award)**

**4.1 PRODUCT DATA:** The contractor must submit manufacturer's data sheets on each product to be used, including the following:

- a) Preparation instructions and recommendations
- b) Handling requirements and recommendations
- c) Installation methods

**4.2 SHOP DRAWINGS:** The contractor must submit manufacturer's shop drawings, indicating the following:

- a) Construction,
- b) Materials,
- c) Dimensions,
- d) Door frames,
- e) Doors,
- f) Handles,
- g) Locks,
- h) Ventilation system,
- i) Accessories,
- j) Finish,
- k) Lockers layout,
- l) Anchoring,
- m) End/back panels
- n) Installation details.

**4.3 MAINTENANCE DATA:** The contractor must provide door adjusting, repairing and replacing lockers doors and latching mechanisms.

**4.4 VERIFICATION SAMPLES:** The contractor must submit manufacturer's standard color samples.

**4.5 WARRANTY:** The contractor must submit manufacturer's standard warranty. Failures include, but are not limited to, the following:

- 4.5.1 Structural failures
- 4.5.2 Faulty operation of latches and other door hardware

#### **5. QUALITY OF WORKMANSHIP**

**5.1** The assembled components must be uniform in quality, style, material and workmanship, and they must be clean and free from any defect which could affect their appearance, their serviceability and to their safety.

**5.2** Lubricated components must be protected so that they do not accidentally come into contact with the user, his clothing or his documents. Wood-core surfaces must be of balanced construction to prevent warping.

**5.3** Lockers must be level and stabilized to prevent swaying and risk of tipping. The floors will be covered with carpet tiles or vinyl. This will be communicated with the contractor during each phase of the installation.

- 5.4 Some of the "large" lockers must have the door hinge installed on the left and some must have the door hinge installed to the right. The exact quantity of left and right door hinge lockers will be provided once contract is awarded.
- 5.5 Some of the "small lockers must have the door hinge installed on the left and some must have the door hinge installed to the right. The exact quantity of left and right door hinge lockers will be provided once contract is awarded.
- 5.6 Fixed, moving or adjustable parts must be constructed in such a way that they will not loosen, accidentally remove or cause injury.

## 6. PRODUCT - DETAILS REQUIREMENTS FOR THE LOCKERS

All lockers must include and respect the following elements:

### 6.1 BODY, BOTTOM AND DOOR;

- 6.1.1 Be fabricated in premium grade particleboard, laminated with plastic high pressure laminate.
- 6.1.2 Edge banding strips same width as particleboard.
- 6.1.3 Matching face laminate.
- 6.1.4 ~~Perforations routed through top of locker for ventilation as shown on elevation at Annexe A 1 Lockers Specifications Diagrams~~ Perforations routed through top of locker or ventilation vent at least 4"wide x 4"deep for ventilation
- 6.1.5 No rough edges.

### 6.2 FINISHES;

Two color laminate finishes:

- Body and bottom must be in wood veneer imitation
- Door must be white high pressure laminate (Formica White, Matte Finish, 949-58)

Final choice of colors for frames, doors and interior will be made once the contract has been awarded. Within ten business days of the contract award, the contractor will send the laminate samples to the Project authority for final selection. The Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s).

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### **6.3 HINGES;**

Heavy Duty, soft close or noise reducing bumpers, concealed hinges, fabricated to swing 120 degrees (3 hinges). Continuous Hinges may be provided if manufacturer's standards; steel continuous hinge.

### **6.4 LARGE LOCKER;**

6.4.1 Height: 72 inches (1829 mm) (Tolerance of +/-1 inch (25 mm)).

6.4.2 Size: 24 inches (619 mm) wide by 24 inches (610 mm) (Tolerance of -1 inch (25 mm))

### **6.5 SMALL LOCKER;**

6.5.1 Height: 72 inches (1829 mm) (Tolerance of +/-1 inch (25 mm)).

6.5.2 Size: 12 inches (305 mm) wide by 24 inches (610 mm) (Tolerance of -1 inch (25 mm))

### **6.6 SUPPORT**

6.6.1 Have adjustable levelers

6.6.2 Be self-supporting

### **6.7 INTERIOR EQUIPEMENT;**

#### **6.7.1 Large lockers**

##### 6.7.1.1 Shelves

6.7.1.1.1 One (1) fixed shelf installed 60 inches (1524 mm) (+/- 1") from bottom.

6.7.1.1.2 Two (2) adjustable shelves adjustable between one to two inch increments starting at 12 inches (305 mm) up to 40 inches (1016 mm) (+/- 1") from the bottom.

##### 6.7.1.2 Coat Hangers

6.7.1.2.1 Two (2) single-prong wall coat hooks. Finish: zinc-plated or comparable rust-retardant treatment installed at 42 inches (1067 mm) (+/- 1") from bottom.

6.7.1.2.2 Steel rod stock with ball points for snag-free use installed at 58 inches (1473 mm) (+/- 1") from bottom.

**6.7.1.2.3 Width of coat hangers open area must be between 8" and 10"**

##### 6.7.1.3 Boot tray

6.7.1.3.1 One (1) removable plastic boot tray (size to suit – and cover entire bottom of locker))

#### **6.7.2 Small lockers**

##### 6.7.2.1 Shelves

6.7.2.1.1 One (1) fixed shelf installed 60 inches (1524 mm) (+/- 1") from bottom.

6.7.2.1.2 One (1) adjustable shelf adjustable between one to two inch increments starting at 12 inches (305 mm) up to 40 inches (1016 mm) (+/- 1") from the bottom.

6.7.2.2 Coat Hangers

6.7.2.2.1 Two (2) single-prong wall coat hooks. Finish: zinc-plated or comparable rust-retardant treatment installed at 42 inches (1067 mm) (+/- 1") from bottom.

6.7.2.2.2 One (1) steel rod stock with ball points for snag-free use installed at 58 inches (1473 mm) from bottom.

6.7.2.3 Boot tray

6.7.2.3.1 One (1) removable plastic boot tray (size to suit – and cover entire bottom of locker)

**6.8 ASSEMBLY**

Contractor must take into account the quantities indicated by zone.

**6.9 FILLERS;**

When applicable

6.9.1 Provide 2 inches (51 mm) (tolerance -1") filler where bank of lockers are installed against a wall (refer to drawings).

6.9.2 Provide a 2 inches (51 mm) (tolerance -1") 90 degrees corner piece filler when bank of lockers are installed perpendicular from each other (refer to drawings).

6.9.3 Drawings only available for 1W, 5W, 6E and 8E. For other floors no fillers are required.

**6.10 LOCK SYSTEMS;**

6.10.1 Operation of the lock mechanism through a numeric keyboard with a minimum programming of four (4) digits.

6.10.2 Be operable with one hand.

6.10.3 Provide four (4) sets of Management and programming control keys.

6.10.4 Powered by long duration non-rechargeable batteries standard type.

6.10.5 Construction of casing in hardened steel.

**6.11 HANDLE;**

6.11.1 Must be integrated into locking device, but must be protruding and be accessible to facilitate grip (no pull and twist); have round edges. Refer to drawing for location.

OR

- 6.11.2 Must be separated from locking device, but handle must be at least 6 inches (152 mm) high, protruding from lockers to facilitate grip (no pull and twist), have round edge, dark metal finish, be installed vertically under digital lock. Refer to drawings for details.
- 6.11.3 Contractor must provide mechanism specification of type of handle once contract is awarded to Project Authority in order to ensure accessibility requirements are met.

## 6.12 VENTILATION

6.12.1 Must have a ventilation outlet on top surface. ~~Refer to drawings for details.~~

6.12.2 Perforations routed through top of locker or ventilation vent.

6.12.3 Must be at least 4" wide by 4" deep.

6.12.4 Acceptable shapes are round, square or rectangular.

6.12.5 Each gaps for the vent must not be bigger than 0.75".

## 7. EXECUTION

Execution services must be provided for the products contracted. The minimum level of service required is detailed below. The Contractor must:

### 7.1 STORAGE

Store materials in clean, dry area indoors in accordance with manufacturer's instructions and protect materials and finish during handling and installation to prevent damage.

### 7.2 DELIVERY

7.2.1 Delivery of goods will be done in two stages.

**Stage 1:** To be delivered to ISED warehouse (Storage Facility) before March 31<sup>st</sup>, 2022. The location of the warehouse will be determined once contract awarded and will be no further than 40 km radius from 235 Queen St, Ottawa.

**Stage 2A:** From ISED warehouse to C.D. Howe building (235 Queen St, Ottawa) by **ten (15) phases**. Refer to Annex B - Basis of Payment for delivery schedule and quantity.

**Stage 2B:** From ISED warehouse to Place du Portage (PDP) (50 Victoria Street, Gatineau, Québec) by **one (1) phase**. Refer to Annex B - Basis of Payment for delivery schedule and quantity.

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**Stage 2B:** From ISED warehouse to Measurement Canada (MC) Building (151 Tunney's Pasture Driveway, Ottawa, Ontario by **one (1) phase**. Refer to Annex B - Basis of Payment for delivery schedule and quantity.

- 7.2.2 Communicate with the site contact provided by the Project Authority before proceeding with the delivery of every phases in order to arrange a date and time for each phase.
- 7.2.3 Deliver master and control keys to Project Authority.
- 7.2.4 Inspect lockers with the Project Authority upon receipt for visible damage. Further inspection if necessary for hidden damage.

### 7.3 INSTALLATION

- 7.3.1 Install lockers and accessories at locations shown and in accordance with manufacturer's instructions
- 7.3.2 Install lockers plumb, level, square, rigid, with flush installation
- 7.3.3 Fasten adjoining locker units together to provide rigid installation. Fasteners to be located either at the bottom or top of lockers bank (out of sight)
- 7.3.4 Fillers: Install laminate fillers using concealed fasteners (where applicable)
- 7.3.5 Joints: Provide flush hairline joints against adjacent surfaces.

### 7.4 ADJUSTING

- 7.4.1 Adjust lockers for correct function and operation in accordance with manufacturer's written instructions.
- 7.4.2 Lubricate moving parts to operate smoothly and fit accurately.

### 7.5 CLEANING

- 7.5.1 Leave work area clean at the end of each day.
- 7.5.2 Final Cleaning: Upon completion, remove surplus materials, rubbish, tools and equipment.
- 7.5.3 Touch-up factory-finish and repair or replace damaged products before Substantial Completion.
- 7.5.4 Remove and replace defective or damaged components that cannot be successfully repaired as determined by the client.
- 7.5.5 Clean surfaces promptly after installation in accordance with manufacturer's instructions. Do not use harsh cleaning materials or methods that could damage finish.

## **7.6 PROTECTION**

7.6.1 Protect installed products and components from damage during construction.

7.6.2 Repair damage to adjacent materials caused by locker installation.

## **8. TERMINOLOGY**

- a) Regular hours of work mean 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding federal government holidays.
- b) After working hours means:
- Between 5 p.m. and 8 a.m., Monday to Friday, except federal government holidays;
  - 24 hours a day during federal government holidays;
  - 24 hours a day during Saturday and Sunday.

**\*All other terms and conditions remain unchanged.**