

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

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
Training and Specialized Services Division/Division de
la formation et des services spécialisés
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet RFP - PARKING MANAGEMENT SERVICES		
Solicitation No. - N° de l'invitation EP119-121887/A		Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20121887		Date 2012-07-26
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-129-24567		
File No. - N° de dossier 129zh.EP119-121887		CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-16		Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Spivack, Jessica		Buyer Id - Id de l'acheteur 129zh
Telephone No. - N° de téléphone (819) 956-0151 ()		FAX No. - N° de FAX (819) 956-7179
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

Amendment No. 001
Solicitation No.: EP119-121887/A

The purpose of this amendment is to:

- 1) modify the bid solicitation as detailed in Section A;
- 2) to extend the bid solicitation to August 16, 2012 at 14:00 EST; and
- 3) provide answers to supplier's questions relating to this solicitation as detailed in Section B.

SECTION A
MODIFICATIONS TO THE BID SOLICITATION

A1 - As part of a new security initiative, the Bidder must submit at bid closing the Consent to a Criminal Record Verification Form in accordance with Part 5, Article 1.2 , which requires the form to be completed and signed by each individual who is currently on the Board of Directors of the Bidder and provided with the bid. The following articles have been added in accordance with the new initiative.

At - TABLE OF CONTENT;

DELETE in its entirety PART 5 - CERTIFICATIONS and **REPLACE** with the following:

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award and Certifications Required with the Bid

INSERT to LIST OF ANNEXES and LIST OF ATTACHMENTS the following:

LIST OF ATTACHMENTS

Attachment 2 to Part 5, Certifications Required with the Bid

LIST OF ANNEXES

Annex E Floor Plans

Annex F Consent to a Criminal Record Verification (PWGSC-TPSGC 229)

INSERT at PART 1 - GENERAL INFORMATION

- 2.1** Pursuant to section 01 of Standard Instructions 2003, a Consent to a Criminal Record Verification form, must be submitted with the bid, by the bid solicitation closing date, for each individual who is currently on the Bidder's Board of Directors.

DELETE in its entirety PART 5 - CERTIFICATIONS - Certifications Precedent to Contract Award and **REPLACE** with the following:

1. Certifications Precedent to Contract Award and Certifications Required with the Bid

- 1.1 Certifications Precedent to Contract Award**

The certifications included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.2 Certifications Required with the Bid

Bidders must submit as part of their bid the certifications included in Attachment 2 to Part 5, Certifications Required with the Bid, duly completed.

INSERT at ATTACHMENT 2 TO PART 5 - CERTIFICATIONS REQUIRED WITH THE BID

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

A2 - INSERT at Annex A; Statement of Work, article 10.0 Client Support the following:

10.11 PWGSC will provide the Zeag-Orion Management "revenue control system" software from Zeag Orion and any supporting and operational software related to the parking equipment described at article 3.0.

A3 - DELETE at Annex A; Statement of Work, Article 10.4 and **REPLACE** with the following:

10.4 PWGSC will provide access to utilities including internet access and telephone lines and a site office for the operations of the Contractor. Activation for internet and telephone hardlines will be at the contractors expense.

A4 - DELETE in its entirety PART 7, Article 13 - Receipt and Deposit of Public Money and **REPLACE** with the following:

Credit and Debit Card Receipts

For payments made by debit or credit cards, the Contractor must do all of the following:

- i. The Contractor must obtain from the Contracting Authority a credit card merchant account number as well as any corresponding terminals, if needed, that will enable credit and/or debit charges;
- ii. The Contractor must process credit and debit card changes with the below identified Card Acquirer;

Insert info here

iii. The Card Acquirer(s) will be responsible for the acceptance, processing and settlement of Visa, MasterCard and American Express and Debit Card (Interac, Interac Online and other brands if requested) transactions payable to the Receiver General for Canada, including sales, authorizations and refunds. Canada will be responsible for the provision of point-of-sale (POS) workstation rentals.

INSERT at Annex A; Statement of Work, article 10.0 Client Support the following:

10.12 The Contractor will be provided the necessary support and equipment for credit card payments.

A5 - DELETE at Annex A; Statement of Work, article 8.19 and 8.10 in their entirety and **REPLACE** with the following:

8.19 The Contractor must advise PWGSC of all problems related to cleaning other than the parking office, snow removal, and ice and dirt build-up.

8.20 The Contractor must advise PWGSC and the National Service Call Centre (NSCC) if snow clearing/removal is not completed by 7:00 a.m..

A6 - DELETE at Annex A; Statement of Work, article 10.10 in its entirety and **REPLACE** with the following:

10.10 General cleaning (sweeping, garbage removal, etc.) and snow and ice removal is the responsibility of PWGSC.

SECTION B QUESTIONS AND ANSWERS

Set 1 of Questions and Answers

Question 1

Please specify type (manufacturer, model, etc..) of parking control equipment being installed, both "transient" and "pay on foot".

Response 1

The manufacturer will be Zeag Orion for the parking control equipment with supporting software to be provided by PWGSC.

Question 2

Please confirm that the "revenue control system" to be used is to be supplied by contractor.

Response 2

No, the software system Zeag-Orion Management System will be supplied by PWGSC.

Question 3

Paragraph 8.24 (page 30) states that "contractor is responsible for all signage...". Please confirm that these expenses, with approval from PWGSC, are to form part of regular operating expenses.

Response 3

We are referring to signage such as the contractor's company informational displays, parking rates lists, or any additional signage the contractor would want to display not directional or parking structure related information. Any additional signage put up by the contractor should be taken into consideration when determining the firm lot price which would include the company's monthly operating expenses.

Question 4

Paragraph 8.28 (page 30) – same question as above

Response 4

As mentioned in section 8.28, the "Parking Card Access itself will be the property of service provider and the contractor will be entitled to ask parking clients and/or users for a cash money deposit to manage the cost". Therefore, costs and ownership will be covered by the contractor with lost card costs being covered by the initial deposit required from the client and users.

Question 5

Paragraph 9.8 (page 32) – same question as above

Response 5

Internet access and telephone lines will be available if the contractor requires the services, however, the initial connection fee for the internet or telephone line through Bell will be at the contractors expense.

Question 6

Please confirm that all credit card fees will be part of regular operating expenses, for reimbursement.

Response 6

No, the Contractor will not have to pay for credit card fees. Fees and point-of-sale terminales will be covered under a separate contract between PWGSC and an electronic transaction management company. See Section A4 for further RFP clarification.

Question 7

Please confirm that under paragraph 8.17 (page 29), all additional hours for personnel, in case of emergency, will be reimbursed.

Response 7

No, the potential for emergency personnel, if required, should be factored into the general operating cost and included in the firm lot price and will not be reimbursed if required.

Question 8

Will there be an opportunity for a "site visit"?

Response 8

No site visit will be scheduled. Floor Plans have been attached and will form part of the contract under Annex E.

Question 9

Annex A – Statement of Work Clause 8.19 appears to contradict Clause 8.20. 8.19 states we are not responsible for reporting problems involving snow/ice removal yet Clause 8.20 states that we are to notify the Owner in the event of a Hazardous snow/ice condition. If we are not responsible for snow/ice removal under 8.19 we feel that we should not be responsible for having to provide a notice in the event of a hazardous condition as noted in 8.20. In addition, "hazardous condition" is not defined therefore failure to report a problem could be construed as negligence against the contractor. Is it possible to either redefine these clauses or delete, "...or if a hazardous condition exists" from Clause 8.20?

Response 9

For both clauses 8.19 and 8.20 all reference to "hazardous conditions and situations" are to be removed. See A5 above.

Question 10

Annex A – Statement of Work Clause 10.10 states that PWGSC is responsible snow removal. We would like to see the word, "ice" included in this clause. Is that acceptable?

Response 10

Yes, see A6 above.

Question 11

Part 6 Clause #4 – Crime: our insurance company will not add Canada as a Loss Payee to our Crime Insurance policy but they will make payments directly to Canada for loss of currency we are legally responsible for. Is this acceptable?

Response 11

Yes, this is acceptable as long as this is indicated within the insurance documents provided with the bid.

Question 12

Part 6 Clause #3 is the same as Part 7 Clause #12. Is there a purpose for this or can Part 7 Clause #12 be deleted?

Response 12

Yes, they are the same clause in 2 locations and will not be deleted as Part 7 is included to show what clauses and conditions will be included within the contract upon award.

Question 13

Is the contractor responsible for the cost of all ticket supplies as it relates to pay on foot equipment, parking meters and patrol ?

Response 13

Yes, the Contractor will be responsible for the ticket supplies from the Zeag-Orion equipment.

Question 14

Will PWGSC be providing access to a site office at no charge to the contractor or will there be a rent associated to this office?

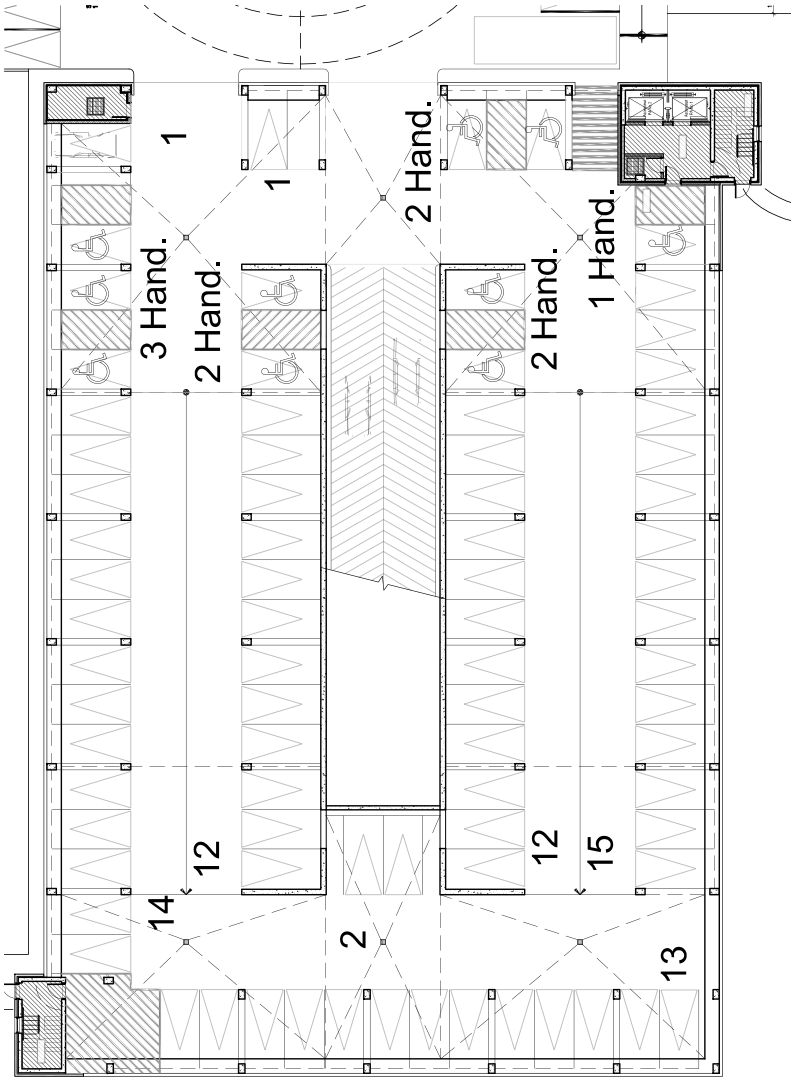
Response 14

The site office provided by PWGSC will be at no charge to the Contractor.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

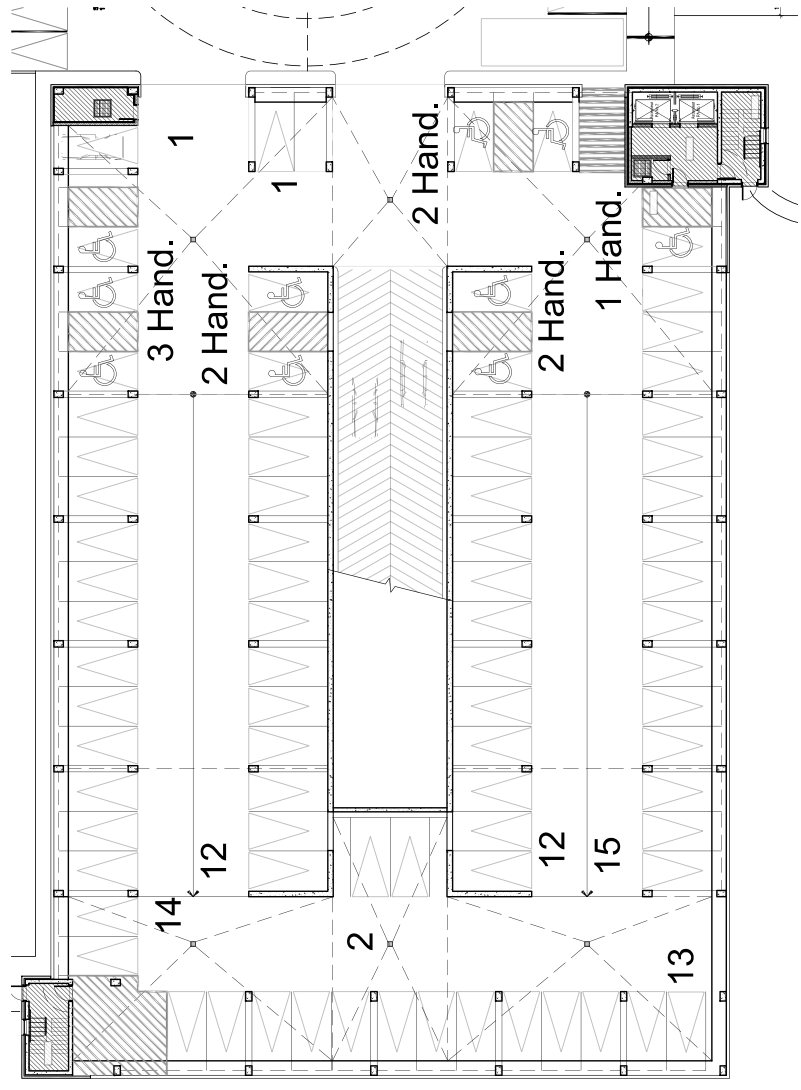
PLACES STATIONNEMENT NIVEAU 1

Stationnement	70 places
Stationnement Hand.	10 places
Total	80 places



PLACES STATIONNEMENT NIVEAU 1

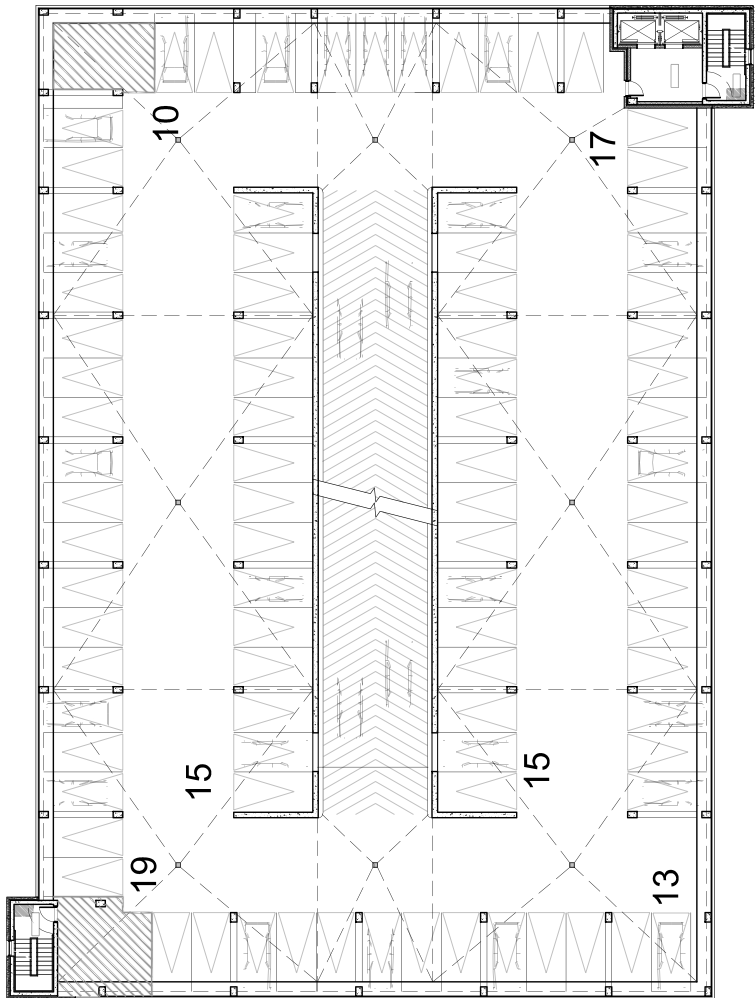
Stationnement	70 places
Stationnement Hand.	10 places
Total	80 places



PLACES STATIONNEMENT TYPE (NIV 2 @ NIV. 6)

Stationnement 89 places (89 x 5 étages)

Total 445 places







**FOR GOVERNMENT USE ONLY
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A

**PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B

**BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male
Masculin

☐

Female
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	