

**RETURN BIDS TO:**

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**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**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Material Traffic Division /Division du transport du matériel

11 Laurier St. / 11, rue Laurier

6B1, Place du Portage, Phase III

Gatineau, Québec K1A0S5

<b>Title - Sujet</b> REGIONAL MASTER STANDING OFFER		
<b>Solicitation No. - N° de l'invitation</b> E60LM-110016/B		<b>Date</b> 2012-03-16
<b>Client Reference No. - N° de référence du client</b> E60LM-110016		<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> lm001.E60LM-110016	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$SLM-001-59463		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2012-02-27
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-28</b>		<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jiang, Kevin		<b>Buyer Id - Id de l'acheteur</b> lm001
<b>Telephone No. - N° de téléphone</b> (819) 956-3857 ( )	<b>FAX No. - N° de FAX</b> ( ) -	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

**Amendment 003**

This amendment is raised to modify the following and to provide questions and answers:

**1.****PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES****A. STANDING OFFER****2.2 Standing Offers Reporting****Delete:**

Report Period :Oct. 1, 2011 to December 31, 2011				
Name of Department, Agency or Crown Corporation: Revenue Canada				
Representative and Contact: John Smith Tel: 613-234-5678				
No.	Service	Unit Price	Quantity	Extended Price
1	Storage Rate	\$0.20/cubic foot/month	50 cubic feet	\$30.00
2	Warehousing Handling Charges	\$2/cubic foot	200 cubic feet	\$200.00
	Warehousing Handling Charges Overtime	\$2/cubic foot	20 cubic feet	\$40.00
3	Domestic Crating	\$5.00/cubic foot	10 cubic feet	\$50.00
4	Transportation			
	i) local deliver by truck	\$20/hour	3 hours	\$60.00
	ii) extra person	\$20/hour	1 hour	\$20.00
5	Third Party Services	5%	\$30.00	\$6.00
6	Taking Physical Inventory	\$1.00/hour	1 hour	\$1.00
Total				\$407.00

**Insert:**

Report Period :Oct. 1, 2011 to December 31, 2011					
Name of Department, Agency or Crown Corporation: Revenue Canada					
Representative and Contact: John Smith Tel: 613-234-5678					
No	Service	Unit Price (monthly)	Monthly Quantity	Monthly Cost	Quarterly Cost
1	Storage Rate	\$0.20/cubic foot /month	20,000 cubic feet	\$4,000.00	\$12,000.00
2	Warehousing Handling Charges	\$0.02/cubic foot	20,000 cubic feet	\$400.00	\$1,200.00
	Warehousing Handling Charges Overtime	\$0.02/cubic foot	10 cubic feet	\$0.20	\$0.60
3	Domestic Crating and/or International Crating	\$5.00/cubic foot	10 cubic feet	\$50.00	\$150.00

4	Picking Order	\$15/hourly	5 hours	\$75.00	\$225.00
5	Transportation				
	i) local deliver by truck	\$20/hour	3 hours	\$60.00	\$180.00
	ii) extra person	\$20/hour	1 hour	\$20.00	\$60.00
6	Third Party Services	5%	\$30.00	\$6.00	\$18.00
7	Taking Physical Inventory	\$1.00/hour	1 hour	\$1.00	\$3.00
Total				4,612.2	\$13,836.60

## 2.

### PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

#### A. STANDING OFFER

##### 6. Call-up Procedures

**Delete: in its entirety**

**Insert:**

The Identified Users must ensure that a call-up against standing offer is raised during the period of the Standing Offer.

The Identified Users should use the following steps to select an Offeror for service:

- 1) use the following table as an template, enter the estimated usage numbers to the best of knowledge of the Identified User, use the formula in the table to calculate the extended price and total price each Offeror may charge.
- 2) use the calculated total prices to establish a rank to find which Offeror's total price is the lowest, 2nd lowest, etc.
- 3) send Statement of Work and the estimation table to the Offeror with the lowest total price for acceptance.
- 4) If the Offeror accepts the work, the call-up will be issued to this Offeror; if the Offeror does not accept the work, the Identified User move to propose the work to the Offeror with the 2nd lowest price.
- 5) Repeat this process until an Offeror is selected.

**Template of Estimation Table**

N o.	Service Item needed (Service item not needed shall be removed from the table)	Estimated Usage (User to insert usage numbers required)	Unit Price of the Offeror	Extended Price (usage number * unit price except for item 5)
1	<u>STORAGE</u> (All inclusive, including provision of reports)	_____ cubic feet	\$____/monthly /cubic foot	\$_____
2	<u>WAREHOUSING</u> <u>HANDLING</u> (domestic crating and	_____ cubic feet	\$____/cubic foot	\$_____

	international crating service excluded, picking order excluded)			
3	<u>DOMESTIC CRATING AND INTERNATIONAL CRATING</u> (including material and labor)	_____ cubic feet	\$____/cubic foot	\$_____
4	<u>PICKING ORDER</u> (for services requested by the Identified User, taking out some items from box(es) but leaving the rest of items in the box(es)), and related service)	_____ hours	\$____/hourly rate (charged on a fifteen minute segment)	\$_____
5	<u>TRANSPORTATION</u> i) Local delivery (one person and one vehicle)	_____ hours.	\$____/hourly rate	\$_____
	ii) Extra person	_____ hours	\$____/hourly rate	\$_____
6	<u>THIRD PARTY SERVICES</u> (only including postage and out-of-town transportation)	at \$_____ plus	____% markup (5% at maximum)	Actual usage plus (actual usage * ____% markup)
7	<u>TAKING PHYSICAL INVENTORY AS REQUESTED BY THE IDENTIFIED USER</u>	_____ hours	\$____/hourly rate	\$_____
	Total Price			\$_____

**3.**

Annex "B" Basis of Payment

**Delete:** in its entirety**Insert:****Annex "B"****Basis of Payment****Initial Period****For the period from April 1, 2012 to March 31, 2015**

Prices quoted are firm for the period of the Standing Offer. The rates submitted are to be inclusive of all fees and expenses for the full terms of the Standing Offer. Rates exclude GST/HST.

1. STORAGE \$\_\_\_/monthly/  
(all inclusive, including provision of reports) cubic foot  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
2. WAREHOUSING HANDLING \$\_\_\_/cubic foot  
(domestic crating and international crating excluded,  
picking order excluded)
3. DOMESTIC CRATING and/or INTERNATIONAL CRATING \$\_\_\_/cubic foot  
(including material and labor)
4. PICKING ORDER \$\_\_\_/hourly rate  
(for services requested by the Identified User,  
taking out some items from box(es) but (charged on a fifteen minute  
leaving the rest of items in the box(es)), and related service) segment)
5. TRANSPORTATION
  - i) Local delivery \$\_\_\_/hourly rate  
(one person and one vehicle)
  - ii) Extra person \$\_\_\_/hourly rate
6. THIRD PARTY SERVICES at cost plus \_\_\_% markup  
(only including postage, envelopes, ( 5% at maximum)  
and out-of-town transportation)
7. TAKING PHYSICAL INVENTORY  
AS REQUESTED BY THE IDENTIFIED USER \$\_\_\_/hourly rate

**Annex "B"****Basis of Payment****Option Year 1****For the period from April 1, 2015 to March 31, 2016**

Prices quoted are firm for the period of the Standing Offer. The rates submitted are to be inclusive of all fees and expenses for the full terms of the Standing Offer. Rates exclude GST/HST.

1. STORAGE \$\_\_\_/monthly/  
(all inclusive, including provision of reports) cubic foot  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
2. WAREHOUSING HANDLING \$\_\_\_/cubic foot  
(domestic crating and international crating excluded,  
picking order excluded)
3. DOMESTIC CRATING and/or INTERNATIONAL CRATING \$\_\_\_/cubic foot  
(including material and labor)
4. PICKING ORDER \$\_\_\_/hourly rate  
(for services requested by the Identified User,  
taking out some items from box(es) but (charged on a fifteen minute  
leaving the rest of items in the box(es)), and related service) segment)
5. TRANSPORTATION  
i) Local delivery \$\_\_\_/hourly rate  
(one person and one vehicle)  
  
ii) Extra person \$\_\_\_/hourly rate
6. THIRD PARTY SERVICES at cost plus \_\_\_% markup  
(only including postage, envelopes, ( 5% at maximum)  
and out-of-town transportation)
7. TAKING PHYSICAL INVENTORY  
AS REQUESTED BY THE IDENTIFIED USER \$\_\_\_/hourly rate

**Annex "B"****Basis of Payment****Option Year 2****For the period from April 1, 2016 to March 31, 2017**

Prices quoted are firm for the period of the Standing Offer. The rates submitted are to be inclusive of all fees and expenses for the full terms of the Standing Offer. Rates exclude GST/HST.

1. STORAGE \$\_\_\_/monthly/  
(all inclusive, including provision of reports) cubic foot  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
2. WAREHOUSING HANDLING \$\_\_\_/cubic foot  
(domestic crating and international crating excluded,  
picking order excluded)
3. DOMESTIC CRATING and/or INTERNATIONAL CRATING \$\_\_\_/cubic foot  
(including material and labor)
4. PICKING ORDER \$\_\_\_/hourly rate  
(for services requested by the Identified User,  
taking out some items from box(es) but (charged on a fifteen minute  
leaving the rest of items in the box(es)), and related service) segment)
5. TRANSPORTATION  
i) Local delivery \$\_\_\_/hourly rate  
(one person and one vehicle)  
  
ii) Extra person \$\_\_\_/hourly rate
6. THIRD PARTY SERVICES at cost plus \_\_\_% markup  
(only including postage, envelopes ( 5% at maximum)  
and out-of-town transportation)
7. TAKING PHYSICAL INVENTORY  
AS REQUESTED BY THE IDENTIFIED USER \$\_\_\_/hourly rate

**4.****Annex "D"****Delete:** in its entirety.**Insert:****Annex "D"****Rated Financial Criteria**

All offers must comply with the mandatory criteria to be further evaluated.

The proposals, that meet all the mandatory criteria, and have the **four (4) lowest** Total Bid Prices will be recommended for issuance of a Standing Offer.

For evaluation purpose, the average monthly usage amounts in bold print, inserted in the column of Average Monthly Usage in the example below, represent the amounts which will be used to calculate the Total Bid Price. For evaluation purpose, the average monthly usage amounts will be the same for each of the three periods (i.e. April 1, 2012 to March 31, 2015; April 1, 2015 to March 31, 2016; and April 1, 2016 to March 31, 2017). The quantity of goods, level of services and estimated expenditure below are only an approximation of requirements given in good faith and do not represent a commitment on the part of Canada.

The Total Bid Price of a proposal will be calculated in three steps as follows:

**Step 1:**

For each of the three pricing period (i.e. April 1, 2012 to March 31, 2015; April 1, 2015 to March 31, 2016; April 1, 2016 to March 31, 2017) extended prices will be calculated for each element of Service Item. For each element of Service Item, the Average Monthly Usage indicated in the table below will be multiplied by the proposed unit price of each respective Service Item in order to calculate an extended price.

**Step 2:**

For each of the three pricing period (i.e. April 1, 2012 to March 31, 2015; April 1, 2015 to March 31, 2016; April 1, 2016 to March 31, 2017), an estimated monthly price will be calculated by adding the extended price of each element of Service Item.

**Step 3:**

The Total Bid Price will represent the result of the following formula:

(Estimated monthly price for period April 1, 2012 to March 31, 2015 X 36) + (Estimated monthly price for period April 1, 2015 to March 31, 2016 X 12) + (Estimated monthly price for period April 1, 2016 to March 31, 2017 X 12)

The following table is an example showing how the estimated monthly price would be calculated for a given period.



**Example:**

No.	Service Item	Average Monthly Usage	Proposed Unit Price	Extended Price
1	<u>STORAGE</u> (All inclusive, including provision of reports)	<b>120,000 cubic feet</b>	<b>\$0.14/monthly /cubic foot</b>	<b>\$16,800.00</b>
2	<u>WAREHOUSING HANDLING</u> (domestic crating and international crating service excluded, picking order excluded)	<b>120,000 cubic feet</b>	<b>\$0.02/cubic foot</b>	<b>\$2,400.00</b>
3	<u>DOMESTIC CRATING and/or INTERNATIONAL CRATING</u> (including material and labor)	<b>120 cubic feet</b>	<b>\$5.00/cubic foot</b>	<b>\$600.00</b>
4	<u>PICKING ORDER</u> (for services requested by the Identified User, taking out some items from box(es) but leaving the rest of items in the box(es)), and related service)	<b>30 hours</b>	<b>\$15/hourly rate (charged on a fifteen minute segment)</b>	<b>\$450.00</b>
5	<u>TRANSPORTATION</u> i) Local delivery (one person and one vehicle)	<b>20 hours.</b>	<b>\$40.00/hourly rate</b>	<b>\$800.00</b>
	ii) Extra person	<b>2 hours</b>	<b>\$20.00/hourly rate</b>	<b>\$40.00</b>
6	<u>THIRD PARTY SERVICES</u> (only including postage, envelopes, and out-of-town transportation)	at <b>\$500</b> plus	<b>5% markup (5% at maximum)</b>	<b>\$505.00</b>
7	<u>TAKING PHYSICAL INVENTORY AS REQUESTED BY THE IDENTIFIED USER</u>	<b>10 hours</b>	<b>\$1.00/hourly rate</b>	<b>\$10.00</b>
	<b>Monthly Total Price</b>			<b>\$21,605.00</b>

Assuming the estimated monthly price for all three periods is \$21,605.00, the Total Bid Price would be calculated as follows:

$$\begin{aligned}
 &\$21,605.00 \text{ (initial period April 1, 2012 to March 31, 2015)} \times 36 \\
 &+ \$21,605.00 \text{ (1st option period April 1, 2015 to March 31, 2016)} \times 12 \\
 &+ \$21,605.00 \text{ (2nd option period April 1, 2016 to March 31, 2017)} \times 12 \\
 &= \$1,296,300.00
 \end{aligned}$$

## 5. Questions and Answers:

I understand how cubic footage handling charges work when dealing with skids, even boxes etc. It is standard in the transport industry for LTL shipments and warehousing with like commodities (same product and size on each skid). However that does not represent the work on this contract. So please explain then

### Question 1:

how do you charge labour per cubic foot for an item such as a pamphlet of paper that is requested or items that are requested within those boxes? Or any item for that matter within a box within a skid?

Would we charge the cubic rate for the entire skid for getting it off the rack, then the cube again per box to perform the work, then the cube again for the entire skid to put it back away?

### Answer 1:

Basis of Payment in Annex "B" has been revised. Use Item 4 - PICKING ORDER to charge the services in the above question.

### Question 2:

As well how do you charge labour by the cubic foot then for the services such as bar-coding, asset tagging etc? All the services that are by the unit or piece.

### Answer 2:

The services described in Question 2 are included in the rates Bidders provided to Item 2 (WAREHOUSING HANDLING) in Annex "B" - Basis of Payment. There shall be no extra charge.

### Question 3:

In Annex "A", Article 4. 6) warehouse safekeeping practices - you reference charging at the hourly labour rate. However the handling is requested at a cubic rate.

### Answer 3:

There is no change to Article 4. 6) of Annex "A".

Basis of Payment in Annex "B" has been revised. Use Item 4 - PICKING ORDER to charge the services described in Article 4. 6) of Annex "A".

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