



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

Title – Sujet Civil Writ Enforcement and Seizure Services for the Province of Alberta	
Solicitation No. – No de l’invitation 1000308383	Date of the Amendment 2013-05-15
Amendment no : 001	
Contracting Authority – Autorité contractante Name – Nom Luc Bonhomme E-mail address : Luc.Bonhomme@cra-arc.gc.ca	
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A. Strengthening Accountability in Procurement and Real Property

On July 11, 2012, the Minister of Public Works and Government Services Canada (PWGSC) announced additional measures, effective immediately, to strengthen the integrity of the procurement process at PWGSC. See the news release at news.gc.ca entitled *Harper Government Takes Action to Crack Down on Corruption*. In November 2012, PWGSC clarified the measures to further strengthen the integrity of the procurement process. Effective April 24, 2013, the CRA is applying the same strengthening accountability in procurement measures to all its solicitations and contracts.

The RFP is thereby amended as follows:

I. At article 1.4, STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

DELETE:

In its entirety.

INSERT:

All instructions, clauses and conditions identified in the solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this solicitation and accept the clauses and conditions of the resulting contract.

REVISIONS TO STANDARD INSTRUCTIONS 2003

The 2003 (2012-11-19) Standard Instructions - Goods or Services – Competitive Requirements as revised herein, are incorporated by reference into and form part of the solicitation.

Section 01 titled “Code of Conduct and Certifications – Bid”, is revised as follows:

Subsection 1 is hereby deleted in its entirety and replaced with:

1. Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. To ensure fairness, openness and transparency in the procurement process, the following activities are prohibited:
2.
 - a. payment of a contingency fee to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies;
 - b. corruption, collusion, bid-rigging or any other anti-competitive activity in the procurement process.



Subsection 4, delete reference to: (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) and replace with: (Consent to a Criminal Record Verification form).

Section 03 titled "Standard Instructions, Clauses and Conditions", "Pursuant to the Department of Public Works and Government Services Act (S.C. 1996, c.16)," is hereby deleted.

Section 05 titled "Submission of Bids", paragraph 2 (d) is deleted in its entirety and replaced with the following: "(d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.4."

Section 06, titled "Late Bids", reference to "PWGSC" is hereby deleted and replaced with CRA.

Section 07 titled "Delayed Bids", all references to "PWGSC" are hereby deleted and replaced with "CRA".

Section 08 titled "Transmission by Facsimile", this section is not applicable to this solicitation and is hereby deleted.

Section 11 titled "Rights of Canada", add the following:

- h) accept, or waive, a non material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i) award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j) retain all proposals submitted in response to this bid solicitation.

Section 12 titled "Rejection of Bid", delete subsections 1(a) and 1(b) in their entirety.

Section 17 titled "Joint Venture" delete in its entirety and replace with the following:

17 Joint Venture

1. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Annex XX) that they are bidding as a contractual joint venture and shall provide the following information.

- a) the name of the contractual joint venture;
- b) the name of each member of the contractual joint venture;
- c) the Procurement Business Number of each member of the contractual joint venture;
- d) a certification signed by each member of the joint venture representing and warranting:
 - (i) the name of the joint venture (if applicable);
 - (ii) the members of the joint venture;
 - (iii) the Procurement Business Numbers (PBN) of each member of the joint venture;
 - (iv) the effective date of formation of the joint venture;
 - (v) that the joint venture continues to be in effect as of the date of the bid submission; and



- (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.
 - e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.
 2. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.
 3. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.
 4. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).
 5. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contract Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.

Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation

II. At Article 3.4.1, GENERAL CONDITIONS;

DELETE:

In its entirety.

INSERT:

2035 (2013-03-21), General Conditions – Higher Complexity - Services, apply to and form part of the Contract.



Section 02 titled "Standard Clauses and Conditions" is hereby amended to delete the phrase "Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,". The remainder of Section 02 remains unchanged.

Section 22 titled "Confidentiality", subsection 6 is hereby amended to delete: "PWGSC *Industrial Security Manual* and its supplements", and insert: "Security Requirements for the Protection of Sensitive Information" issued by the CRA, Security and Internal Affairs Directorate (SIAD). The remainder of Section 22 remains unchanged.

Section 41 titled "Code of Conduct and Certifications - Contract", subsection 1 is hereby deleted in its entirety and replaced with:

1. The Contractor must comply with the terms set out in this section.

III. At Article 3.5, PRIORITY OF DOCUMENTS; subsection b);

DELETE:

the General Conditions (2035, 2012-03-02)

INSERT:

the General Conditions (2035, 2013-03-21)

B. QUESTIONS AND ANSWERS

I. QUESTION:

Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document:

- 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.
- 2) Soft Copy of the Tender Document through email.
- 3) Names of countries that will be eligible to participate in this tender.
- 4) Information about the Tendering Procedure and Guidelines
- 5) Estimated Budget for this Purchase
- 6) Any Extension of Bidding Deadline?
- 7) Any Addendum or Pre Bid meeting Minutes?



ANSWER:

Points 1) to 5): All the required information is found within the Request For Proposal (RFP) document. All the related documents for this RFP are distributed on Merx only; no documents will be sent by email. Merx is available on the internet, therefore eliminating all geographical constraints.

Point 6): There is no extension to the bidding deadline.

Point 7): All addendum or amendments to the RFP will be posted on Merx and there was no Pre Bid meeting or minutes.

II. QUESTION:

Glossary of Terms – Page 22 Assets – You have listed “Registered and non-registered saving plans” as assets available for seizure. Confirmation is requested that this does not include Registered Retirement Savings Plans which are exempt from seizure in the Province of Alberta.

ANSWER:

The RFP is thereby amended as follows:

At Article 3.1, GLOSSARY OF TERMS; under Assets;

ADD to the Definition:

Any physical items the contractor may be required to seize will not include any items which is prohibited from seizure pursuant to a statute enacted by the Federal or Provincial governments

III. QUESTION:

3.18.1(a) – Page 29 contemplates that the Contractor submits payments to the Project Authority after the first of each month. Why is the invoice to be held and submitted at a single point in time? Invoices are generally prepared when the work is completed, and reported on. CRA collectors are in the best position to evaluate and approve invoices when the invoices accompany the report of the work done. Holding invoices to be sent all at once, would either



separate them from the report of work, which would be inconvenient and cause confusion, or if held, would delay CRA receipt of important information.

Will CRA accept invoices as work is completed and reported on throughout the month?

ANSWER:

CRA will accept invoices as work is completed and reported on throughout the month for verification and approval by the Collections Officer. Due to the administrative cost of issuing a payment, one payment per month will be processed at the beginning of each month for invoices issued the previous month.

IV. QUESTION:

3.21 Security Requirements - Page 32. Is the valid reliability screen required pursuant to paragraph 3.21 (1) to be obtained prior to bidding, or is it a process that must be undertaken by the successful bidder before the contract starts? What does the screening involve, how long does it take to obtain a reliability screen, and how does one obtain or initiate the screening?

ANSWER:

Only the successful bidder's resources will be subject to the reliability screening prior to Contract start. Once the Contract is awarded, the contractor will receive from the Contracting Authority a form to be completed by each resource that are listed to work under the Contract. The completed forms must be returned to the CRA Security office indicated on the form. The time required may vary depending on the number of resources listed to work under the Contract.

V. QUESTION:

A-1.2 (e) Statement of Work - Page 39 – Complete an inventory of the assets seized. This is a very comprehensive inventory and potentially one that could increase the costs of many seizures. There are a number of circumstances where a very detailed inventory might not be desirable. Should this be amended to allow the agency or the bailiff to exercise some discretion in determination of a reasonable level of inventory?



ANSWER:

The RFP is thereby amended as follows:

At APPENDIX A: STATEMENT OF WORK; section A-1, Requirement; subsection A-1.2 e);

DELETE:

Complete an inventory of the assets seized, in accordance to the *Civil Enforcement Act of Alberta*. The inventory must include a complete description of the asset seized, photographs and location stored. A complete description includes serial numbers, models, makes, colours, and all forms of identification, including all visible damages at time of the seizure.

ADD:

Complete an inventory of the assets seized, in accordance to the *Civil Enforcement Act of Alberta*. The inventory should include a complete description of the asset seized, photographs and location stored. A complete description includes serial numbers, models, makes, colours, and all forms of identification, including all visible damages at time of the seizure. Discretion may be exercised, in consultation with the Collections Officer, to modify the details required on the inventory listing giving consideration to a cost benefit analysis of the appropriateness of such a detailing.

VI. QUESTION:

A-2 Financial Disbursement – Page 42. This requires information on the cheque stub that is not possible to provide with automated accounting systems. Can this requirement be met if the required information is attached to the cheque?

ANSWER:

The RFP is thereby amended as follows:

At APPENDIX A: STATEMENT OF WORK; section A-2, Financial Disbursement;

DELETE:

cheque stub

ADD:

cheque stub or an attached document



AND

ADD, at the end of the paragraph:

If the information is provided on an attached document in lieu of the cheque stub, the attached document must be cross-referenced to the respective cheque by notation of the cheque reference number and amount.

VII. QUESTION:

A-3 Reporting – Page 43 states that, “all reports must be...sent by encrypted email to the respective recipient.” Does the CRA have Public Key Infrastructure (PKI) encryption capability in their email systems? If not, does the CRA have a specific encryption standard or vendor that they prefer to be used for the sake of receiving encrypted emails?

ANSWER:

CRA has the Public Key Infrastructure (PKI) encryptions capabilities.

VIII. QUESTION:

A-3.1 Bailiff Report – Page 43. This requires an appraisal from the bailiff. The bailiff is not an appraiser. In many circumstances he can provide an opinion of value, but in some circumstances could not provide this information. The requirement should be that the bailiff will provide an opinion of value where possible, but should not require it in all cases and should not be referred to as an appraisal.

In addition, liquidation activities are generally conducted after the bailiff is complete, by parties other than the bailiff. Report of liquidation activities should generally come from the agency and not the bailiff report.

For c) the bailiff report is submitted by the bailiff to the agency. The agency then submits the report to CRA. The agency is legally responsible to manage and review the bailiff report, and the report must go directly to the agency. The agency can commit to submit the report to CRA within one business day of receiving the report, but there are many instances where bailiffs will have a difficult time getting the report to the agency within a 24 hour time frame. In some situations the bailiff may be travelling, or involved in seizures that make it difficult to complete paperwork within the time frame. I would think that a more realistic requirement should be that the agency must submit the report within 5 days of the seizure. It would be possible to ensure that CRA is advised of the seizure in a shorter time frame, perhaps 2 business days.



ANSWER:

The requirements of A-3 are that “the Contractor” which is the Civil Enforcement Agency is to provide a report within five (5) business days. A-3.1 c) is specific to an extraordinary circumstance where three (3) or more attempts have been made to serve or serve and seize. Only in this circumstance would a Bailiff’s or Activity Report be required within twenty-four (24) hours of the last attempt as this situation may give rise to additional actions which may be of a time sensitive nature.

The RFP is thereby amended as follows:

At APPENDIX A: STATEMENT OF WORK; Section A-3, Reporting; subsection A-3.1, Bailiff’s Report;

DELETE:

In its entirety, including the title

ADD:

Activity Report

The Contractor must provide to the Collections Officer a written Activity Report within five (5) business days of any Civil Enforcement activity. The report must include, as appropriate:

- a) Details of all Civil Enforcement activities: bailiff’s report, bailiff’s log of the interactions with the Tax Debtor including number of seizure attempts and results; appraisal or an opinion on the value with the indication of whether the assets seized are sufficient to recover the debt in full; date of the seizure; whether the Tax Debtor or Authorized Third Party signed the Bailee’s Undertaking; details of the liquidation; name and address of all subcontractors used; details of the worked performed and the related costs; a list of all documents served to the Tax Debtor or Authorized Third Party.
- b) Copies of all documentation served, as well as a copy of the complete inventory of assets seized.
- c) Where a minimum of three attempts to serve, or serve and seize were made, a written Activity Report must be provided to the Collections Officer within twenty-four (24) hours following the last attempt.



IX. QUESTION:

Appendix E-2 (A2) - Page 61. The explanation in this section refers to negotiation with the "tax debtor" can this negotiation have been conducted with any debtor – or must it be a CRA tax debtor?

ANSWER:

The RFP is thereby amended as follows:

At APPENDIX E-2: POINT RATED EVALUATION CRITERIA; Section A2;

DELETE:

tax debtor

ADD:

debtor

X. QUESTION:

Appendix E-2 (C1) - Page 63 The sheriff of Alberta does not issue business licenses, nor would a corporate search indicate the period of time an agency has been in business. Would you accept a letter from the Sheriff of Alberta, indicating that the Contractor has continuously been a licensed civil enforcement agency from ** the date they commenced operations**?

ANSWER:

The RFP is thereby amended as follows:

At APPENDIX E-2: POINT RATED EVALUATION CRITERIA; section C1;

DELETE:

If the Bidder does not possess all business licences or a certified true copy of an Alberta Corporate Search obtained from the date the Bidder was recognized officially as being in the business of Civil Writ Enforcement and Seizure Services, the Bidder can contact the Sheriff's Office of Alberta to obtain either copies of the Bidder's previous licences or a letter from the Sheriff's Office certifying the number of years the Bidder has been in the business of performing Civil Writ Enforcement and Seizure Services.



ADD:

If the Bidder does not possess all business licences or a certified true copy of an Alberta Corporate Search obtained from the date the Bidder was recognized officially as being in the business of Civil Writ Enforcement and Seizure Services, the Bidder can contact the Sheriff's Office of Alberta to obtain either copies of the Bidder's previous certificates of authorization to operate a Civil Enforcement Agency or a letter from the Sheriff's Office certifying the number of continuous years the Bidder has been in the business of performing Civil Writ Enforcement and Seizure Services.

XI. QUESTION:

Appendix E-3 – page 68. In the table 2(i), 2(ii), 2(v) and 2(vi) It is estimated that there will be 165 Simple Seizures and 6 Emergency Simple Seizures conducted a year. Along with 20 Complex Seizures and 4 Complex Emergency Seizures. Based on these estimates there should be a total of 195 seizures per year to be conducted. In the Province of Alberta every time a seizure is conducted the seizing agency is required to submit a payment of the Government Cost Recovery Fee to the Sherriff of Alberta. This RFP allows for only 4 Government Cost Recovery Fees per year – point 3(iii). If it is estimated that there will be 195 seizures per year – the Government Cost Recovery should also be changed to 195 per year.

The same is to be noted with respect to the Discharge and Release of Seizures – point 3(i). The Civil Enforcement Agency is required to discharge each seizure conducted – therefore if there is expected to be 195 seizures conducted per year – the allocation for discharge and release seizure – should also be 195 per year.

ANSWER:

See amendment in question XII. below.

XII. QUESTION:

The term seizure does not apply to the sale of land. Sale of Land is the correct terminology. In the table of this appendix, rather than Seizure of Land, you should use the terminology "Sale of Land" or if you prefer "Part 7 Sale of Land".

In the table, in items 2)iii), 2)iv) 2)vii), and 2)viii) you show a total of 39 Service of Sale of Land. In item 4)i) of the table, you show only 4 "Prepare and Serve Notice of Intention to Sell Land on All Required Parties" and in item 4)ii) you show only 4 "Prepare and Register



Caveat". This is a one to one relationship. If you have 39 Service of Sale of Land, you also have 39 "Prepare and Serve Notice of Intention to Sell Land on All required Parties" and 39 "Prepare and Register Caveat". In addition, the number of Discharge of Caveats (item 4)xii) and Notice of Withdrawals (item 4)xiii) will be much closer to 39.

The following information is proprietary, and is based on our understanding of CRA Sale of Land Files.

Items 4)iii) through 4)x estimates should be changed. About % of CRA Sale of Land files are not settled by the debtor prior to sale. As a result, the process is:

1. Obtain a Civil Enforcement Assessment of Value (and in some cases also an appraisal)
2. Complete an Equity Assessment
3. Prepare and Serve Notice of Method of Sale
4. Prepare Listing agreements and Offers to Purchase
5. List Property for Sale
6. Manage and Accept Offers
7. Prepare Conveyancing Documents
8. Handle Conveyancing

If you have 39 Sale of Land Files, you are going to have between 15 to 20 Assessment of Values, 15 equity assessments, 15 Prepare Notice of Method of Sale, 12 Prepare Listing Agreements and Offers to Purchase, 10 List Property for Sale, 10 Manage and Accept Offers, 10 Prepare Conveyancing Documents and 10 Handle conveyancing. These numbers decrease as a result of voluntary settlements made on Sale of Land Files as the process continues.

Distributions and Discharges of Caveats are usually required whether or not the property is sold or settled. Based on 40 sale of land files, you should be looking at about 30. Notice of Withdrawal is required when there is settlement. You should be looking at least 20 of these.

ANSWER:

The RFP is thereby amended as follows:

At APPENDIX E-3: FINANCIAL PROPOSAL; under FOR THE THREE (3) YEAR CONTRACT PERIOD; Section 1 – Rates;

DELETE:

The table in its entirety.



ADD:

Item	Service	Estimated Usage per Year	Rates			Extented Cost (A)	
			Quantity	Year 1	Year 2		Year 3
			(a)	(b)	(c)		(d)
1)	i)	To obtain a Nulla Bona – during Regular Hours of Service	219	\$	\$	\$	\$
	ii)	To obtain a Nulla Bona Emergency Service	4	\$	\$	\$	\$
	iii)	Attempted Seizure – during Regular Hours of Service (no assets seized)	22	\$	\$	\$	\$
	iv)	Attempted Seizure Emergency Service (no assets seized)	4	\$	\$	\$	\$
2)	i)	To serve Simple Seizure – during Regular Hours of Service	165	\$	\$	\$	\$
	ii)	To Serve Simple Seizure Emergency Service	6	\$	\$	\$	\$
	iii)	To Serve Simple Sale of Land Regular Hours of Service	23	\$	\$	\$	\$
	iv)	To Serve Simple Sale of Land Emergency Service	4	\$	\$	\$	\$
	v)	To serve Complex Seizure – during Regular Hours of Service	20	\$	\$	\$	\$
	vi)	To serve Complex Seizure Emergency Service	4	\$	\$	\$	\$
	vii)	To serve Complex Sale of Land - during Regular Hours of Service	8	\$	\$	\$	\$
	viii)	To serve Complex Sale of Land Emergency Service	4	\$	\$	\$	\$
	ix)	Beyond three attempts (seizure which requires more than 3 attempts)	22	\$	\$	\$	\$



	x)	Administrative Support Fees (all supporting activities including but not limited to searches, preparation, system entry for registration as well as the provision of all applicable reports as identified at "Reporting". This category does not include one hour of Bailiff time.)	218	\$	\$	\$	\$
3)	i)	Discharge and release of seizure	195	\$	\$	\$	\$
	ii)	Redemption of Service	4	\$	\$	\$	\$
	iii)	Government Cost Recovery	195	\$	\$	\$	\$
	iv)	Sale Via Auction, No Appraisal, No Solicitations	4	\$	\$	\$	\$
	v)	Sale Via 3 rd Party, Minimal Appraisal and Solicitations (such as but not limited to specialized items, guns)	4	\$	\$	\$	\$
	vi)	Sale Via 3 rd Party, Complex (includes but not limited to solicitations, clean-up and repairs, possibly appraisals beforehand)	5	\$	\$	\$	\$
4)		Sale of Land and/or Buildings:					
	i)	Prepare and Serve Notice of Intention to Sell Land On All Required Parties	39	\$	\$	\$	\$
	ii)	Prepare and Register Caveat	39	\$	\$	\$	\$
	iii)	Complete an Equity Assessment	15	\$	\$	\$	\$
	iv)	Obtain and Review Appraisals	15	\$	\$	\$	\$
	v)	Prepare and Service Notice of Method of Sale	15	\$	\$	\$	\$
	vi)	Prepare Listing Agreements and Offers to Purchase	10	\$	\$	\$	\$
	vii)	List Property for Sale	10	\$	\$	\$	\$
	viii)	Manage and Accept Offers	10	\$	\$	\$	\$
	ix)	Prepare Conveyancing Documents	10	\$	\$	\$	\$
	x)	Handle Conveyancing	10	\$	\$	\$	\$



xi)	Prepare Distributions	30	\$	\$	\$	\$
xii)	Discharge of Caveat	30	\$	\$	\$	\$
xiii)	Notice of Withdrawal	20	\$	\$	\$	\$
Sub-Total Extended Cost (A)						\$

AND

**At APPENDIX E-3: FINANCIAL PROPOSAL; under FOR THE TWO (2) OPTION YEARS;
Section 1 – Rates;**

DELETE:

The table in its entirety.

ADD:

Item	Service	Estimated Usage per Year	Rates		Extended Cost (D)	
			Option Year 1	Option Year 2		
		Quantity	(b)	(c)		
		(a)				
a)	i)	To obtain a Nulla Bona – during Regular Hours of Service	219	\$	\$	\$
	ii)	To obtain a Nulla Bona Emergency Service	4	\$	\$	\$
	iii)	Attempted Seizure – during Regular Hours of Service (no assets seized)	22	\$	\$	\$
	iv)	Attempted Seizure Emergency Service (no assets seized)	4	\$	\$	\$
b)	i)	To serve Simple Seizure – during Regular Hours of Service	165	\$	\$	\$



	ii)	To Serve Simple Seizure Emergency Service	6	\$	\$	\$
	iii)	To Serve Simple Sale of Land – during Regular Hours of Service	23	\$	\$	\$
	iv)	To Serve Simple Sale of Land Emergency Service	4	\$	\$	\$
	v)	To serve Complex Seizure – during Regular Hours of Service	20	\$	\$	\$
	vi)	To serve Complex Seizure Emergency Service	4	\$	\$	\$
	vii)	To serve Complex Sale of Land – during Regular Hours of Service	8	\$	\$	\$
	viii)	To serve Complex Sale of Land Emergency Service	4	\$	\$	\$
	ix)	Beyond three attempts (seizure which requires more than 3 attempts)	22	\$	\$	\$
	x)	Administrative Support Fees (all supporting activities including but not limited to searches, preparation, system entry for registration as well as the provision of all applicable reports as identified at “Reporting”. This category does not include one hour of Bailiff time.)	218	\$	\$	\$
c)	i)	Discharge and release of seizure	195	\$	\$	\$
	ii)	Redemption of Service	4	\$	\$	\$
	iii)	Government Cost Recovery	195	\$	\$	\$
	iv)	Sale Via Auction, No Appraisal, No Solicitations	4	\$	\$	\$
	v)	Sale Via 3 rd Party, Minimal Appraisal and Solicitations (such as but not limited to specialized items, guns)	4	\$	\$	\$
	vi)	Sale Via 3 rd Party, Complex (includes but not limited to solicitations, clean-up and repairs, possibly appraisals beforehand)	5	\$	\$	\$



d)	Sale of Land and/or Buildings:				
i)	Prepare and Serve Notice of Intention to Sell Land On All Required Parties	39	\$	\$	\$
ii)	Prepare and Register Caveat	39	\$	\$	\$
iii)	Complete an Equity Assessment	15	\$	\$	\$
iv)	Obtain and Review Appraisals	15	\$	\$	\$
v)	Prepare and Service Notice of Method of Sale	15	\$	\$	\$
vi)	Prepare Listing Agreements and Offers to Purchase	10	\$	\$	\$
vii)	List Property for Sale	10	\$	\$	\$
viii)	Manage and Accept Offers	10	\$	\$	\$
ix)	Prepare Conveyancing Documents	10	\$	\$	\$
x)	Handle Conveyancing	10	\$	\$	\$
xi)	Prepare Distributions	30	\$	\$	\$
xii)	Discharge of Caveat	30	\$	\$	\$
xiii)	Notice of Withdrawal	20	\$	\$	\$
Sub-Total Extended Cost (D)					\$

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.