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Pacific Region

401 - 1230 Government Street  
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

Public Works and Government Services Canada -  
Pacific Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> RMSO - FORKLIFT RENTAL		
<b>Solicitation No. - N° de l'invitation</b> E6VIC-130001/A		<b>Date</b> 2013-07-17
<b>Client Reference No. - N° de référence du client</b> E6VIC-130001		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> VIC-2-35047 (246)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-246-6257		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2013-06-28
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-08-16</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kobenter, Hélène		<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250) 363-3404 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> VARIOUS LOCATIONS IN BC - SEE SOLICITATION DOCUMENT		
<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>		

This Amendment to the Request for Standing Offer has been raised to address a potential Offeror's questions, and to change the delivery terms of the resulting Standing Offer.

**Question 1:** What does consolidated invoicing mean?

**Answer:** Consolidated Invoicing applies to frequent users who prefer to have all rental events that occurred during a given month itemized on a single invoice so as to expedite their invoice verification and payment process. The requirement for consolidated invoicing is not an obligation or an evaluation criterion. The Offeror can decline the option for consolidated invoicing at their own discretion. See Part 3 of the original solicitation for further information.

**Question 2:** What occurs if the type of forklift requested is completely rented out already at the time a call-up is received?

**Answer:** The Offeror can choose to decline the request on the basis that the item requested is not in stock at the time of receipt of call-up. Alternatively, the Offeror can provide an upgraded unit at no additional cost. See Annex A for further information.

**Question 3:** The solicitation requests a flat rate for return trip delivery of all units offered under the RMSO. However, the cost of delivery shall be higher for heavier units. How should this be addressed in the Offer?

**Answer:** To address this issue, we have decided to request delivery pricing for 6,000 lb items only. Delivery pricing for all other units is not specified under this Standing Offer. When requested, the Offeror must be able to provide delivery services for all other units at an additional cost to the Identified User. Please refer to the amendment to the delivery terms below for further clarification.

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**Under:**

(i)

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

#### **1.2 Financial Evaluation**

### 1.2.1 Mandatory Financial Evaluation Criteria

Remove All.

Insert:

Offerors must submit a financial offer for at least one (1) of the two (2) servicing zones. Offerors must clearly identify their zone selection in their Offer and must submit their financial offer using the financial evaluation tables provided at Annex B - Basis of Payment:

- For Zone 1 (Vancouver Island, BC), offerors must complete and submit financial evaluation Table B.1 with their offer.
- For Zone 2 (BC Mainland), offerors must complete and submit financial evaluation Table B.2 with their offer.

**Offerors must submit a separate financial offer for each zone.**

Each financial evaluation table is divided into four (4) sections:

- Section A is titled "Forklifts" and lists the most frequently used forklift trucks. This section contains a total of 13 rental items (No. A1 to A13). For the offerors' offer to be given further consideration, offerors must submit firm daily, weekly and monthly rates for each period of the Standing Offer (Year 1 + Extension Year 2 + Extension Year 3), for mandatory items No. A2, and A6 (marked "MANDATORY") AND at least 3 others items. The rental rates offered must be FOB Offeror' point i.e. include all costs except delivery charges and Applicable Taxes (See Section C for optional delivery services).
- Section B is titled "Other Lifts" and lists additional types of lifts that may occasionally be rented under the standing offer e.g. scissor lifts, boom Lifts and telehandlers. This section contains a total of 14 rental items (No. B1 to B14). None of the items listed in the section are mandatory. Offerors are to enter rates for each period of the Standing Offer for the rental items they can support under this Standing Offer, Applicable taxes excluded.
- Section C is titled "Optional Delivery Services" and lists the most frequently required delivery locations in each servicing zone. Offerors must submit a firm delivery fee for one (1) return trip for one (1) **6,000 lb** rental unit (To and From the Offeror's point) for each period of the Standing Offer. **This delivery fee applies only to mandatory items A2 and A6, and optional item B11.** The delivery fee offered must exclude all Applicable Taxes and rental fees requested under Section A. Delivery fees must include all other applicable costs e.g. costs and time for transportation, supervision, labour, offloading or unloading by Offeror. No further charges will be allowed.
  - \* Zone 1: To be given further consideration, the offeror's financial offer must include delivery rates for all eight (8) locations No. C1 through C8 identified in Financial Evaluation Table B.1.
  - \* Zone 2: To be given further consideration, the offeror's financial offer must include rates for a minimum of four (4) of the six (6) locations (No. C1 through C6) identified in Financial Evaluation Table B.2.
- Section D is titled "Miscellaneous Rental Services" includes one (1) item only (No. D1). It covers the rental of accessories and other types of rental lifts that are not listed in Sections A and B but that offerors can make available to Government Users under this Standing Offer at the Offeror's published price lists in effect at the time of ordering less a firm percentage discount for each period of the Standing Offer, Applicable Taxes excluded.

Offerors must submit a discount rate of 0% or greater for each period of the Standing Offer or this item/service will be not be deemed available from the Offeror.

**Important instructions** (Sections A, B, C, and D):

For rental items and services that are available at no charge, offerors must fill the rate cell with either "N/C" (no charge) or "\$0" (zero dollar) or these items will be deemed NOT available.

If all or part of the rate cells have been left blank for an item (e.g. Offeror has not entered a rate for each period of the Standing Offer i.e., for Year 1, Year 2, and Year 3), the line item will be deemed NOT available from the offeror.

Failure to comply with any of the above mandatory financial evaluation criteria and instructions will result in the Offeror's financial offer being declared non-responsive and given no further consideration.

(ii)

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

### **A. STANDING OFFER**

#### **17. Delivery charges**

Remove All.

Insert:

Pick-up/drop-off of the rental equipment to and from the offeror rental outlet location will be the responsibility of Identified Users unless otherwise specified on the call-up. **Charges for delivery by the offeror must be authorized on the call-up issued against the standing offer.**

Delivery charges for **6,000 lb** units to the most frequent delivery points identified for each servicing zone must be in accordance with the rates specified in the Offeror's financial offer under Section C of Annex B - Basis of Payment.

The Contractor must prepay transportation costs to all other locations. Prepaid transportation costs must be shown as a separate item on the invoice, and supported by a certified copy of the prepaid transportation bill of lading.

(iii)

## **ANNEX B - BASIS OF PAYMENT**

### **FINANCIAL EVALUATION TABLE B1 - ZONE 1 - VANCOUVER ISLAND, BC**

#### **C. OPTIONAL DELIVERY SERVICES**

**AND**

### **FINANCIAL EVALUATION TABLE B2 - ZONE 2 - BC MAINLAND**

#### **C. OPTIONAL DELIVERY SERVICES**

Solicitation No. - N° de l'invitation

E6VIC-130001/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

vic246

Client Ref. No. - N° de réf. du client

E6VIC-130001

File No. - N° du dossier

VIC-2-35047

CCC No./N° CCC - FMS No/ N° VME

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Remove All

Insert::

Solicitation No. - N° de l'invitation  
**E6VIC-130001/A**  
Client Ref. No. - N° de réf. du client  
E6VIC-130001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-I-34328

Buyer ID - Id de l'acheteur  
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CCC No./N° CCC - FMS No./N° VME

FINANCIAL EVALUATION TABLE B1 - ZONE 1 - VANCOUVER ISLAND, BC									
			YEAR 1		EXTENSION YEAR 2		EXTENSION YEAR 3		
C. OPTIONAL DELIVERY SERVICES - FIRM DELIVERY RATE PER 6,000 LB UNIT (IF AUTHORIZED ON THE CALL-UP)									
FOB DESTINATION (RETURN TRIP) - Applicable Taxes excluded									
*Delivery Pricing herein applies only to the 6,000 lb units Offered - specifically: items A2, A6, and B11.									
*Offerors must submit rates for each of the 8 mandatory locations (Items C1 to C8) listed below*									
Item	Locations	Est. Yearly Usage Coefficient	1 Unit Return Trip			1 Unit Return Trip		1 Unit Return Trip	
C1	Pat Bay Airport, Sidney BC (MANDATORY)	1	\$			\$		\$	
C2	Bay Street Armouries, Victoria BC (MANDATORY)	1	\$			\$		\$	
C3	Vanalman Armouries, Saanich, BC (MANDATORY)	1	\$			\$		\$	
C4	Naden, Esquimalt BC (MANDATORY)	1	\$			\$		\$	
C5	Dockyard, Esquimalt BC (MANDATORY)	1	\$			\$		\$	
C6	Rocky Point, Metchosin BC (MANDATORY)	1	\$			\$		\$	
C7	Albert Head, Metchosin BC (MANDATORY)	1	\$			\$		\$	
C8	Nanaimo, BC (MANDATORY)	1	\$			\$		\$	

AND:

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FINANCIAL EVALUATION TABLE B2 - ZONE 2 - BC MAINLAND									
			YEAR 1		EXTENSION YEAR 2		EXTENSION YEAR 3		
C. OPTIONAL DELIVERY SERVICES - FIRM DELIVERY RATE PER 6,000 LB UNIT (IF AUTHORIZED ON THE CALL-UP) FOB DESTINATION (RETURN TRIP) - Applicable Taxes excluded *Delivery Pricing herein applies only to the 6,000 lb units Offered - specifically: items A2, A6, and B11. *Offerors must submit rates for a minimum of 4 of the 6 locations (Items C1 to C6) listed below*									
Item	Locations	Est. Yearly Usage Coefficient	1 Unit Return Trip	1 Unit Return Trip	1 Unit Return Trip	1 Unit Return Trip	1 Unit Return Trip	1 Unit Return Trip	1 Unit Return Trip
C1	Vancouver BC	1	\$			\$			\$
C2	Richmond BC	1	\$			\$			\$
C3	Aldergrove BC	1	\$			\$			\$
C4	Chilliwack BC	1	\$			\$			\$
C5	Kamloops BC	1	\$			\$			\$
C6	Vernon BC	1	\$			\$			\$

All other terms and conditions remain the same.