

**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**

THIS DOCUMENT CONTAIN A SECURITY  
REQUIREMENT

CE DOCUMENT CONTIENT UNE EXIGENCE  
EN MATIÈRE DE SÉCURITÉ

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Business Management and Consulting Services Division  
/ Division des services de gestion des affaires et de  
consultation  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Lease Brokerage Services	
<b>Solicitation No. - N° de l'invitation</b> EP157-140570/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 20140570	<b>Date</b> 2014-01-16
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZG-419-26691	
<b>File No. - N° de dossier</b> 419zg.EP157-140570	<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> <b>on - le 2014-02-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<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> Lam, Daphne	<b>Buyer Id - Id de l'acheteur</b> 419zg
<b>Telephone No. - N° de téléphone</b> (819) 956-1074 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  See Herein  Voir aux présentes	

**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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>          <b>Signature</b>          <b>Date</b>	

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Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

419zg

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

20140570

File No. - N° du dossier

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Please see attached Solicitation Amendment 002.

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This Solicitation Amendment 002 is raised to extend the bid closing date, answer Bidder's questions and modify the Request for Proposal (RFP).

**The bid closing date is extended until February 4, 2014 at 2:00 PM EST.**

Questions and Answers 1 to 3 are posted in the Solicitation Amendment 001.

### **Questions and Answers**

#### **Question 4:**

Part 3, Page 9. Do soft copies need to be in black/white, or does the black/white requirement only apply to hard copies?

#### **Answer 4:**

It does not matter as long as it is legible.

#### **Question 5:**

Are the following required responses for the RFP bid submission?

- Attachment 1 To The Quality Monitoring Process
- Attachment 2 To The Quality Monitoring Process
- Annex B: Basis Of Payment
- Annex C: Security Requirements Check List
- Annex D: Insurance Requirements
- Annex E: Task Authorization Form

#### **Answer 5:**

Attachment 1 to The Quality Monitoring Process and Attachment 2 to The Quality Monitoring Process: These two attachments will be used at the time of Task Authorization.

Annex B: Basis Of Payment: The Contracting Authority will complete this Annex prior contract award based on the winning Bidder's Financial Proposal.

Annex C: Security Requirements Check List: This check list indicates the security requirements for this contract. Contractor must meet this security requirements prior contract award. Bidder is required to complete the Attachment 1 to Annex C prior bid closing,

Annex D: Insurance Requirements: This Annex D will attach to the resulting contract as such Bidder must comply with the requirement stated in Part 6, Article 3.

Annex E: Task Authorization Form: This form will be used when the Project Authority is requesting a Task as per the contract and Statement of Work.

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**Question 6:**

Part 5, Page 33. Do we need to submit all certifications and requirements by the bid date or contract date? Can we submit security clearance by award date?

**Answer 6:**

Your question is already addressed in Part 5, Article 1.3.

Concerning security clearance please refer to Part 6, Articles 1.1 and 1.2.

**Question 7:**

Attachment 1 to Part 3 – Pricing Schedule, Page 11-12. Is it assumed that the rate for 1,501-2,000 meters would be in effect for deals larger than 2,000 meters?

**Answer 7:**

Please see Solicitation Amendment 001.

**Question 8:**

Part 7, Page 38. What are the size limitations? Pricing charts seem to indicate maximum transaction size of 2,000 sm, however we cannot find anything that expressly limits transactions to 2,000 sm? Or is the \$250k limit the limit regardless of size?

**Answer 8:**

Please see Solicitation Amendment 001.

**Question 9:**

MT2.3, Page 18. Can the Senior Transaction Manager be a Transaction Manager (office and or retail)? Since there are no qualifications for Senior Transaction Manager other than 5 years of experience and a demonstration of previous experience, as opposed to Transaction Manager, where there are size and volume requirements.

**Answer 9:**

Yes. That is possible provided all requirements are met.

**Question 10:**

MT2.3, Page 18. Can the Transaction Manager (Office and Retail) be the same person when business volume is low (as long as they fulfill all requirements)?

**Answer 10:**

Yes. That is possible provided all requirements are met.

**Question 11:**

MT2.2 and MT2.4, Page 18. Can the Affiliate Broker Retail and Affiliate Broker be the same person when business volumes are low (as long as they fulfill all requirements)?

**Answer 11:**

Yes. That is possible provided all requirements are met.

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**Question 12:**

MT1, Page 18. What is the minimum team size required in order to be compliant?

**Answer 12:**

It is the Bidder's decision on the team size provided all requirements of the RFP are met.

**Question 13:**

MT1, Page 18. Are there bonus marks for being able to provide a large team of qualified Transaction Managers?

**Answer 13:**

No.

**Question 14:**

MT3, Page 19. For qualifications of Transaction Managers, is this for tenant representation or agency?

**Answer 14:**

This is a rated criterion, please see RT6

**Question 15:**

RT3 / RT4, Page 21. Are you looking for only one example for project team experience for both RT3 and RT4?

**Answer 15:**

Minimum experience to be demonstrated is one for each of RT3 and RT4.

**Question 16:**

MT3.8, Page 19. What constitutes an affiliation agreement?

**Answer 16:** The legal agreement by which the Bidder, registered by either OACI or RECO, has retained the services or is able to provide the services that require registration with the other licensing authority, if applicable. If no agreement existed a detailed explanation as to how the Bidder meets the registration requirements under the OACI and RECO simultaneously.

**Question 17:**

MT1 – MT3, Page 19. Can you provide defined definitions/responsibilities for all capitalized roles in MT1-MT3?

**Answer 17:**

Definitions and responsibilities are not available. It is for the Bidder to determine how to best meet the requirements of RFP.

**Question 18:**

Part 6, Page 36-37. There is no mention of where Part 6, Article 2 and Part 6, Article 3 should be included – should this be included in SECTION III – Certifications or SECTION IV – OTHER INFORMATION?

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**Answer 18:**

For Article 2, it is at the discretion of the Contracting Authority to review the financial information of the Bidder during the evaluation. Please read clause A9033T (2012-07-16), Financial Capability found in SACC web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9033T/8>.

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**The RFP is hereby amended as follows:**

In Part 7 – Resulting Contract

At Article 2 - **Standard Clauses and Conditions**

**DELETE** the following web site URL address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

**REPLACE** with the following:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**