

**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> 003
<b>Client Reference No. - N° de référence du client</b> 20140570	<b>Date</b> 2014-01-22
<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> Fuseau horaire 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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Please see attached Solicitation Amendment 003.

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This Solicitation Amendment 003 is raised to answer Bidder's questions and modify the Request for Proposal (RFP).

Questions and Answers 1 to 18 are posted in the Solicitation Amendment 001 and 002.

### **Questions and Answers**

#### **Question 19:**

Can you please provide the referenced attachments for "Documents Not Available on Internet" (EN-1 to EN-8)?

#### **Answer 19:**

The documents will only be provided to the successful bidder (the Contractor) as and when necessary after the contract has been awarded.

#### **Question 20:**

Please advise the bidders how this service overlaps with the current RP-1 RFP, if at all.

#### **Answer 20:**

Service overlap between this RFP and the RP-1 RFP is not expected. If a property is managed by a third-party under the RP-1 task authorisations will not be issued.

If a property is expected to become part of RP-1 and thus managed by a third party then any task authorisations will expire prior to the commencement of the new RP-1 contract.

There may be some transitional issues that will have to be addressed when the new RP-1 contract is awarded however we cannot yet identify them.

#### **Question 21:**

There is an error in the calculation of Total evaluated price for office lease acquisition. The last line (4,501 – 5,000) is not calculated right. I'm not sure if this material to the RFP or not.

#### **Answer 21:**

Please see the correction in the section "Modification to the RFP" below. Please note this section of the Pricing Schedule is only served as an example on how to calculate the total evaluated price. Bidders must provide the firm all-inclusive commission fees in the Table 1 and 2 and provide firm all-inclusive daily rate in Table 3.

#### **Question 22:**

As a follow-up to the bidders conference and in order to maintain a competitive process amongst the bidders including the incumbent contractor, we request the following information.

1. The number of lease transactions completed by PWGSC through the contractor on an annual basis during the term of the initial contract.

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2. The size range in which each of the completed lease transactions falls as it relates to Table 1 on page 11 of the above referenced RFP document.

3. The length of term of each of those lease completed during the term of the initial contract. For example:

Lease Size in Square Metres	Term of Lease	Office or Retail
150 sm	3 years	Office
500 sm	5 years	Office

**Answer 22:**

Table below is the Lease Brokerage Service Contract Summary\*.

	Number of Task Authorizations (TA)**	Average m <sup>2</sup> per TA	Average term per TA (months)***
<b>Average Annual</b>	5	1070.15	38.76

\* This information is statistical only and no guarantee of the volume of TA to be awarded per year in the future.

\*\* The number of TAs is not adjusted for any cancelled tasks.

\*\*\* The term does not include option periods.

**Note:** The original Lease Brokerage Service Contract exceeded the guaranteed minimum amount of \$100,000.00

**Question 23:**

Under RT5 - Commercial Retail Space Planning, the sections RT5.1 and RT5.2 suggests that guidelines for consideration in developing a Retail Leasing Plan in the context of a Federal Government Complex should be consulted in the context of developing our suggested plan for a Commercial Letting program.

In Appendix 1 to the Statement of Work – reference documents – after the various URLs available the line:

“The information below is provided in PDF format as an attachment to this document”

I assume that line refers to the documents related to Commercial Letting Services, which we assume will provide us with the guidance we need as it related to leasing in a Federal Government Complex. I have two questions that have come from my Retail Specialist.

1. It would appear that these are the documents (entitled “Documents strictly related to Commercial Letting Services”) we should consult in formulating our Commercial Letting Program? Is this a correct assumption? If not – can you please tell us where these documents can be found?

2. If these are the documents – they are not attached to the RFP in a PDF format as stated above – how do we access them?

**Answer 23:**

The documents will only be provided to the successful bidder (the Contractor) as and when necessary after the contract has been awarded.

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**Question 24:**

Under MT 2.4 - the Reference "Retail Affiliate Broker" is made. My licensed Retail Salesperson has over 15 years of retail leasing experience. He does not hold a "Brokers" license, but he does hold a Salesperson's license and is in good standing with RECO. Is that sufficient?

**Answer 24:**

Yes this would be sufficient. The term Broker when used in the RFP is an identification of position and not licensing requirement.

**Question 25:**

How do we know if we have security clearance as stated in the Annex C – Security Requirements Check List (SRCL)?

If we do not have a security clearance with the Canadian Industrial Security Directorate (CISD), how can we obtain security clearance?

**Answer 25:**

Bidders are encouraged to verify their current security status with CISD. They can e-mail to the General inquiries: [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca) or by a toll free number: 1-866-368-4646.

Please visit the Industrial Security Sector web site: <http://ssi-iss.tpsgc-pwgsc.gc.ca/cn-cu-eng.html> for further information related to security clearance.

Bidders who do not have security clearance issued by PWGSC/CISD are encouraged to initiate the security clearance process immediately to meet the security requirements by requesting sponsorship from the PWGSC Contacting Authority in writing. The following information must be provided along with the request:

- Legal name of the company:
- Business Name, if different from legal name:
- Mailing address:
- Civic address, if different from mailing address:
- Company telephone number:
- Company fax number:
- Surname and Given Name of the contact person (Canadian Official):
- Title of the contact person:
- Telephone number of the contact person:
- E-mail address of the contact person:
- Language preference (English or French);

**Question 26:**

We have a question about the semantics of MT 3.6 and 3.7.

Within MT 3.6 it states: "...at least one (1) office lease transaction of five thousand rentable square metres..." Are you looking for:

1. one transaction of **at least** five thousand rentable square metres; or
2. At least one transaction of **at least** five thousand rentable square meters.

Our sense given that this is a mandatory requirement is that you are looking for one transaction of 5,000 square metres or greater.

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**Answer 26:**

It does not have to be a transaction of exactly 5 000 m<sup>2</sup>r and it does have to be only one transaction of 5 000 m<sup>2</sup>r but at a minimum there has to be at least one transaction of at least 5 000 m<sup>2</sup>r, therefore it should be "At least one transaction of at least five thousand rentable square meters."

The RFP is hereby amended as follows:

**Attachment 1 of Part 3 – Pricing Schedule**

**DELETE** Section **4.0 Example of Calculation of TBEP** in its entirety

**REPLACE** with the following:

**4.0 EXAMPLE OF CALCULATION OF TBEP:**

**4.1 Calculation of evaluated price for office space lease acquisitions (Table 1)**

If a Bidder provides the commission fees in table columns 1 to 10 below, using the formula given in 3.0 above, the evaluated price for office space lease acquisitions would be as indicated below, in column A:

Rentable Lease Area Ranges (m <sup>2</sup> r)	Duration of Lease (Years)										(A) Total
	1	2	3	4	5	6	7	8	9	10	
1 – 500	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$41.00	\$47.00	\$53.00	\$59.00	\$60.00	<b>\$108,750.00</b>
501 – 1,000	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$40.00	\$46.00	\$46.00	\$57.00	\$55.00	<b>\$314,250.00</b>
1,001 – 1,500	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$52.00	<b>\$465,000.00</b>
1,501 – 2,000	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$29.50	\$34.00	\$38.50	\$43.00	\$45.00	<b>\$551,250.00</b>
2,001 – 2,500	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$27.50	\$27.50	\$30.00	\$30.00	\$35.00	<b>\$562,500.00</b>
2,501 – 3,000	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$27.50	\$27.50	\$30.00	\$30.00	\$35.00	<b>\$687,500.00</b>
3,001 – 3,500	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$22.50	\$25.00	\$27.50	\$27.50	\$30.00	<b>\$755,625.00</b>
3,501 – 4,000	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$22.50	\$25.00	\$27.50	\$27.50	\$30.00	<b>\$778,125.00</b>
4,001 – 4,500	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	\$25.00	\$25.00	\$25.00	\$25.00	<b>\$828,750.00</b>
4,501 – 5,000	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	\$25.00	\$25.00	\$25.00	\$25.00	<b>\$926,250.00</b>
<b>Total evaluated price for office space lease acquisitions</b>											<b>\$5,978,000.00</b>

**4.2 Calculation of evaluated price for commercial letting services (Table 2):**

If the same Bidder provides the commission fees in table columns 1 to 10 below, using the formula given in 3.0 above, the evaluated price for commercial letting services is as indicated below, in column A:

Rentable Lease Area Ranges (m <sup>2</sup> r)	Duration of Lease (Years)										(A) Total
	1	2	3	4	5	6	7	8	9	10	
1 – 500	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$41.00	\$47.00	\$53.00	\$59.00	\$60.00	<b>\$108,750.00</b>
501 – 1,000	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$40.00	\$46.00	\$46.00	\$57.00	\$55.00	<b>\$314,250.00</b>
1,001 – 1,500	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$50.00	<b>\$462,500.00</b>
1,501 – 2,000	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	<b>\$568,750.00</b>
<b>Total evaluated price for commercial letting services</b>											<b>\$1,454,250.00</b>

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#### 4.3 Calculation of evaluated price for Lease advisory/consultancy services (Table 3):

If the Bidder provides the firm all-inclusive daily rate in the table below, using the formula given in 3.0 above, the evaluated price for Lease advisory/consultancy services is as indicated below:

Services	Firm all-inclusive daily rate (\$)	Level of effort (for evaluation purpose)	Total
Lease advisory/consultancy work	1,000.00	200 days	\$200,000.00
<b>Total evaluated price for Lease advisory/consultancy services</b>			<b>\$200,000.00</b>

#### 4.4 Calculation of TBEP:

Using the total evaluated prices stated from 4.1 to 4.3 above,

$$\begin{aligned} \text{TBEP} &= (\$5,978,000.00 \times 70\%) + (\$1,454,250.00 \times 15\%) + (\$200,000.00 \times 15\%) \\ &= \$4,184,600.00 + \$218,137.50 + \$30,000.00 \\ &= \$4,432,737.50 \end{aligned}$$

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**