

**REQUEST FOR PROPOSAL (RFP)****Reference Number: K4E21-13-0718****AMENDMENT #1****CLOSING DATE: 31 January 2014, 12:00 MST****PROJECT TITLE: Local Courier Service for Edmonton, AB****Duration of Contract: 2 Years, 2 Months, plus 2 option periods****Start Date: 1 February 2014****Termination Date: 31 March 2016****Short Title: Local Courier Service – Edmonton, AB****Branch/Directorate: Environment Canada****FOR ADDITIONAL INFORMATION, PLEASE CONTACT:****Helga Saunders**

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RFP Issue Date: 16 January 2014



BACKGROUND

Environment Canada has four facilities in Edmonton and a local courier service is required to pickup/deliver interdepartmental mail between sites.

STATEMENT OF WORK

Provide courier service for Environment Canada from the Eastgate Office at 9250 49 St to the following locations;

Northern Forestry Center, 5320 – 122 Street;
M.J. Greenwood, 9345 – 49 street;
Biological Sciences Building (Office CW405), 11455 Saskatchewan Drive

And return to Eastgate Offices.

Contractor Responsibilities:

The Contractor will provide all the necessary labour, equipment, licensing, and insurance to provide courier services as outlined below.

Daily Scheduled:

1. The Contractor will pick up a total of three (3) courier bags from the Eastgate Office **mailroom** at 10:30am and deliver to the three sites.
2. The Contractor will pick up a courier bag at each of the locations noted above for delivery to the Eastgate Offices.
3. The Contractor will deliver each of these courier bags to the Eastgate Office mailroom prior to 3pm. Courier bags can weigh up to 4.5 kilograms, while boxes (as required) may weigh up to 10 kilograms.

Note: Pick-up and delivery times: MJ Greenwood Center after 11:30am; the Northern Forestry Center must be after 1:30pm and the Biological Sciences Building is closed daily from Noon to 1pm. There must be no deviation from this schedule.

Pick-up and delivery will be made Monday to Friday with the exception of federally recognized statutory holidays and any additional pick-ups as noted below.

**On an “as and when requested” basis:**

1. During the regular scheduled pick up, there may be a requirement to pick up and deliver boxes along with the courier bags - (estimated 3 to 5 times per month);
2. Outside the regular pick up, “on an as and required” basis pick up and deliver envelopes, courier bags or boxes - (estimated 5 to 8 times per month);

Proposed Contract Schedule:

February 1, 2014 to March 31, 2014
April 1, 2014 to March 31, 2015
April 1, 2015 to March 31, 2016
April 1, 2016 to March 31, 2017 Option Period 1
April 1, 2017 to March 31, 2018 Option Period 2

INTELLECTUAL PROPERTY

There are no intellectual property issues arising from this contract.

INSURANCE

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

BASIS OF PAYMENT

Payment for Courier Services shall be made based on the following;

- a. Scheduled daily pick-up and delivery
- b. Additional charges for any extra boxes
- c. Additional charges for any extra pick-ups
- d. Fuel surcharge (if applicable)

METHOD OF PAYMENT

Payment shall be made upon the submission of a monthly invoice for services provided to the satisfaction of the Departmental Representative.



ENQUIRIES

All enquiries or issues concerning this Request for Proposal must be submitted in **writing only** to the Contracting Authority named on the front cover page of this RFP document **not later than three (3) working days prior to the bid closing date.**

To ensure consistency and quality of information to Bidders, the Contracting Authority will provide simultaneously to all bidders to which this solicitation has been sent the following:

- Any information with respect to significant enquiries received, and
- The replies to such enquiries without revealing their sources

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed only to the Contracting Authority named on the front cover of this RFP document. **Non-compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

Bidders must ensure that they follow the instructions in the Appendix “A” Bid Evaluation Criteria.

The successful bidder will be expected to enter into a Short Form Service Contract as per the terms and conditions attached as Appendix “C”.

This document replaces the original RFP document in its entirety. The General Terms and Conditions remain the same.