



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

**Canada Revenue Agency
Agence du revenu du Canada**
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Name and Address -
Raison sociale et adresse du Soumissionnaire**

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

(____)_____
Telephone No. – No de téléphone

(____)_____
Fax No. – No de télécopieur

E-mail address – Adresse de courriel

**REQUEST FOR PROPOSAL –
AMENDMENT 002 / MODIFICATION 002 DE
LA DEMANDE DE PROPOSITION**

Title – Sujet Lift-Truck Maintenance and Repair Services	
Solicitation No. – No de l'invitation 1000308061	Date (yyyy-mm-dd) (aaaa-mm-jj) 2014-04-24
Solicitation closes – L'invitation prend fin on – le 2014-05-02 at – à 2:00 P.M. / 14 h	Time zone – Fuseau horaire EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
Contracting Authority – Autorité contractante Name – Nom : Timothy Berg Address – Adresse - See herein / Voir dans ce document E-mail address – Adresse de courriel - See herein / Voir dans ce document	
Telephone No. – No de téléphone (613) 995-4661	
Fax No. – No de télécopieur (613) 957-6655	
Destination - Destination See herein / Voir dans ce document	



Request for Proposal #1000308061 – Lift-Truck Maintenance and Repair Services

This amendment consists of questions and answers and amendments to the RFP.

Section 1 - Questions and Answers:

Q1: Can the bidder submit one single proposal (with all required copies) and one financial proposal, to bid on all five regions?

A1: Yes. Please reference section 4.1 General of Part 4 Evaluation and Selection:

“Bidders may submit a proposal for one (1) or more of the regions listed below. However, bidders must submit prices/rates for all the services for all the sites listed in the Region for which the bidder chooses to submit a proposal.”

Q2: Is the contractor to supply the test weights for load tests or will CRA have them available for use at each site?

A2: The Contractor must bring all necessary equipment to conduct the load test. Please reference Section 2 General Requirements, of Annex A: Statement of Work;

“As part of the maintenance and repair services, the Contractor must supply all required chemicals, tools, and accessories (including but not limited to Battery Rollers) to perform all services.”

Q3: If contractor is to supply the weights, will CRA pay for the freight as required to transport said weights when needed?

A3: No. Please reference Attachment 2: Financial Proposal:

“Bidders must quote a firm all-inclusive annual rate for each powered lift-truck specified in Annex A-1 “CRA Sites and Powered Lift-Truck Count”, in Canadian funds, GST or HST extra if applicable, for the provision of Annual & Semi-Annual Maintenance Services in accordance with Annex A - Statement of Work.

The firm all-inclusive annual rates must include all labour and equipment costs required to provide the Annual & Semi-Annual Maintenance Services in accordance with Annex A “Statement of Work”.”

Q4: If yes, can you please provide a line to quote this in the financial proposal or will it be considered an extra, inside the contract to be addressed as required, per site?

A4: Please see A2 and A3.

Q5: The financial proposal only allows for one ‘firm rate per training session’ to be quoted. We offer various course rates, based on quantity of attendees. For the purpose of consistency for this tender, can you please specify the quantity of people to be trained (ie 10 max)?

A5: Please see Section 2 – Amendments to the RFP, below. Please note that the Financial Proposal section and electronic file have been modified.



Q6: Is water, appropriate for filling lead acid batteries, readily available/accessible and in close proximity to the lift trucks?

A6: Please reference Section 2 General Requirements and Section 3.2 Monthly Battery and Charger Services of Annex A: Statement of Work:

“The Contractor must perform maintenance and repair services in accordance with the OEM’s guidelines/instructions.”

“The Contractor must supply all required chemicals, tools, and accessories (including but not limited to Battery Rollers) to perform monthly battery and charger services. The Contractor must report any deficiencies with any batteries or chargers to the CRA, along with any recommended repairs to address the deficiencies.”

Q7: Does Semi-Annual maintenance include all parts and labour, required to ensure that each “lift truck is restored to fully functional operation” or is Semi-Annual maintenance expected to be only a check, with all deficiencies being reported to CRA, and addressed separately?

A7: Please reference Section 3.1 Annual & Semi-Annual Maintenance Services of Annex A: Statement of Work:

“The costs, as specified in the basis of payment, include all parts and labor to perform the services listed below, save and except for any deficiencies and recommended repairs reported by the Contractor to address these deficiencies, as specified below.”



Section 2 - Amendments to the RFP:

RFP 1000308061 is hereby amended as follows:

1.0 Under Part 4 Evaluation and Selection, Section 4.2 Steps in the Evaluation Process, at Step 4 – Basis of Selection:

DELETE:

Firm Rate per Training Session for Powered Lift-Truck Operator Training Services (Table 1.5)

INSERT:

Firm Rate per Operator per Training Session for Powered Lift-Truck Operator Training Services (Table 1.5)

2.0 At Attachment 2: Financial Proposal:

DELETE:

5.0 Powered Lift-Truck Operator Training

Bidders must quote a firm rate per training session, in Canadian funds, Travel and Living expenses extra, GST or HST extra if applicable, for the provision of Powered Lift-Truck Operator Training, in accordance with Annex A - Statement of Work.

The Contractor will be paid pre-authorized Travel and Living expenses, in accordance with the CRA travel and living policy and guidelines, at cost, without any allowance for overhead or profit.

The firm rate per training session must include all labour costs required to provide the Powered Lift-Truck Operator Training in accordance with Annex A "Statement of Work".

INSERT:

5.0 Powered Lift-Truck Operator Training

Bidders must quote a firm rate per operator per training session, in Canadian funds, Travel and Living expenses extra, GST or HST extra if applicable, for the provision of Powered Lift-Truck Operator Training, in accordance with Annex A - Statement of Work.

The Contractor will be paid pre-authorized Travel and Living expenses, in accordance with the CRA travel and living policy and guidelines, at cost, without any allowance for overhead or profit.

The firm rate per operator per training session must include all labour costs required to provide the Powered Lift-Truck Operator Training in accordance with Annex A "Statement of Work".



3.0 At Attachment 2: Financial Proposal;

DELETE:

electronic file entitled *FinancialProposal.xlsx*.

INSERT:

electronic file entitled *FinancialProposal – Amd#2.xlsx*.

4.0 At Section 4.3.1 Training Type within Section 4 of Annex A: Statement of Work:

DELETE:

Group training is to be provided on-site at the locations listed in Annex A-1. The operator training service provider must also be able to provide lift-truck operator training to single operators or up to 10 operators at one time.

INSERT:

Training is to be provided on-site at the locations listed in Annex A-1.