



**Procurement and Contracting Services**  
 30 Victoria Street  
 Gatineau, Quebec K1A 0M6

## AMENDMENT TO REQUEST FOR PROPOSAL

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

<b>Amendment No.</b>  1	<b>RFSO Amendment Date:</b>  September 10, 2014
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-14-0404	
<b>Title:</b> Printed Ballot Box for Advance Poll and Advance Poll Secure Box	
<b>Request for Proposal Closing Date:</b>  September 18, 2014 – 2:00 pm (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6	
<b>Attention:</b>  Luc Potvin	<b>E-Mail:</b>  proposition-proposal@elections.ca

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal (RFP) bearing number ECLP-RFP-14-0404 and dated September 3, 2014. This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

## **Part 2. Amendments**

### **2.1 Amendment to Annex A – Specifications**

The Request for Proposal is hereby amended by deleting the existing Annex A – Specifications (English only) and replacing it with the attached new Annex A – Specifications (English only).



## Printed Ballot Box for Advance Poll and Advance Poll Secure Box

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### ANNEX A Specifications



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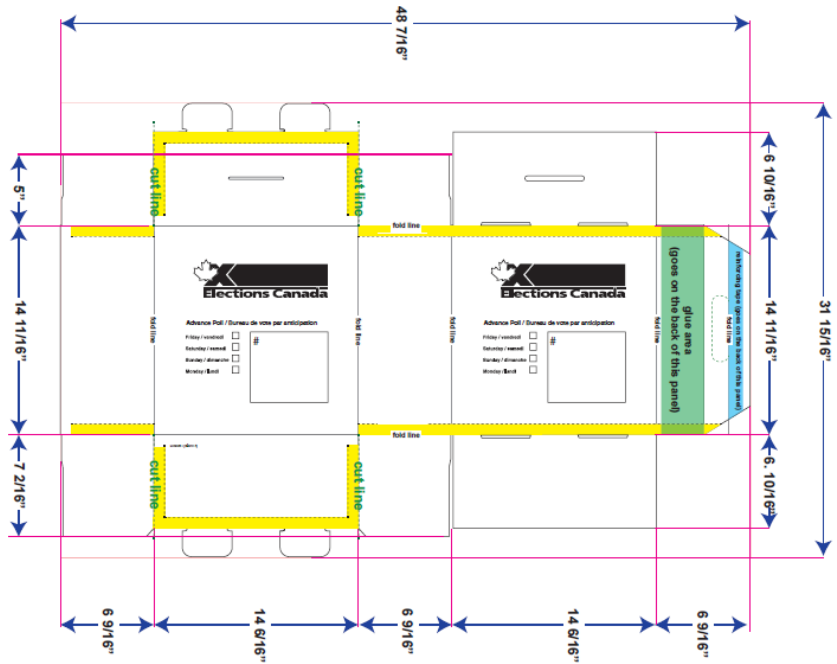
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**PART 1 – SPECIFICATIONS SHEET – EC50251 and EC50251-1 (08/2014)**

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<b>DESCRIPTION OF DELIVERABLE:</b>	Printed Ballot Box for Advance Poll / Urne imprimée pour le vote par anticipation
<b>REFERENCE NUMBER:</b>	<b>EC 50251 (08/2014)</b> <b>EC 50251-1 (08/2014)</b>
<b>TITLE:</b>	Advance Poll Ballot Box / Urne – Vote par anticipation
<b>QUANTITY:</b>	EC 50251: 6,000 bundles of 4 (24,000 ballots boxes) EC 50251-1: 2,100 bundles of 4 (8,400 ballot boxes)
<b>OVER:</b>	<b><i>No over / No under</i></b> Items received by Elections Canada in excess of the allowable overage as stipulated in this specification are not to be invoiced. It is the supplier's responsibility to ensure that items are not shipped in excess of the allowable overage
<b>SHEET SIZE:</b>	31 15/16" x 48 7/16"
<b>EXTERIOR DIMENSIONS:</b>	14 11/16" x 14 6/16" x 6 9/16"
<b>SLOTS:</b>	Ballot box to be manufactured with a ballot slot 3 7/8" x 1/8" outside dimensions (4 1/4" x 3/8" inside dimensions)
<b>HANDLE:</b>	Heavy fiberglass reinforcing tape between corrugated and liner at Die-Cut handle to support at least 20lbs of weight
<b>PRINTING:</b>	Prints black on two sides, no bleed Location of seals to be indicated by printed broken lines to be set at 3/4" from edges where indicated
<b>INK:</b>	Black
<b>SPOT VARNISH:</b>	(Varnish – water base) to be applied on entire surface except where seals are located. Varnish coverage approximately 90%
<b>STOCK:</b>	Corrugated fiberboard: B flute – 200lbs test White lined outside - Brightness
<b>COMPONENT:</b>	PDF supplied



**PROOF:**

A prototype of ballot box with logo and text which meets all specifications is required for approval before production. Please send to Elections Canada, FREM Directorate, 30 Victoria Street, 10th Floor, Gatineau QC K1A 0M6. Attention: Mathieu Levillain

**MANDATORY APPROVAL:** Company must obtain approval from Elections Canada before proceeding with entire production.

Ship flat, shrink wrapped in bundles of 4. Skid to be stretch wrapped. Clearly identify each bundle in a minimum 20 pt type size as follows:

**Shipping Label:**

***EC 50251 (08/2014)***  
  
*Advance Poll Ballot Box /  
Urne – Vote par anticipation  
Qty / Qté – 4*

***EC 50251-1 (08/2014)***  
  
*Advance Poll Ballot Box /  
Urne – Vote par anticipation  
Qty / Qté – 4*

**QUOTE SUBMISSION:**

Your quotation must show a cost per unit for the initial quantity and if an additional quantity is specified a cost per unit for any option. All unit costs must include all associated transportation fees.

If possible, please prepare your quotation on your company's letterhead or include it in your email when submitting your quotation. This is to ensure that your company's name is clearly linked to your quotation.

**MANDATORY DELIVERY DATE:**

**October 31<sup>th</sup>, 2014 or sooner**  
**Please note that partial deliveries will be accepted**

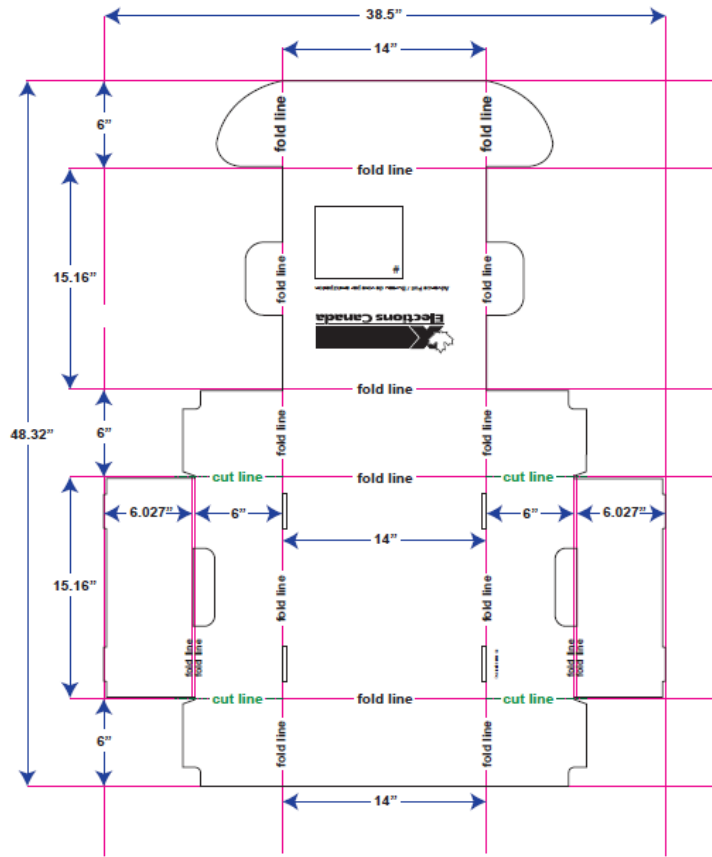
**PART 2 – SPECIFICATIONS SHEET – EC50252 (08/2014)**

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<b>DESCRIPTION OF DELIVERABLE:</b>	Die Cut Box with locking tabs
<b>REFERENCE NUMBER:</b>	<b>EC 50252 (08/2014)</b>
<b>TITLE :</b>	Advance Poll Secure Box / Boite sécuritaire – Vote par anticipation
<b>QUANTITY:</b>	8,000 packages of 3 (24,000 boxes)
<b>OVER:</b>	<b><i>No over / No under</i></b> Items received by Elections Canada in excess of the allowable overage as stipulated in this specification are not to be invoiced. It is the supplier's responsibility to ensure that items are not shipped in excess of the allowable overage
<b>FINISHED SIZE:</b>	15 1/6" x 14" x 6"
<b>PRINTING:</b>	Prints 2 colors, one side. Full coverage in PMS2253C Green, text and box to be printed in black ink
<b>INK:</b>	Black + PMS 2253C
<b>STOCK:</b>	B-Flute, 29 ECT
<b>COMPONENT:</b>	PDF supplied.
<b>PROOF:</b>	One PDF proof and a draw down of the color are required for approval before production. Please send to Elections Canada, FREM Directorate, 30 Victoria Street, 10th Floor, Gatineau QC K1A 0M6. Attention: Mathieu Levillain



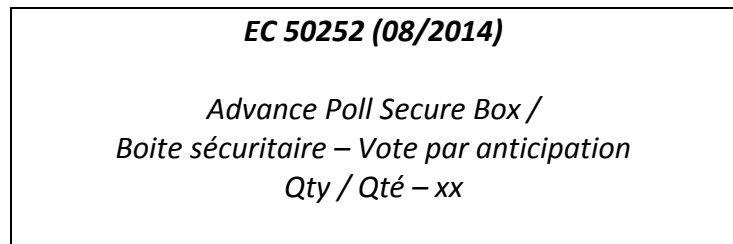
**IMAGE:**



**PACKAGING:**

Ship flat, shrink wrapped in bundles of 3. Skid to be stretch wrapped. Clearly identify each bundle in a minimum 20 pt type size as follows:

**Shipping Label:**



**QUOTE SUBMISSION:**

Your quotation must show a cost per unit for the initial quantity and if an additional quantity is specified a cost per unit for any option. All unit costs must include all associated transportation fees.

If possible, please prepare your quotation on your company's letterhead or include it in your email when submitting your quotation. This is to ensure that your company's name is clearly linked to your quotation.

**MANDATORY DELIVERY DATE: October 31<sup>th</sup>, 2014 or sooner**  
**Please note that partial deliveries will be accepted**

**PART 3 – ADDITIONAL INSTRUCTIONS AND SHIPPING REQUIREMENTS**

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**SHIPPING:**

**When skids are used for shipping:**

On non-returnable shipping skids 48" wide x 42" deep and not to exceed 54" high (stacking height, brewery type, four-way entry) – The material must be accessible by hand-held hydraulic pallet movers. *Material shipped to our Distribution Centre, not on specified shipping skids will not be accepted upon delivery.*

**SKIDS:**

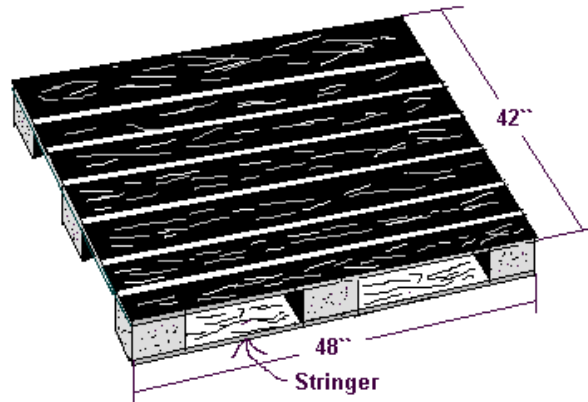
**NOTE IF USED SKIDS ARE BEING USED:**

**BREWERY TYPE SKID**

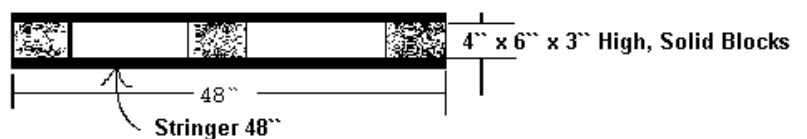
SKID – 4 WAY ENTRY, BREWERY TYPE,  
48" WIDE, 42" LONG, 3 STRINGERS WITH 3 BLOCKS, EACH  
RUNNING 48" LONG.

**NOTE:**

Material not on Specified Skids **WILL BE REFUSED**  
at 440 Coventry Road Loading Dock



Stringer - SOLID BLOCKS - 4" X 6" X 3" High



**HOURS OF OPERATION:**

**Elections Canada Mail Room  
30 Victoria Street, Gatineau, Quebec  
K1A 0M6**

**Hours of Operation and Delivery:**

8:00 AM to 12:00

12:30 to 4:00 PM

Closed between 12:00 – 12:30

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**Elections Canada Distribution Centre**  
**100-440 Coventry Road, Ottawa, Ontario**  
K1K 2Y5

**Delivery Hours:**

8:00 AM to 12:00 Noon

1:00 PM to 4:00 PM

**NOTA:**

**The Distribution Centre is closed between noon and 1:00 PM and will not accept shipments during that time.**

**PRINTER SELECTION AND  
ISSUANCE OF CONTRACT:**

Elections Canada reserves the right to award a contract on lowest cost, best delivery or a combination of both. Lowest or any bidder will not necessarily be accepted.

**SHIPPING/DESTINATION:**

Elections Canada Distribution Centre, 100-440 Coventry Road,  
Ottawa, Ontario K1K 2Y5

**ADDITIONAL INSTRUCTIONS:**

**No change in these specifications will be accepted unless approved by the technical authority.**

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.

The supplier is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.