



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions
Procurement & Contracting Services /
Services d'acquisitions et des marchés
VISITOR'S CENTRE/CENTRE DES VISITEURS
73 Leikin Drive, Ottawa, Ontario
K1A 0R2

Bid Receiving/Réception des soumissions

Attention: **Megan McCoy (613) 843-3798**

**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: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

| | | |
|--|---------------------|---|
| Title – Sujet Maintenance and Repair of Communication Towers | | Date October 15, 2014 |
| Solicitation No. – N° de l'invitation 201304568/B | | Amendment No. – N° de la modification 001 |
| Client Reference No. - No. De Référence du Client 201304568/B | | |
| Solicitation Closes – L'invitation prend fin | | |
| At / à : | 02:00 P.M. | EDT (Eastern Daylight Time) TAE (temp avancée de l'Est) |
| On / le : | Le 21 octobre, 2014 | |
| F.O.B. – F.A.B | GST – TPS | Duty – Droits |
| Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes | | |
| Address Inquiries to – Adresser toute demande de renseignements à Clair Hinthier Senior Procurement Officer | | |
| Telephone No. – No. de téléphone (613) 843-3806 | | Facsimile No. – No. de télécopieur (613) 825-0082 |

| | |
|---|---|
| Delivery Required – Livraison exigée See herein — Voir aux présentes | Delivery Offered – Livraison proposée See herein — Voir aux présentes |
| Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur: | |
| Telephone No. – No. de téléphone | Facsimile No. – No. de télécopieur |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |



This amendment is raised to address the following:

- To respond to questions received during the solicitation period; and
- To revise the solicitation accordingly, as applicable.

Question and Answer – Series III

Q.1 We cannot find Annex C, is it missing from the RFSA?

R.1 Annex C was accidentally left out of the French version of the RFSA. It has been added under this amendment.

Q.2 In a previous tender by the Royal Canadian Mounted Police , we provided our response on an RCMP template. Should we submit our technical proposal on an RCMP developed template, or can we create our own format?

R.2 There is no required template that must be used to submit your technical bid, however it is recommended to respond to the evaluation criteria using a format similar to that outlined in Annex C (and included below).

SOLICITATION REVISIONS

1) On page 19, Section C, part 11 – « Priority of documents»

DELETE

« e) Annex C, Insurance Requirements;»

INSERT

« e) Annex D, Insurance Requirements;»

2) On page 20, Section C, part 12 – **Insurance Requirments**

DELETE

« See Annex C. »

INSERT

« See Annex D»

3) The following modification is required only to the **FRENCH VERSION of the RFSA**. Annex C for the English version of the RFSA will remain the same – as below:

On page 32, prior to Annex D ;



INSERT

Annex "C" – Evaluation Criteria

LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

Interpretation of Personnel Requirement by the Evaluation Team

- a. The Proposal must meet Mandatory Requirements specified below. The Bidder must provide necessary documentation to support compliance with each requirement. Any Proposal that fails to meet the Mandatory Requirements will be declared non-responsive. The Bidder should address each Mandatory Requirement separately.
- b. Only those Proposals that are compliant with all the Mandatory Requirements Evaluation Criteria Section will be considered.
- c. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.
- d. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services.
- e. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- f. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (i). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - (ii). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - (iii). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
- f. Phrases such as "within the past ten years" mean "within the ten years preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
- g. Phrases such as "experience ... dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the



work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

- h. Canada reserves the right to request proof of any information provided by the Supplier. If the information cannot be validated, the Supplier's offer will be considered non-compliant.

| MANDATORY TECHNICAL CRITERA | COMPLIANCE | COMMENTS |
|--|------------|----------|
| M1. Corporate Profile | | |
| <p>(a) The Bidder must provide its full legal name in its offer.</p> | | |
| <p>(b) The Bidder must provide a corporate resume including:</p> <ol style="list-style-type: none"> 1) the Firm's primary area(s) of business 2) number of years in business, 3) key team members, 4) number of employees 5) if applicable, a web site link for further corporate information. | | |
| <p>M2. Number of Years in Business</p> <p>The Bidder must have been in business for a minimum of one (1) year.</p> <p>In order to demonstrate this, the Bidder must provide a statement in its offer confirming the number of years its firm has been in business. In the case of recent amalgamation of two (2) or more firms, each firm must meet the minimum one (1) year requirement.</p> | | |
| <p>M3. Human Resourcing Plan</p> <p>The Bidder must describe, in its offer, its approach/plan for ensuring that the necessary resources are available at all times during the SA period.</p> | | |
| <p>M4. Technical Expertise and Experience</p> <p>The Bidder <u>must confirm</u>, in its offer, the availability of the following resources and must <u>fully demonstrate</u> in their bid how each resource meets the listed requirements.</p> | | |



| | | |
|---|--|--|
| <p>(a) Foreman, or Crew Chief</p> <p>Must demonstrate a minimum of 3 years' experience supervising a team of Communications Tower Technicians.</p> | | |
| <p>(b) Quality Control Specialist</p> <p>Must demonstrate a minimum of 2 years' experience providing quality control services for the inspection, repair and removal of communication towers and equipment.</p> | | |
| <p>(c) Communications Tower Technicians</p> <p>Must demonstrate a minimum of 1 year experience in the installation, inspection, repair and removal of communication towers and equipment.</p> | | |
| <p>M5.</p> <p>The Bidder must submit, in its offer, a Health & Safety Plan, or Canadian Certificate of Recognition (COR) or Canadian Registered Safety Plan (RSP).</p> | | |

AND:

M6

The Bidder must identify; in which Region(s) they can provide services; and Under which Streams they can provide services.

The Bidder must indicate either "yes" or "no" responses for the statements that follow. For any statement submitted without a 'yes' or 'no' answer, the RCMP will assume the answer to be 'no.'

| M6 a) | |
|--|---------------|
| Service Delivery | Yes/No |
| Can your firm provide services in the Pacific Region (BC and Yukon)? | |
| Can your firm provide services in the Northern Region (NWT)? | |
| Can your firm provide services in the Western Region (Alberta, Manitoba and Saskatchewan)? | |
| Can your firm provide services in the Eastern Region (Atlantic Provinces)? | |
| Can your firm provide services in the Central Region (Ontario and Quebec)? | |

| M6 b) | |
|-------------------------|---------------|
| Service Delivery | Yes/No |



| | |
|---|--|
| Can your firm provide services required under Stream 1? | |
| Can your firm provide services required under Stream 2? | |
| Can your firm provide services required under Stream 3? | |
| * Can your firm provide services required under Stream 4? | |

***Instructions to qualify under Stream 4**

Stream 4 is a new stream being added under this refresh of the RFSA. Interested suppliers, both new and those previously qualified under streams 1, 2 or 3, must provide a response to Stream 4, A response must address **ALL 6 mandatory criteria** in the manner indicated above.

NB: for a full description of Regions, see the table in Part 6, Supply Arrangement and Resulting Contract Clauses, B. Bid Solicitation, 2. Bid Solicitation Process.

| CERTIFICATIONS Review | COMPLIANCE | COMMENTS |
|---|-------------------|-----------------|
| 1.1 Federal Contractor's Program for Employment Equity (S3030T, 2013-04-25) | | |
| 1.2 Former Public Servant (S3025T, 2012-11-19) | | |
| 1.4 Insurance Requirements (G1007T, 2011-05-16) | | |
| 1.5 Workers Compensation - Letter of Good Standing (A0285T, 2012-07-16) | | |

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED