



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

Canada Border Service Agency
Cheque Distribution and Bids Receiving Area
473 Albert Street, 6th floor
Ottawa, ON K1A 0L8
Facsimile No: (613) 941-4696
Bid Receiving Unit is open from Monday to Friday inclusively, between the hours of 08:30 to 11:30, excluding Statutory Holidays.

Agence des services frontaliers du Canada
Secteur de distributions des chèques et de réception des soumissions
473 rue Albert, 6ième étage
Ottawa, ON K1A 0L8
No de télécopieur: (613) 941-4696
La Réception des soumissions est ouverte du lundi au vendredi inclusivement, entre les heures de 8h30 à 11h30, à l'exclusion des jours fériés.

Amendment# 1 to Request for Services
Modification# 1 à la Demande de services

Proposal to: Canada Border Services Agency (CBSA)
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 or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à: l'Agence des services frontaliers du Canada (ASFC)
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).
Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT — LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Issuing Office – Bureau de distribution
Canada Border Service Agency – Agence des services frontaliers du Canada
473 Albert Street – 473 avenue Albert
8th Floor – 8ième étage
Ottawa ON K1A 0L8

Title — Sujet: Sports and recreational Services
Solicitation No. — N° de l'invitation: 1000319739
Amendment No. - N° de la modification: 1
Date: November 10, 2014

Solicitation Closes — L'invitation prend fin: At /à: 11:00 a.m. (hours/heures)
On / le : 2013-12-04 (yyyy-mm-dd) / (aaaa-mm-jj)
Time Zone — Fuseau horaire: [X] EST (Eastern Standard Time) / HNE (heure normale de l'Est)
[] EDT (Eastern Daylight Saving Time) / HAE (heure avancée de l'Est)

F.O.B. — F.A.B.
Plant-Usine: [] Destination: [] Other — Autre: [X]

Address Enquiries to — Adresser toutes questions à:
Elena Di Cola
Email: CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca

Telephone No. – No de téléphone: (613) 941-6626
FAX No. – No de télécopieur : (613) 954-0155

Destination - of Goods and or Services:
Destination – des biens et ou services :
Canada Border Services Agency (CBSA) —
Agence des services frontaliers du Canada (ASFC)

Instructions: See Herein — Voir aux présentes

Delivery Required — Livraison exigée: See herein — voir aux présentes
Delivery Offered — Livraison proposé

Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:

Telephone No. – No de téléphone:
FAX 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



Amendment# 1

This solicitation amendment is raised to;

1. Extend the end date of the RFP
2. Answer questions 1 to 11

1. Bidders are advised that the **CLOSING DATE has been changed** from November 19, 2014 to December 4, 2014.

2. Questions & Answers

Question 1:

On Page 21 it states the following:

Other requirements:

1. a) The Contractor must provide the equipment and office supplies needed to perform the duties outlined in Contract. Equipment and office supplies could include but are not limited to computers, printers, furniture, telephones, the Internet, telephone lines, fax machines, photocopiers, office supplies and stationery.
2. b) The Contractor is responsible for all promotional costs including printing, copying and related administrative costs.
3. c) The Contractor must provide all detergent, chlorine, bleach and all other cleaning products.

To price accurately would it be possible to obtain the what is necessary specifically for the other requirements?

- a) How many computers, printers, photocopiers and fax machines?
- b) What kind of office furniture and numbers for each?
- c) If we are to provide telephone service how do we link in with the current phone service that is currently there?
- d) I am assuming the campus already has internet, do we link in with that, or do we purchase from an outside supplier? and if we do does the building access allow for that and the phone service?
- e) What is the estimated printing numbers that is necessary for this term? i.e. for each event does there have to be enough printed for each person on campus and have that delivered to each person?
- f) What is the total amount of chlorine, bleach and other cleaning products required for the 2 year term. Is the chlorine and chemicals supposed to be provided by the service provider and are these for cleaning or pool chemicals?

Answer:

- a) It is the responsibility of the contractor to estimate the number of computers, printers, photocopiers and fax machines necessary for its staff. Note there are 2 offices and a service center (counter) allocated to the supplier.



- b) It is the responsibility of the contractor to estimate the number of computers, printers, photocopiers and fax machines necessary for its staff. Note there are 2 offices and a service center (counter) allocated to the supplier.
- c) An external and existing line transfer can be done as all current telephone services.
- d) An external and existing line transfer can be done as all current telephone services.
- e) **and f)** The quantities are not known. However, the supplier can estimate to have about 200 clients a day.

Question 2

Is there currently a service provider in place? and if so how many years have they had the contract?

Answer:

There has been a service provider for 5 years.

Question 3

What would be the start date of the contract?

Answer

The anticipated start date is January 2015

Question 4

It is there a planned site visit? If yes, is it mandatory and what are the procedures to register?

Answer

There is no planned visit to the site.

Question 5

Part 3 - 1. Bid Preparation Instructions - French Version - section iii is missing. Is this possible to provide guidance on this subject?

Answer

Bidders are advised to add paragraph (iii) to Section I Technical Bid of Part 3 - BID PREPARATION INSTRUCTIONS of the French version of the RFP.

Question 6

Answer

Bidders are advised to **DELETE** Part 5 – CERTIFICATIONS in its entirety and **INSERT** the following;



PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during bid evaluation during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fep/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) – Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity – Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity – Certification, for each member of the Joint Venture.

1.2 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

1.2.1 Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

1.2.2 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;



- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

1.4 Certificate of Independent Bid Determination

1. The undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to

(Corporate Name of Recipient of this Submission)

for:

(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect;

I certify on behalf of that:

(Corporate name of Bidder or Tenderer ([hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;



4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - o has been requested to submit a bid in response to this call for bids;
 - o could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - o the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - o the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - o prices;
 - o methods, factors or formulas used to calculate prices;
 - o the intention or decision to submit, or not to submit, a bid; or
 - o the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title) (Date)



Question 7

Annex D - Non-Disclosure Agreement does it need to be signed by all employees of the proposed bidder and provided with the bid?

Answer

Annex D - Non-Disclosure Agreement should be completed and submitted with the bid but may be submitted at contract award.

Question 8

At Annex F, Summary of the calculation of the market - page 38 and 39 of the French version. The calculation formulas differ from French to English. Which of the 2 tables is the good?

Answer

Bidders are advised to **DELETE** Annex F – FINANCIAL EVALUATION OF PROPOSAL in its entirety and **INSERT** the following;



ANNEX F

FINANCIAL EVALUATION OF PROPOSAL (PRICING TABLE)

The Bidder must propose firm hourly rates, GST/HST/QST extra, if applicable.

The Bidder should complete this pricing schedule and include it in its financial bid.

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for the period specified below its quoted firm all inclusive hourly rate (in CAD \$) for the resources identified.

CONTRACT PERIOD (two years)				
	(A)	(B)	(C)	(D)
Category of Personnel	Number of Proposed Resources	Total Estimated Level of Effort (hrs)	All Inclusive Firm Hourly Rate	Total Estimated Cost (A x B x C = D)
Coordinator		3750 hrs.	\$ _____	\$ _____
Physical Fitness Specialist		5750 hrs.	\$ _____	\$ _____
Attendant		4400 hrs.	\$ _____	\$ _____
Lifeguard		4800 hrs.	\$ _____	\$ _____
Assistant Lifeguard		4800 hrs.	\$ _____	\$ _____
Entertainer		450 hrs.	\$ _____	\$ _____
			ESTIMATED TOTAL:	\$ TBD



OPTIONAL SERVICES

OPTIONAL SERVICES				
	(A)	(B)	(C)	(D)
Category of Personnel	Number of Proposed Resources	Total Estimated Level of Effort (hrs)	All Inclusive Firm Hourly Rate	Total Estimated Cost (A x B x C = D)
Physical Fitness Specialist		5760 hrs.	\$ _____	\$ _____
			ESTIMATED TOTAL:	\$ _____

The above optional services could be added to the Contract (maximum 80 hours per week for up to two 18-week periods - total of 2880 hours per year). The hourly rate must remain the same as the rate in the table for the Contract Period

BID CALCULATION SUMMARY:

1. Contract Period – Estimated Amount	\$ _____
2. Optional Services – Estimated Amount	\$ _____
Total	\$ _____
Evaluated Price: contract period + optional services	



Question 9

- a) On page 6/39, in PART 3 - Bid Preparation Instructions - it is asked to provide our bid in 3 separate sections. Does this mean that these 3 sections must be distinct in 3 different envelopes, gathered in a common envelope? Or simply by separate inserts in the same document?
- b) It is also indicated for each of the three sections: a paper copy and an electronic copy. Does this mean that 1 Original in hard copy and an electronic copy on a USB key or CD is required?

Answer

- a) This means that all 3 sections are to be distinct in 3 different envelopes, gathered in a common envelope. The Bidder must ensure that the Bidder's name, return address, "solicitation number" and closing date appear legibly on the outside of the envelope containing the Bidder's proposal.
- b) One hard copy and one soft copy in Microsoft Word Compatible Format on a CD is required

Question 10

At Section I: technical bid it is stated that "Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings". However, the references to such evaluation criteria, elsewhere in the solicitation document, remain vague. The titles of these evaluation criteria are they reference to Annex E or in Part 4? And if yes, none of these references lists clearly subjects or an order of the evaluation criteria.

Answer

Bidders must complete Annex E - **Evaluation Criteria**. PART 4 is for informing you of the evaluation procedures and basis of selection of this RFP.

Question 11

At the stage of the tender submission (excluding the later stages of selection/tender/signature of the contract/etc.) the only requirements of security to provide se summarize-they well to the following three ?, because the URL link provided does not work (obviously the internet page has been updated, so that the link is no longer valid):

- Provide the form SCT 330-23 completed by each member of the staff to be assigned to the mandate
- Hold a valid Designated Organization Screening certificate (or security authorization?)
- List of personnel who will have access to classified or protected information

Answer

The security requirements are as specified in PART 6 - **SECURITY, FINANCIAL AND OTHER REQUIREMENTS** and PART 7 – **RESULTIG CONTRACT CLAUSES** of the RFP.

Please contact the Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) of Public Works and Government Services Canada for more information on the Designated Organization Screening certificate.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED