



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

REQUEST FOR PROPOSAL AMENDMENT

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

RFP Amendment No.	RFP Amendment Date:
3	December 19 th , 2016
Office of the Chief Electoral Officer File No.	
ECADB-RFP-16-0309	
Title:	
Warehousing and Distribution Services	
Request for Proposal Closing Date:	
January 10, 2017 @ 14:00 (Gatineau Time)	
ENQUIRIES – address enquiries to the Contracting Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention:	Tel No.
Annie de Bellefeuille	819-939-1490

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Warehousing and Distribution Services bearing number ECADB-RFP-16-0309 and dated December 6, 2016 (the “RFP”). 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. Questions and Answers

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

Question No. 5

Question: We are working on the above-mentioned proposal and have a question with regards to “M7 The bidder must provide a copy of the valid certificate from the fire department of the city”.

Could you please specify exactly what kind of certificate you are looking for?

The trouble we have with one certificate is because of the number of systems in our building(s) we have different inspection contracts.

- Fire Alarm System (Detection and Alarms)
- Sprinkler System
- Fire Pumps
- Fire Hydrants
- Extinguishers and Fire Hoses
- Kitchen Extinguishing System

Answer: A copy of the Evacuation Plan or Firefighter’s Building Fire Protection and Life Safety document has to be provided.

Question No. 6

Question : Can the closing date of the rfp be extended to sometime shortly after the seasonal holidays?

Answer: Yes. Please see amendment below.

Question No. 7

Question : Can you confirm that we can use Public sector references for M1. RFP asks for “corporate” references?

Answer: Yes, we confirm that Public sector references can be submitted.

Question No. 8

Question : M7 – as it relates to 6.25 in the SOW, “A valid certificate has to be in place at the time of Contract award and be valid during the life of the contract, including option years”– does this mean that the certificate

can be obtained after the rfp closing if necessary but prior to contract award because at present there appears to be some ambiguity with the exact nature of the fire certificate that is required in the rfp.

Answer: Please refer to question 5 of this present amendment. The document is required at bid closing as it is a mandatory criterion.

Question No. 9

Question : The pricing grid has a column “Estimated Usage (for evaluation purposes only)” – for each different category, do you want us to multiply our pricing entry by the variable included in the “Estimated Usage (for evaluation purposes only) and then total each option year into the Extended Price (Initial term + option 1 + option 2 + option 3)? If the answer is yes, for F1 Storage should we multiply **by 41,600** per event cubic feet **or by 124,800** estimated total cubic feet.

Answer: F1 is being amended. Please refer to 3.2 below. Under F1, the bidder should multiply the rate by the total of 124,800 cubic feet.

Part 3. Amendments

3.1 Amendment to Section Request for Proposal Closing Date

Delete: December 21, 2016 @ 14:00 (Gatineau Time)

Insert : January 10, 2017 @ 14:00 (Gatineau Time)

3.2 Amendment to Part 8 - Financial Evaluation Criteria

Delete: Financial Evaluation Criteria

Insert : Financial Evaluation Criteria (***Revised December 19, 2016***)

Elections Canada
Warehousing and Distribution Services

Part 8 – Financial Evaluation Criteria
05005-16-0309



Warehousing and Distribution Services

Part 8

Financial Evaluation Criteria *(Revised December 19, 2016)*

General Instructions with Respect to the Financial Table

Bidders must complete Table A of Annex A—Pricing Table Template (the “Pricing Tables”).

Bidders must provide all inclusive pricing, in the format specified, for each component identified in this Pricing Table.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amounts.

If the Bidder agrees then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The Bidder must submit firm, all-inclusive rates and prices for each contract period, FOB destination, GST/HST extra if applicable.

Hourly Rates

The firm, all-inclusive hourly rates indicated in the Financial Table must:

- a. include all costs to provide the Work outlined in Annex A—Statement of Work for the Initial Period and the option periods set out in Section 3 of Resulting Contract (the “Option Periods”);
- b. be in Canadian dollars;
- c. be all-inclusive and include all necessary labour, profit, training, travel within the NCR, and Canadian custom duties and excise taxes, where applicable; and
- d. exclude applicable sales taxes.

Total Evaluated Price

The Total Evaluated Price will be calculated as a total of the extended price of F1 to F9, from the Initial Period and the three Option Periods.

Annex A—Pricing Table

A bid must comply with the mandatory criteria to be further evaluated against the total price. For evaluation purposes, the estimated quantities represent an estimated average yearly cost. The level of services estimated is only an approximation of requirements given in good faith and do not represent a commitment on the part of Elections Canada and that the Contractor will be required to adhere to the Statement of Work.

Table A

No.	Service Item needed (service item not needed shall be priced at \$0.00)	Estimated Usage (for evaluation purposes only)	Rates Initial term of contract (Contract award to March 31, 2018)	Option 1 (April 1, 2018, to March 31, 2019)	Option 2 (April 1, 2019, to March 31, 2020)	Option 3 (April 1, 2020, to March 31, 2021)	Extended Price per month (Total of Initial term + Total option 1 + Total option 2 + Total option 3)
F1	STORAGE (All inclusive, including provision of reports)	41,600 cubic feet per Event x 3 Events, for an estimated total of 124,800 cubic feet	\$_____/cubic foot/month x 124,800	\$_____/cubic foot/month x 124,800	\$_____/cubic foot/month x 124,800	\$_____/cubic foot/month x 124,800	\$_____

F2	WAREHOUSING HANDLING Receiving, inspecting (ensure proper shipping norms), recording, (including unpacking and uncrating) picking orders	1,000 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____
F3	WAREHOUSING HANDLING OVERTIME on weekdays	100 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____
F4	WAREHOUSING HANDLING OVERTIME on weekends	25 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____
F5	WAREHOUSING HANDLING OVERTIME on statutory holidays	10 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____
F6	TRANSPORTATION Local delivery (one person and one vehicle)	100 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____

F7	TRANSPORTATION Local delivery (one person and one vehicle) on weekends	25 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____
F8	TRANSPORTATION Local delivery (one person and one vehicle) on statutory holidays	10 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____
F9	TAKING PHYSICAL INVENTORY AS REQUESTED BY THE IDENTIFIED USER	250 hours	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____ /firm all-inclusive hourly rate	\$ _____
Total Extended Price (sum of F1 to F9)							\$ _____

Total Evaluated Price (Total Extended Price Table A)	\$ _____
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