



## **Revision 001**

**This revision 001 is raised to modify the following:**

**Delete the following sections in their entirety.**

1. **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**
  - A. **STANDING OFFER**
    - 7.6 **Call-up Procedures**
2. **Annex "B" - Basis of Payment**
3. **Annex "D" - Rated Financial Criteria**

**Insert:**

**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**7.6 Call-up Procedures**

The Identified Users must ensure that a call-up against standing offer is raised during the period of the Standing Offer.

The Identified Users should use the following steps to select an Offeror for service:

- 1) use the following table as an template, enter the estimated usage numbers to the best of knowledge, use the formula in the table to calculate the extended price and total price each Offeror may charge.
- 2) use the calculated total prices to establish a rank to find which Offeror's total price is the lowest, 2nd lowest, etc.
- 3) send Statement of Work and the estimation table to the Offeror with the lowest total price for acceptance.
- 4) If the Offeror accepts the work, the call-up will be issued to this Offeror; if the Offeror does not accept the work, the Identified User move to propose the work to the Offeror with the 2nd lowest price.
- 5) Repeat this process until an Offeror is selected.

If an Offeror is selected other than the Offeror with the lowest total price, the Identified Users should be prepared to defend their decision.

**Template of Estimation Table**

No.	Service Item needed (Service item not needed shall be removed from the table)	Estimated Usage (User to insert usage numbers required)	Unit Price of the Offeror	Extended Price (usage number * unit price except for item 5)
1	<u>STORAGE (within 92 days)</u> (All inclusive, including provision of reports)	_____ cubic feet	\$___/monthly /cubic foot	\$_____
2	<u>STORAGE (over 92 days)</u> (All inclusive, including provision of reports)	_____ cubic feet	\$___/monthly /cubic foot	\$_____
3	<u>WAREHOUSING HANDLING</u> (domestic crating and international crating excluded)	_____ hours	\$___/hourly rate (charged on a fifteen minute segment.)	\$_____
	<u>WAREHOUSING HANDLING OVERTIME</u>	_____ hours	\$___/hourly rate (charged on a fifteen minute	\$_____

	(domestic crating and international crating excluded)		segment.)	
4	<u>DOMESTIC CRATING and/or INTERNATIONAL CRATING</u> (including material and labor)	___ cubic feet	\$___/cubic foot	\$_____
5	<u>TRANSPORTATION</u> i) Local delivery (one person and one vehicle)	__ hours.	\$___/hourly rate	\$_____
	ii) Extra person	__ hours	\$___/hourly rate	\$_____
6	<u>THIRD PARTY SERVICES</u> (only including postage and out-of-town transportation)	at \$___ plus	___% markup (5% at maximum)	Actual usage plus (actual usage * ___% markup)
7	<u>TAKING PHYSICAL INVENTORY AS REQUESTED BY THE IDENTIFIED USER</u>	__ hours	\$___/hourly rate	\$_____
Total Price				\$_____

**Annex "B"**

**Basis of Payment  
Initial Period  
For the period from April 3, 2017 to March 31, 2020**

Prices quoted are firm for the period of the Standing Offer. The rates submitted are to be inclusive of all fees and expenses for the full terms of the Standing Offer. Rates exclude GST/HST.

1. STORAGE (within 92 days) \$\_\_ /monthly/  
(all inclusive, including provision of reports) cubic foot  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
  
2. STORAGE (over 92 days) \$\_\_ /monthly/  
(all inclusive, including provision of reports) cubic foot  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
  
3. WAREHOUSING HANDLING \$\_\_ /hourly rate  
(domestic crating and international crating excluded) (charged on a  
fifteen minute segment.)
  
- WAREHOUSING HANDLING OVERTIME \$\_\_ /hourly rate  
(domestic crating and international service excluded) (charged on a  
fifteen minute segment.)
  
4. DOMESTIC CRATING and/or INTERNATIONAL CRATING \$\_\_ /cubic foot  
(including material and labor)
  
5. TRANSPORTATION
  - i) Local delivery \$\_\_ /hourly rate  
(one person and one vehicle)
  
  - ii) Extra person \$\_\_ /hourly rate
  
6. THIRD PARTY SERVICES at cost plus \_\_% markup  
(only including postage, envelopes ( 5% at maximum)  
and out-of-town transportation)
  
7. TAKING PHYSICAL INVENTORY \$\_\_ /hourly rate  
AS REQUESTED BY THE IDENTIFIED USER

**Annex "B"**

**Basis of Payment  
Option 1  
For the period from April 1, 2020 to March 31, 2022**

Prices quoted are firm for the period of the Standing Offer. The rates submitted are to be inclusive of all fees and expenses for the full terms of the Standing Offer. Rates exclude GST/HST.

1. STORAGE (within 92 days) \$\_\_\_/monthly/  
(all inclusive, including provision of reports) cubic foot  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
  
2. STORAGE (over 92 days) \$\_\_\_/monthly/  
(all inclusive, including provision of reports) cubic foot  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
  
3. WAREHOUSING HANDLING \$\_\_\_/hourly rate  
(domestic crating and international crating excluded) (charged on a  
fifteen minute segment.)
  
- WAREHOUSING HANDLING OVERTIME \$\_\_\_/hourly rate  
(domestic crating and international service excluded) (charged on a  
fifteen minute segment.)
  
4. DOMESTIC CRATING and/or INTERNATIONAL CRATING \$\_\_\_/cubic foot  
(including material and labor)
  
5. TRANSPORTATION
  - i) Local delivery \$\_\_\_/hourly rate  
(one person and one vehicle)
  
  - ii) Extra person \$\_\_\_/hourly rate
  
6. THIRD PARTY SERVICES at cost plus \_\_\_% markup  
(only including postage, envelopes ( 5% at maximum)  
and out-of-town transportation)
  
7. TAKING PHYSICAL INVENTORY \$\_\_\_/hourly rate  
AS REQUESTED BY THE IDENTIFIED USER

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**Annex "B"**

**Basis of Payment  
Option 2  
For the period from April 1, 2022 to March 31, 2024**

Prices quoted are firm for the period of the Standing Offer. The rates submitted are to be inclusive of all fees and expenses for the full terms of the Standing Offer. Rates exclude GST/HST.

1. STORAGE (within 92 days) \$\_\_\_/monthly/  
cubic foot  
(all inclusive, including provision of reports)  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
  
2. STORAGE (over 92 days) \$\_\_\_/monthly/  
cubic foot  
(all inclusive, including provision of reports)  
Storage to be charged on the following basis:
  - actual cubic feet: goods received less goods removed.
  - actual number of days: full monthly charge for 30 days,  
prorated monthly charge for less than 30 days.
  
3. WAREHOUSING HANDLING \$\_\_\_/hourly rate  
(domestic crating and international crating excluded) (charged on a  
fifteen minute segment.)
  
- WAREHOUSING HANDLING OVERTIME \$\_\_\_/hourly rate  
(domestic crating and international service excluded) (charged on a  
fifteen minute segment.)
  
4. DOMESTIC CRATING and/or INTERNATIONAL CRATING \$\_\_\_/cubic foot  
(including material and labor)
  
5. TRANSPORTATION
  - i) Local delivery \$\_\_\_/hourly rate  
(one person and one vehicle)
  
  - ii) Extra person \$\_\_\_/hourly rate
  
6. THIRD PARTY SERVICES at cost plus \_\_\_% markup  
(only including postage, envelopes ( 5% at maximum)  
and out-of-town transportation)
  
7. TAKING PHYSICAL INVENTORY  
AS REQUESTED BY THE IDENTIFIED USER \$\_\_\_/hourly rate

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## Annex "D"

### Rated Financial Criteria

All offers must comply with the mandatory criteria to be further evaluated.

The proposals that meet all the mandatory criteria, and have the **four (4) lowest** Total Bid Prices will be recommended for issuance of a Standing Offer.

For evaluation purpose, the average monthly usage amounts in bold print, inserted in the column of Average Monthly Usage in the example below, represent the amounts which will be used to calculate the Total Bid Price. For evaluation purpose, the average monthly usage amounts will be the same for each of the three periods (i.e. April 3, 2017 to March 31, 2020; April 1, 2020 to March 31, 2022; and April 1, 2022 to March 31, 2024). The quantity of goods, level of services and estimated expenditure below are only an approximation of requirements given in good faith and do not represent a commitment on the part of Canada.

The Total Bid Price of a proposal will be calculated in three steps as follows:

#### Step 1:

For each of the three pricing period (i.e. April 3, 2017 to March 31, 2020; April 1, 2020 to March 31, 2022; April 1, 2022 to March 31, 2024) extended prices will be calculated for each element of Service Item. For each element of Service Item, the Average Monthly Usage indicated in the table below will be multiplied by the proposed unit price of each respective Service Item in order to calculate an extended price.

#### Step 2:

For each of the three pricing period (i.e. April 3, 2017 to March 31, 2020; April 1, 2020 to March 31, 2022; April 1, 2022 to March 31, 2024), an estimated monthly price will be calculated by adding the extended price of each element of Service Item.

#### Step 3:

The Total Bid Price will represent the result of the following formula:  
(Estimated monthly price for period April 3, 2017 to March 31, 2020 X 36) + (Estimated monthly price for period April 1, 2020 to March 31, 2022 X 24) + (Estimated monthly price for period April 1, 2022 to March 31, 2024 X 24)

The following table is an example showing how the estimated monthly price would be calculated for a given period.

**Example:**

No.	Service Item	Average Monthly Usage	Proposed Unit Price	Extended Price
1	<u>STORAGE (within 92 days)</u> (All inclusive, including provision of reports)	120,000 cubic feet	\$0.10/monthly /cubic foot	\$12,000.00
2	<u>STORAGE (over 92 days)</u> (All inclusive, including provision of reports)	120,000 cubic feet	\$0.14/monthly /cubic foot	\$16,800.00
3	<u>WAREHOUSING HANDLING</u> (domestic crating and international crating excluded)	50 hours	\$20.00/hourly rate (charged on a fifteen minute segment.)	\$1,000.00
	<u>WAREHOUSING HANDLING OVERTIME</u> (domestic crating and international crating excluded)	0 hour	\$20.00/hourly rate (charged on a fifteen minute segment.)	\$0
4	<u>Domestic Crating and/or International Crating</u> (including material and labor)	120 cubic feet	\$5.00/cubic foot	\$600.00
5	<u>TRANSPORTATION</u> i) Local delivery (one person and one vehicle)	20 hours.	\$40.00/hourly rate	\$800.00
	ii) Extra person	2 hours	\$20.00/hourly rate	\$40.00
6	<u>THIRD PARTY SERVICES</u> (only including postage, envelopes, and out-of-town transportation)	at \$500 plus	5% markup (5% at maximum)	\$505.00
7	<u>TAKING PHYSICAL INVENTORY AS REQUESTED BY THE IDENTIFIED USER</u>	10 hours	\$1.00/hourly rate	\$10.00
	Price		Monthly Total	\$31,755.00

Assuming the estimated monthly price for all three periods is \$31,755.00, the Total Bid Price would be calculated as follows:

$$\begin{aligned}
 & \$31,755.00.00 \text{ (initial period April 1, 2017 to March 31, 2020)} \times 36 \\
 & + \$31,755.00.00 \text{ (1st option period April 1, 2020 to March 31, 2022)} \times 24 \\
 & + \$31,755.00.00 \text{ (2nd option period April 1, 2022 to March 31, 2024)} \times 24 \\
 & = \$2,667,420.00
 \end{aligned}$$

**All other terms and conditions remain unchanged.**