

Subject: ADDENDUM #1 - (RFSO) #1000188761 IT Relocation Services

Please be advised that this Addendum #1 is hereby raised to make changes to the RFSO as follows and answer questions raised by Bidders.

Under Annex A, Statement of Work, 2.0 Scope of Work, 2.1.1

Delete:

The Contractor will do a post site visit the next business day after the move with an IT specialist from HC/PHAC (will last between 3 – 7.5 hours) to ensure that all computers and related electronic equipment are connected properly and are functional for the end user and to rectify any deficiencies.

Replace by:

The Contractor will do a post site visit for moves greater than five (5) computers and related electronic equipment the next business day after the move with an IT specialist from HC/PHAC (will last between 3 – 7.5 hours) to ensure that all computers and related electronic equipment are connected properly and are functional for the end user and to rectify any deficiencies. Health Canada will be responsible for moves of five (5) computers and less.

Under Annex A, Statement of Work, 2.0 Scope of Work, 2.1.2

Delete:

The monitors are to be dismantled from the monitor arms and the hardware is to be kept with the monitor in a zippered bag.

Under Annex A, 2.5 Registration – Authorities - Licenses

Delete:

2.5.2 The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-required basis.

2.5.3 The Contractor is required to ensure that all vehicles are clean and in good working order.

Under PART 5 0 – Certifications and Additional Information insert the following:

5.1.1.1 CERTIFICATIONS

The following information must be submitted along with the Financial Bid or the bid may be rejected.

5.1.1.2 *Legal name and Bidder's information*

(print clearly)

Bidder's Legal Name

Bidder's Complete Address

Bidder's Phone number

(_____) _____

Bidder's Authorized Representative

Bidder's Authorized Representative Phone number

(_____) _____

Bidder's Authorized Representative e-mail

5.1.1.3 *Certifications*

Bidders must provide the required certifications at bid submission. Canada may declare a bid non-responsive if the required certifications are not part of the bid content.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before and after awarding of a contract). The Contracting

Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1.1.4 Certification of Education, Experience and Qualifications

The Bidder certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

Canada reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- an unverifiable or untrue statement; or
 - unavailability of any person proposed whose statement of education and experience Canada has relied upon to evaluate the Bid and award the contract.
-
- a. date of termination of employment;
 - b. amount of lump sum payment;
 - c. rate of pay on which lump sum payment is based;
 - d. period of lump sum payment including start date, end date and number of weeks;
 - e. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment 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.

5.1.1.5 Joint Venture/Partnership

A joint venture is not considered a "person" for registration purposes, whereas a partnership is. Therefore, a partnership can have a Procurement Business Number (PBN); a joint venture cannot. A joint venture is limited in scope; a partnership is generally an ongoing business relationship that exists between persons carrying on common business.

A joint venture is an arrangement where two or more persons (participants) work together in a limited and defined business undertaking. Ordinarily, all participants of the joint venture contribute assets, share risks, and have mutual liability.

The Bidder certified that its bid is submitted to Canada as a: *(please choose one)*

- Sole proprietorship ()
- A corporation ()
- Partnership ()

A joint venture ()

* In the case of a Joint Venture, the Bidder must provide the following details as part of its bid:

- a. the name of each member of the joint venture;
- b. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;

5.1.1.6 Integrity Provisions – List of names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently Directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Signature and Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature

Date

Question 1)

Must all of the projects submitted have a minimum of 100 computers and related IT equipment?

Answer 1)

Yes, under PART 4 – Evaluation Procedures and Basis of Selection, Article 4.1.1.1 Mandatory Technical Criteria - M1, M2 and M3 the projects submitted must all have a minimum of 100 computers and related IT equipment.

Question 2)

Can a Bidder submit more than three (3) projects for M1, M2 and M3

Answer 2)

Yes a Bidder may submit more than three (3) projects under PART 4 – Evaluation Procedures and Basis of Selection, Article 4.1.1.1 Mandatory Technical Criteria - M1, M2 and M3, only three (3) are required.

Question 3)

There is nowhere to sign on the RFSO can you tell us where we sign?

Answer 3)

See Part 5 Certifications in this Addendum.

Question 4)

In regards to the Integrity Provisions PART 5 Certifications and Additional Information the web link is not clear as to what information is required.

Answer 4)

See Part 5 Certifications in this Addendum.

Question 5)

Does the Contractor have to do a post site visit for all moves even if it is for one computer?

Answer 5)

No, this is required for moves greater than five (5) computers and related electronic equipment.. Health Canada will be responsible for moves of five (5) computers and less. See changes in this Addendum.

Question 6)

Will the Contractor be responsible to do the following work?

The monitors are to be dismantled from the monitor arms and the hardware is to be kept with the monitor in a zippered bag.

Answer 6)

No this work is not required this work has been deleted from the Statement of Work in this Addendum.

Question 7)

Will the Contractor be responsible for the following?

2.5.2 The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-required basis.

2.5.3 The Contractor is required to ensure that all vehicles are clean and in good working order.

Answer 7)

No this work is not required this work has been deleted from the Statement of Work in this Addendum.

Question 8)

Were there any previous contracts for these services?

Answer 8)

No this is the first time a Standing Offer like this is being put in place at Health Canada. Previously small one time contracts were issued for these services. With this Standing Offer we hope to eliminate that need and will be able to issue Call-ups against the Standing Offer.

*All other terms and conditions shall remain the same.