

Question and Answer

Q.1 In relation to this solicitation, can you provide the external addresses for the 58 locations requiring courier service twice daily?

A.1 The attached list will be incorporated into the resulting contract.

SSC Delivery Locations

Delivery and pick-up must be done according to a schedule developed by the Contractor and approved by the Offsite SSC Project/Technical Authority (OSPTA) or delegated representative. Weight of individual mail bags and boxes not to exceed 30 kg. The current schedule below is subject to changes as agreed upon between the OSPTA and the Contractor.

Hours of Work: 7:00 a.m. to 5:00 p.m. Monday to Friday

(a) Pick-up the mail at Canada Post at 7:00 a.m. each day at the Canada Post Terminal, 1424 Sanford Fleming (Alta Vista Drive and Industrial Avenue).

(b) Arrive at Contractor-supplied facility.

Building Address	Organization	Location
CPC Terminal 1424 Sanford Fleming Ave	Canada Post	Loading dock / Pickup mail for postal code:
TBD	TBD	Loading dock/X-ray scanning zone

****Unless otherwise specified, all deliveries will be made to a single drop-off location per building, and where SSC occupies multiple floors in a building, drop-off will be made at the lowest floor level for the entire address.**

(c) Delivery of stamped and registered mail to Canada Post before 5:00 p.m. each day at the Canada Post Terminal, 1424 Sanford Fleming (Alta Vista Drive and Industrial Avenue).

ALL LOCATIONS – TWICE DAILY DELIVERY

	Organization / Address	Drop-Off Location	Special Instruction
1	Shared Services Canada 255 Albert Street Ottawa, Ontario	12 th Floor, Near Commissionaire	
2	Shared Services Canada 270 Albert Street Ottawa, Ontario	9 th Floor	
3	Agriculture and Agri-Foods Canada 1341 Baseline Road Ottawa, Ontario K1A0C5	Tower 3, Basement, RoomT3-0-146	
4	Natural Resources Canada 588 Booth Street Ottawa, Ontario K1A	Loading Dock (Rochester St.)	

5	Shared Services Canada 250 Albert Street Ottawa, Ontario	2 nd Floor	
6	Parks Canada Les Terrasses de la Chaudiere 25 Eddy Street Gatineau, Quebec K1A 0M5	1 st floor	
7	Shared Services Canada 160 Elgin Ottawa, Ontario	24 th Floor	
8	Canada Revenue Agency Ottawa Taxation Centre 875 Heron Road Ottawa,	Room A-200	
9	Shared Services Canada 105 Hotel deVille Street Gatineau, Quebec	2 nd Floor	
10	National Defence 465 Industrial Avenue Ottawa, Ontario K1A		
11	Environment Canada 171 Jean-Proulx Street Gatineau, Quebec		
12	Shared Services Canada 180 Kent Street Ottawa, Ontario K1G4A8	13 th Floor	
13	Fisheries and Oceans Canada Centennial Towers 200 Kent Street Ottawa, Ontario K1A0E6	11 th Floor	
14	Shared Services Canada 350 King Edward Avenue	Back Entrance - Loading Dock, Main Floor	
15	Public Works & Government Services Canada 11 Laurier Street Gatineau, Quebec K1A 0S5	Place du Portage Phase III, Room 0B3	
16	Shared Services Canada 141 Laurier Ottawa, Ontario K1G4A8	2 nd Floor	
17	Financial Transaction & Reports Analysis Centre of Canada 234 Laurier Avenue West Ottawa, Ontario K1P 1H7	24 th Floor	
18	Shared Services Canada Phase 11, 165 Hotel deVille Gatineau, Qc	3 rd Floor, Room 310	
19	Correctional Services Canada 340 Laurier Avenue West Ottawa, Ontario K1A 0P9	Sir Wilfrid Laurier Building Ground Floor	
20	Public Safety Canada 340 Laurier Avenue West Ottawa, Ontario	Sir Wilfrid Laurier Building Ground Floor	

21	Citizenship and Immigration Canada 365 Laurier Avenue West Ottawa, Ontario K1A1L1	Jean Edmonds Building Ground Floor	
22	Shared Services Canada 427 Laurier Avenue West Ottawa, Ontario K1G4A8	11 th Floor	
23	Canadian Food Inspection Agency 1400 Merivale Road Ottawa, Ontario K1A0Y9	2 nd Floor	
24	Privy Council Office 11 Metcalfe Street Ottawa, Ontario K1A		
25	Shared Services Canada 99 Metcalfe Street Ottawa, Ontario	2 nd Floor 3 rd floor cab docs	
26	Shared Services Canada 700 Montreal Road Ottawa, Ontario K1A0P7	Loading Dock, Main Floor (Canada Mortgage and Housing Corporation-Mailroom)	
27	National Research Council of Canada 1500 Montreal Road Ottawa, Ontario K1A0R6	Building M- 19 Loading Dock	
28	Department of Finance Canada 140 O'Connor Street Ottawa, Ontario K1A0G5	Loading Dock	
29	Treasury Board Secretariat of Canada 140 O'Connor Street Ottawa, Ontario K1A 0R5	Loading Dock	
30	Statistics Canada 120 Parkdale Avenue Ottawa, Ontario	Main Building Tunney's Pasture Room	
31	Employment & Social Development Canada 140 Promenade du Portage Gatineau, Quebec K1A 0J9	Place du Portage Phase IV, Level 01	
32	Foreign Affairs, Trade and Development Canada Place du Centre 200 Promenade du Portage Gatineau, Quebec K1A 0G4	Deliveries Maisonneuve/ loading dock	
33	Shared Services Canada 200 Promenade du Portage Gatineau, Quebec	Room 0291	•
34	Shared Services Canada 60 Queen Street Ottawa, Ontario	2 nd Floor	
35	Industry Canada CD. Howe Building 235 Queen Street, Basement Ottawa, Ontario K1A0H5	Room S-143 ENVELOPES ONLY Room S-155 BOXES ONLY	
36	Shared Services Canada 2300 St- Laurent Ottawa	Lobby, twice daily at 8:30 AM and at 1:30 PM	

37	Shared Services Canada 2720 Riverside Dr. Ottawa, Ontario	Thursday ONLY	
38	Shared Services Canada 560 Rochester Street Ottawa, Ontario	2 nd Floor-AM only	
39	Shared Services Canada 45 Sacre-Coeur Gatineau, Quebec K1G4A8	Loading dock	
40	Shared Services Canada 9 Montclair Gatineau, Qc K1G4A8	1 st floor	
41	Canadian Nuclear Safety Commission 280 Slater Street Ottawa, Ontario K1P5S9	Main floor	
42	Immigration and Refugee Board of Canada Canada Building 344 Slater Street Ottawa, Ontario K1A 0K1	Minto Place 12 th Floor	
43	Shared Services Canada 344 Slater Street Ottawa, Ontario	2 nd Floor	
44	Shared Services Canada 90 Sparks Street Ottawa, Ontario	Main Floor	
45	Justice Canada 275 Sparks Street Ottawa, Ontario K1A 0H8	Basement, Loading Dock B-1	
I 46	Transport Canada 330 Sparks Street Ottawa, Ontario K1A0N5	10 th Floor-PM only Code 253	
47	Shared Services Canada 380 Hunt Club Ottawa, Ont K1G4A8	2 nd Floor AM	
48	Canada Border Services Agency 2405 St. Laurent Boulevard Ottawa, Ontario	Unit H	
49	Foreign Affairs, Trade and Development Canada 125 Sussex Drive Ottawa, Ontario K1A0G2	Lester B. Pearson Building AG 310	
50	Canada School of Public Service 373 Sussex Drive Ottawa, Ontario K1N6Z2	Ground, Room D-0 AM only	
51	Health Canada Goldenrod Driveway Ottawa, Ontario K1A	Loading Dock, Building #18 Tunney's Pasture	
52	Public Health Agency of Canada Goldenrod Driveway Ottawa, Ontario K1A 0K9	Loading Dock, Building #18 Tunney's Pasture	
53	Royal Canadian Mounted Police 1200 Vanier Parkway Ottawa, Ont. K1A0R2	Nicholson Building Room G-110	

54	Shared Services Canada 8 Colonnade Rd. Ottawa, Ont.	Main Lobby	
55	Aboriginal Affairs and Northern Development Canada Les Terrasses de la Chaudiere 10 Wellington Street	14 th Floor, Room 1435	
56	Library and Archives Canada 395 Wellington Street Ottawa, Ontario	Room B-101 For 550 de la cite 10 th floor	
57	Shared Services Canada 1431 Merivale Rd. Ottawa, Ont.	3 rd Floor Tuesday's and Thursday's PM only	
58	Shared Services Canada 70 Cremazie Gatineau, Quebec K1G4A8	7 th Floor	