

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.	
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RFP Amendment Date:

1

August 21, 2018

Office of the Chief Electoral Officer File No.

ECLP-RFP-18-0335

Title:

Various Poll Bags

Request for Proposal Closing Date:

September 25, 2018 at 2:00 p.m. (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:	Email:
Luc Potvin	proposition-proposal@elections.ca

Part 1. Interpretation

- **1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECLP-RFP-18-0335 and dated August 10, 2018 (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:

2.1 Question No. 1

<u>Question:</u> Is it one time delivery?

Answer:

Yes, as specified in the specifications we will accept partial deliveries as long as the entire quantity is delivered by November 28th, 2018.

2.2 Question No. 2

<u>Question:</u>

Is it one point delivery address?

Answer:

Yes. As specified in the specifications: Delivery to 100 - 440 Coventry Road, Ottawa, ON.

2.3 Question No. 3

Question:

Can we submit samples after closing date upon request?

<u>Answer:</u>

Samples are not required at this time however the winning bidder must provide proofs/samples before production.

2.4 Question No. 4

Question:

Could you please give me the back photo of flap line item 01 bag for my reference? I want to confirm the structure of flap exactly.

Answer:

Please see attached PDF files for technical drawings of the bags.

2.5 Question No. 5

Question:

Please confirm if we can have samples of each style of the various bags so we can verify the quality of material for costing or if we can view samples at Montreal office.

Answer:

Samples of EC 50480, EC 50490 and EC 50500 are available and will be provided upon request. As for EC 50390, EC 50516 and EC 50517, samples are not available as these bags are new productions. Note: Samples that can be provided are not exactly as requested in the specifications, size and text are different.

2.6 Question No. 6

Question:

I noticed Items EC50500 and EC50390 uses 5mil HDPE. Can you please confirm if EC50490, EC50480, EC50517, and EC50516 use 0.5mil HDPE or all the items supposed to use 5mil, and the period is just a typo?

Answer:

All bags must be of High density polyethylene **5mil** plastic and not .5mil as stipulated in the specifications.

Please see Part 3 – Amendments below.

2.7 Question No. 7

Question:

Also there are some technical issues on the given production information. For example the thickness of 5mil, 2 ply is 10mil, and for bags with gusset, total will be 4 ply / 20mil, which is very hard to heat seal.

Answer:

These bags have been produced before and there was no issue on the heat seal.

Part 3. Amendments

3.1 Amendment to Annex A – Statement of Work of the Request for Proposal

The Request for Proposal is hereby amended by deleting in its entirety **Annex A** – **Statement of Work** and replacing it with the attached **Annex A** – **Statement of Work** (Revised August 17, 2018).



Various Poll Bags

ANNEX A – STATEMENT OF WORK

REVISED 2018-08-17

Elections Canada Various Poll Bags

SPECIFICATIONS

DESCRIPTION OF DELIVERABLE:	Plastic security bag with grey opaque inside and yellow colour on the exterior
REFERENCE NUMBER:	EC 50500 (05/2018)
TITLE:	Ordinary Poll Bag - yellow
QUANTITY:	100,000
OVER:	No over / No under Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.
SIZE:	 Metric: 46 cm long plus 7 cm flap. Total length with flap 53 cm x 37 cm wide open end plus 10.2 cm gusset. Imperial: 18" long plus 2 ¾" flap. Total length with flap 20 ¾" x 14 ½" wide open end. (plus 4" gusset).
STYLE:	 Gusset: 10.2 cm (4") at the bottom Air Holes: Plastic bag must have 2 half-moon air holes at the bottom, one on the left side and one on the right side
FLAP:	The 7 cm (2 ¾'') flap must have one strip of 2 cm wide x 37 cm long (¾'' wide x 14. ½'' long) of a D transfer tape applied at 1 cm (3/8") from the top of the flap.
PRINTING:	Prints two colours PMS 120C Yellow for bag – bleeds all sides Text: Black one side no bleed – front only. Print quality – Informational
INK:	PMS 120C Yellow for entire outside body of bag – bleeds all sides. Black for text
STOCK:	High density polyethylene 5mil plastic – Co-extruded white outside,

grey opaque inside.

PRODUCTION:

IMAGE:

Camera Ready Copy has to be set up printing flat length wise 99cm long x37cm wide (38 ¾" long x 14.5" wide) plus 10.2cm (4") gusset

Signez et scellez avec le Signez et scellez avec le	Outcome control of the set of the
	Strated Science
Elections Canada	
Ordinary	Sac du bureau de scrutin ordinaire
Poll Bag	
	Polling Station No. / N° du bureau de scrutin
Electoral District / Circonscription	
Before you begin:	Avant de commencer :
 Check the supplies you need (see your guidebook). 	 Vérifiez les fournitures dont vous avez besoin (voir votre quide).
2. Remove the supplies you need for voting.	2. Sortez les fournitures nécessaires pour le vote.
 Store the remaining supplies in this bag until the counting begins. 	 Conservez le reste des fournitures dans ce sac jusqu'au dépouillement des votes.
Put these items in this poll bag when the	Une fois le dépouillement terminé, déposez
Counting is finished:	les articles suivants dans ce sac :
Unused Ballots Envelope EC 50420	Enveloppe pour les bulletins de vote
Spolled Ballots Envelope EC 50430	Inutilisés EC 50420 Enveloppe pour les bulletins de vote
Rejected Ballots Envelope EC 50440	annulés EC 50430
Ballots Cast for a Candidate	rejetés EC 50440
Envelopes EC 50450	 Enveloppes pour les bulletins émis pour un candidat EC souso
List(s) and/or Other Documents Used for Voting Envelope EC 50450	Enveloppe pour les listes ou autres documents utilisés pour le vote EC soaso
Tally Sheet EC 50090	Feuille de décompte EC 50090
	Company of decompany EC 20030
fut this sealed bag in the ballot box.	Déposez ce sac scellé dans l'urne.

NOTE: IMAGE FOR INFORMATION PURPOSE ONLY

PROOF:	One proof is required for approval before production. Please send to Elections Canada, Material Management, OFG Directorate, 30 Victoria Street, Gatineau QC. K1A 0M6. Attention Diane Lemay
PACKAGING:	Package flat 100 per corrugated box. Each box not to weigh more than 35 lbs. Clearly identify each box as to content in a minimum 20 pt. type size. Label on Boxes:
	EC 50500 (05/2018)
	Ordinary Poll Bag - Yellow /
	Sac du bureau de scrutin ordinaire - jaune Qty/Qté 100
	NOTE : Labeling of items going to the Distribution Centre must be
	exactly as indicated. If not, they will not be accepted
QUOTE SUBMISSION:	Your quotation must show cost per unit and must include the cost of:
	 printing plates (if applicable);

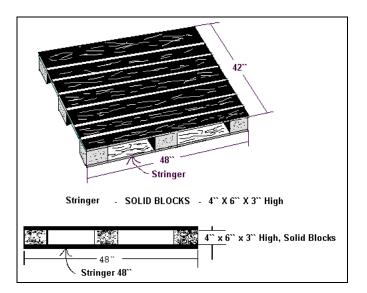
- skids; and
- transportation fee.

MANDATORY DELIVERY DATEs: On or before November 28th, 2018 Upon approval by the contracting or technical authority partial deliveries will be accepted but entire quantity must be delivered by November 28th, 2018.

SHIPPING INSTRUCTIONS:Ship on non-returnable shipping skids 48" wide by 42" deep not to
exceed 54" high stacking height. The material must be accessible by
hand held hydraulic pallet movers.

SKIDS:Brewery type skid – 4 way entry type, 48" wide by 42" deep, 3stringers with three blocks, each running 48" long

NOTE: Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.



8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.

HOURS OF OPERATION : (Ottawa time)

DESTINATION:

Elections Canada Distribution Centre 100-440 Coventry Road, Ottawa, Ontario K1K 2Y5

INVOICING:

Please send your invoice to the following address: Jocelyne Leroux Material Management, OFG Elections Canada 30 Victoria Street Gatineau, Quebec K1A 0M6

Or by e-mail:

gestiondumatérielSGF-materialmanagementSMS@elections.ca

It is the responsibility of the supplier to provide a valid tax registration number for: HST/GST and QST, as applicable. Elections Canada will not validate tax registration numbers. If applicable sales taxes are invoiced without a tax registration number(s), Elections Canada will not pay the applicable sales tax(es).

Invoices must indicate the Contract number, if applicable, the Reference Number, the revision date and show any correction cost breakdown as applicable

ADDITIONAL INFORMATION:No change in these specifications will be accepted unless approved
by the project authority.
Elections Canada must be informed of the cost of any author's

alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur. The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing

stage before invoices are approved for payment. Wrapping and shipping instructions must be followed to the letter

or the Distribution Centre may refuse to accept the shipment.

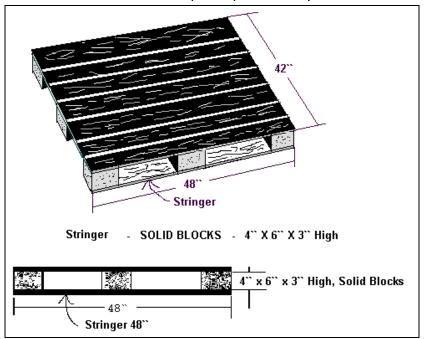
DESCRIPTION OF DELIVERABLE:	Plastic security bag white with grey opaque inside
REFERENCE NUMBER:	EC 50390 (05/2018)
TITLE:	Office documents bag
QUANTITY:	160,000
OVER:	<i>No over / No under</i> Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities
SIZE:	 Metric: 46 cm long plus 7 cm flap. Total length with flap 53 cm x 37 cm wide open end plus a 10.2 cm gusset Imperial: 18" long plus 2 ¾" flap. Total length with flap 20 ¾" x 14 ½" wide open end (plus a 4" gusset).
STYLE:	 Gusset: 10.2 cm (4") at the bottom. Air Holes: Plastic bag must have 2 half-moon air holes at the bottom, one on the left side and one on the right side.
FLAP:	The 7 cm (2 ¾") flap must have one strip of 2 cm wide x 37 cm long (3/4" wide x 14 ½" long) of a D transfer tape applied at 1 cm (3/8" from the top of the flap.
PRINTING:	Prints two colours white for bag – bleeds all sides. Text: Black one side no bleed – front only. Print quality – Informational.
INK:	White for entire outside body of bag – bleeds all sides Black for text.
STOCK:	High density polyethylene 5mil plastic – Co-extruded white outside, grey opaque inside.
PRODUCTION:	Camera Ready Copy has to be set up printing flat length wise 99 cm long x 37 cm wide (38 ¾" long x 14 ½" wide plus 10.2 cm (4") gusset.

Elections Canada Various Poll Bags	Annex A – Statement of Work ECLP-RFP-18-0335
PROOF:	One proof is required for approval before production. Please send to Elections Canada, Material Management, OFG Directorate, 30 Victoria Street, Gatineau QC. K1A 0M6 Attention: Diane Lemay
PACKAGING:	Package flat 100 per corrugated box. Each box not to weight more than 35 lbs. Clearly identify each box as to content in a minimum 20 pt. Type size.
	Label on Boxes EC 50390 (05/2018) Office documents Bag Sac de documents de bureau Qty/Qté 100 NOTE: Labelling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be
QUOTE SUBMISSION:	accepted. Your quotation must show cost per unit and must include the cost of: - printing plates (if applicable); - skids; and - transportation fee.
MANDATORY DELIVERY DATE:	On or before, November 28 th , 2018 Upon approval by the contracting or Technical authority, partial deliveries will be accepted, but entire quantity must be delivered by November 28 th 2018
SHIPPING INSTRUCTIONS:	Ship on non-returnable shipping skids 48" wide by 42" deep not to exceed 54" high stacking height. The material must be accessible by hand held hydraulic pallet movers.

SKIDS:

Brewery type skid – 4 way entry type, 48" wide by 42" deep, 3 stringers with three blocks, each running 48" long

NOTE: Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.



8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.

HOURS OF OPERATION: (Ottawa time)

DESTINATION:

INVOICE:

Elections Canada Distribution Centre 100-440 Coventry Road, Ottawa, Ontario K1K 2Y5

Please send your invoice to the following address:

Jocelyne Leroux Material Management, OFG 30 Victoria Street Gatineau, Québec K1A 0M6

Or by e-mail: gestiondumatérielSGF-materialmanagementSMS@elections.ca

It is the responsibility of the supplier to provide a valid tax

registration number for: HST, GST and QST, as applicable. Elections Canada will not validate tax registration numbers. If applicable taxes are invoiced without a tax registration number(s), Elections Canada will not pay the applicable tax(es).

Invoices must indicate the Purchase Order number, if applicable, the Reference Number, the revision date and show any correction cost breakdown whenever it is applicable.

ADDITIONAL INFORMATION: No change in these specifications will be accepted unless approved by the project authority.

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur. The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment. Elections Canada Various Poll Bags

DESCRIPTION OF DELIVERABLE:	Plastic security bag with grey opaque inside and light violet colour on the exterior.
REFERENCE NUMBER:	EC 50490 (05/2018)
TITLE:	Mobile Poll Bag – Light Violet
QUANTITY:	7,500
OVER:	No over / No under Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.
SIZE:	 Metric: 46 cm long plus 7 cm flap. Total length with flap 53 cm x 37 cm wide open end plus 10.2cm gusset Imperial: 18" long plus 2 ¾" flap. Total length with flap 20 ¾" x 14 ½" wide open end (plus 4" gusset).
STYLE:	 Gusset: 10.2 cm (4") at the bottom Air Holes: Plastic bag must have 2 half- moon air holes at the bottom, one on the left side and one on the right side
FLAP:	The 7 cm (2 ¾'') flap must have one strip of 2 cm wide x 37 cm long (¾'' wide x 14 ½'' long) of a D transfer tape applied at 1 cm (3/8'') from the top of the flap.
PRINTING:	Prints two colours PMS 2645C -Light violet for bag– bleeds all sides Text: Black one side no bleed – Front only Print quality – Informational
INK:	PMS 2645C – Light Violet for entire outside body of bag – bleeds all sides. Black for text.
STOCK:	High density polyethylene 5mil plastic – Co-extruded white outside,

grey opaque inside.

PRODUCTION:

IMAGE:

Camera Ready Copy has to be set up printing flat length wise 99 cm long x 37 cm wide (38 $\frac{3}{4}$ " long x 14 $\frac{1}{2}$ " wide) plus 10.2cm (4") gusset.

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Elections Canada	
Elections Canada Mobile	Sac du bureau de
Poll Bag	sac du bureau de scrutin itinérant
	Polling Station No. / Nº du bureau
Electoral District / Circonscription	de scrutin
Before you begin: 1. Check the supplies you need	Avant de commencer : 1. Vénfez les fournitures dont vous avez besoin
 Check the supplies you need (see your guidebook). 	(voir votre guide).
2. Remove the supplies you need for voting.	2. Sortez les fournitures nécessaires pour le vote.
 Store the remaining supplies in this bag until the counting begins on election night. 	 Conservez le reste des fournitures dans ce sac jusqu'au dépouillement des votes le soir de l'élection.
Put these items in this poll bag when the counting is finished:	Une fois le dépouillement terminé, déposez les articles suivants dans ce sac :
Pol Book EC 50080	Cahier du scrutin EC 5000
Unused Ballots Envelope EC 80420	Enveloppe pour les bulletins de vote inutilisés EC 50420
Spolled Ballots Envelope 60 50430	Enveloppe pour les bulletins de vote annulés EC 50430
Rejected Ballots Envelope EC 50440	Enveloppe pour les builetins de vote rejetés
Ballots Cast for a Candidate Envelopes EC 10410	Enveloppes pour les bulletins émis pour un candidat FC Mass
List(s) and/or Other Documents Used for Voting Envelope EC 50480	Enveloppe pour les listes ou autres documents utilisés pour le vote EC 50450
D Tally Sheet EC 5000	E Feuille de décompte EC 50050
Put this sealed bag in the ballot box.	Déposez ce sac scellé dans l'urne.

NOTE: IMAGE FOR INFORMATION PURPOSE ONLY

PROOF:	One proof is required for approval before production. Please send to Elections Canada, OFG Directorate, 30 Victoria Street, Gatineau QC. K1A 0M6. Attention: Diane Lemay
PACKAGING:	Package flat 100 per corrugated box. Each box not to weigh more than 35 lbs. Clearly identify each box as to content in a minimum 20 pt. type size.
	EC 50490 (05/2018)
	Mobile Poll Bag – Light Violet /
	Sac du bureau de scrutin itinérant – Violet pâle Qty/Qté 100
	NOTE : Labeling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.
MANDATORY DELIVERY DATE:	On or before November 28 th , 2018 Upon approval by the contracting or technical authority partial deliveries will be accepted but entire quantity must be delivered

Annex A – Statement of Work ECLP-RFP-18-0335

by November 28th, 2018.

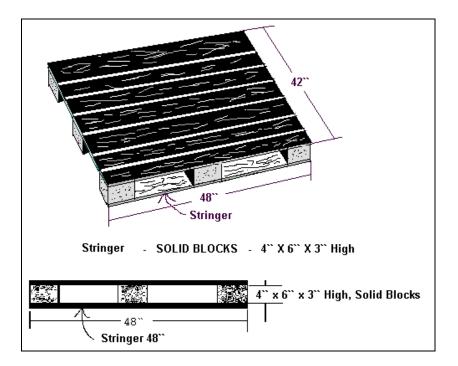
SHIPPING INSTRUCTIONS:

SKIDS:

Ship on non-returnable shipping skids 48" wide by 42" deep not to exceed 54" high stacking height. The material must be accessible by hand held hydraulic pallet movers.

Brewery type skid – 4 way entry type, 48" wide by 42" deep, 3 stringers with three blocks, each running 48" long

NOTE: Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.



8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.

HOURS OF OPERATION : (Ottawa time)

DESTINATION:

Elections Canada Distribution Centre 100-440 Coventry Road, Ottawa, Ontario K1K 2Y5

INVOICING:

Please send your invoice to the following address: Jocelyn Leroux Material Management, OFG Elections Canada 30 Victoria Street Gatineau, Quebec K1A 0M6

Or by e-mail:

gestiondumatérielSGF-materialmanagementSMS@elections.ca

It is the responsibility of the supplier to provide a valid tax registration number for: HST/GST and QST, as applicable. Elections Canada will not validate tax registration numbers. If applicable sales taxes are invoiced without a tax registration number(s), Elections Canada will not pay the applicable sales tax(es).

Invoices must indicate the Contract number, if applicable, the Reference Number, the revision date and show any correction cost breakdown as applicable.

ADDITIONAL INFORMATION:No change in these specifications will be accepted unless
approved by the project authority.
Elections Canada must be informed of the cost of any author's
alterations as soon as possible. A contract amendment must be
made as soon as any changes affecting cost occur.
The printer is to return to Elections Canada a final electronic file

properly identified with all or any corrections made at the proofing stage before invoices are approved for payment. Wrapping and shipping instructions must be followed to the letter

or the Distribution Centre may refuse to accept the shipment.

DESCRIPTION OF DELIVERABLE:	Plastic security bag with grey opaque inside and light green colour on the exterior
REFERENCE NUMBER:	EC 50480 (05/2018)
TITLE:	Advance Poll Bag – light green
QUANTITY:	12,000
OVER:	No over / No under Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.
SIZE:	 Metric: 46 cm long plus 7 cm flap. Total length with flap 53 cm x 37 cm wide open end (plus 10.2cm gusset) Imperial: 18" long plus 2 ¾" flap. Total length with flap 20 ¾" x 14 ½" wide – open end. (plus 4" gusset)
STYLE:	 Gusset: 10.2 cm (4") at the bottom Air Holes: Plastic bag must have 2 half-moon air holes at the bottom, one on the left side and one on the right side
FLAP:	The 7 cm (2 ¾") flap must have one strip 2 cm wide x 37 cm long (¾" wide x 14 ½" long) of a D transfer tape applied at 1 cm (3/8") from the top of the flap.
PRINTING:	Prints two colours PMS 2253C Light Green for bag – bleeds all sides Text: Black one side no bleed – front only. Print quality – Informational
INK:	PMS 2253C Light green for entire outside body of bag – bleeds all sides. Black for text
STOCK:	High density polyethylene 5mil plastic – Co-extruded white outside,

grey opaque inside

PRODUCTION:

IMAGE:

Camera Ready Copy has to be set up printing flat length wise 99cm long x 37cm wide (38 $\frac{3}{2}$ long x 14 $\frac{1}{2}$ wide), plus 10.2 cm (4'') gusset.

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Elections Canada	to man game
Advance	Sac du bureau de
Poll Bag	vote par anticipation
	Advance Puttine Station No.
Dectoral District / Circonscription	Nº da bursau de vote par anticipation
Before you begin:	Avant de commencer :
 Check the supplies you need (see your guidebook). 	 Vérifiez les fournitures dont vous avez besoin (voir votre guide).
 Remove the supplies you need for voting each day. 	 Sortez les fournitures nécessaires pour chaque jour de vote.
 Store the remaining supplies in this bag until the counting bagins on election night. 	 Conservez le reste des fournitures dans ce sac jusqu'au dépouillement des votes le soir de réléction.
Put these items in this poll bag when the counting is finished:	Une fois le dépouillement terminé, déposez les articles suivants dans ce sac :
Advance Poll Secure Bag EC 50485	Sac sécurisé du bureau de vote par anticipation EC 50465
Rejected Ballots Envelope EC 50440	Enveloppe pour les bulletins de vote rejetés
Spoled Ballots Envelope (4) EC 50431	Enveloppes pour les bulletins de vote annulés (+) EC 50431
Ballots Cast for a Candidate Envelopes EC 50450	Enveloppes pour les bulletins émis pour un candidat EC 50450
List(s) and/or Other Documents Used for Voting	Enveloppe pour les listes ou autres documents utilisés pour le vote EC 50450
Taly Sheet EC 1000	E Feuille de décompte EC 50090
Put this sealed bag in the ballot box.	Déposez ce sac scellé dans l'urne.

NOTE: IMAGE FOR INFORMATION PURPOSE ONLY

PROOF:	One proof is required for approval before production. Please send to Elections Canada, Material Management, OFG, 30 Victoria Street, Gatineau QC. K1A 0M6. Attention: Diane Lemay.		
PACKAGING:	Package flat 100 per corrugated box. Each box not to weigh more than 35 lbs. Clearly identify each box as to content in a minimum 20 pt. type size.		
	Label on Boxes:		
	EC 50480 (05/2018)		
	Advance Poll Bag – Light Green/		
	SAC du bureau de vote par anticipation – vert pâle Qty/Qté 100		
	NOTE : Labeling of items going to the Distribution Centre must be		
	exactly as indicated. If not, they will not be accepted.		
QUOTE SUBMISSION:	Your quotation must show cost per unit and must include the cost		
	of:		
	 printing plates (if applicable); 		
	- skids; and		

Elections Canada Various Poll Bags

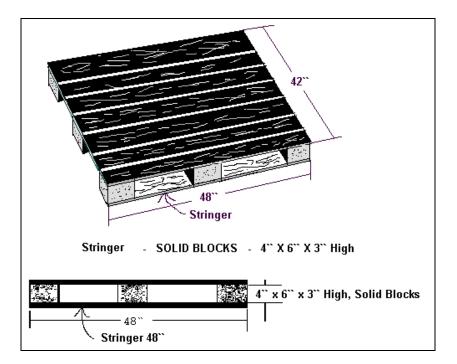
transportation fee.

MANDATORY DELIVERY DATE: On or before November 28th, 2018 Upon approval by the contracting or technical authority partial deliveries will be accepted but entire quantity must be delivered by November 28th, 2018

SHIPPING INSTRUCTIONS:Ship on non-returnable shipping skids 48" wide by 42" deep not to
exceed 54" high stacking height. The material must be accessible by
hand held hydraulic pallet movers.

SKIDS:Brewery type skid – 4 way entry type, 48" wide by 42" deep, 3stringers with three blocks, each running 48" long

NOTE: Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.



8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.

HOURS OF OPERATION : (Ottawa time)

DESTINATION:

Elections Canada Distribution Centre 100-440 Coventry Road, Ottawa, Ontario K1K 2Y5

INVOICING:

Please send your invoice to the following address: Jocelyne Leroux Material management - OFG Elections Canada 30 Victoria Street, Gatineau, Quebec K1A 0M6

Or by e-mail:

gestiondumatérielSGF-materialmanagementSMS@elections.ca

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Invoices must indicate the Contract number, if applicable, the Reference Number, the revision date and show any correction cost breakdown as applicable

ADDITIONAL INFORMATION:No change in these specifications will be accepted unless approved
by the project authority.
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made as soon as any changes affecting cost occur. The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.

Elections Canada Various Poll Bags

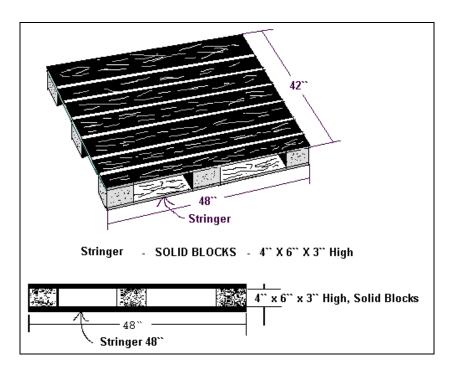
DESCRIPTION OF DELIVERABLE:	Clear Plastic Bag.	
REFERENCE NUMBER:	EC 50517 (05/2018)	
TITLE:	Ordinary Poll Site Bag	
QUANTITY:	28,000	
OVER:	No over / No under Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.	
SIZE:	 Metric: 46 cm long plus 7 cm flap. Total length with flap 53 cm x 37 cm wide open end plus a 10.2 cm gusset) Imperial: 18" long plus 2 ¾" flap. Total length with flap 20 ¾" x 14 ½"" wide – open end. (plus 4" gusset) 	
STYLE:	 Gusset: 10.2 cm or 4" gusset at the bottom Air Holes: Plastic bag must have 2 half- moon holes at the bottom, one on the left side and one on the right side 	
FLAP:	The 7 cm (2 ¾") flap has one strip 2 cm wide x 37 cm long (¾" wide x 14 ½" long) of a D transfer tape applied at 1cm (3/8") from the top of the flap.	
PRINTING:	Text: Black one side no bleed – front only. Print quality – Informational	
INK:	Black for text.	
STOCK:	High density polyethylene 5mil clear plastic	
PRODUCTION:	Camera Ready Copy has to be set up printing flat length wise 99 cm long x 37 cm wide (38 ¾" long x 14 ½" wide)	

PROOF:	One proof is required for approval before production. Please send to:	
	Elections Canada,	
	Material Management, OFG	
	30 Victoria Street,	
	Gatineau QC K1A 0M6	
	Attention: Diane Lemay	
PACKAGING:	Ship flat 100 per corrugated box. Each box not to weigh more than	
	35 lbs. Clearly identify each box as to content in a minimum 20 pt.	
	type size.	
	Label on Boxes:	
	EC 50517 (05/2018)	
	Ordinary Poll Site Bag /	
	Sac du lieu de scrutin ordinaire	
	Qty/Qté 100	
	NOTE - Labeling of items going to the Distribution Control must be	
	NOTE : Labeling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.	
	exactly as indicated. If not, they will not be accepted.	
QUOTE SUBMISSION:	Your quotation must show cost per unit and must include the cost	
	of:	
	 printing plates (if applicable); 	
	- skids; and	
	- transportation fee.	
MANDATORY DELIVERY DATE:	On or before November 28 th , 2018.	
	Upon approval by the contracting or technical authority partial	
	deliveries will be accepted but entire quantity must be delivered by November 28 th , 2018.	
SHIPPING INSTRUCTIONS:	Ship on non-returnable shipping skids 48" wide by 42" deep not to	
	exceed 54" high stacking height. The material must be accessible by	
	hand held hydraulic pallet movers.	

SKIDS:Brewery type skid – 4 way entry type, 48" wide by 42" deep, 3stringers with three blocks, each running 48" long

NOTE: Items shipped to the Distribution Centre not on requested

skids will not be accepted upon delivery.



HOURS OF OPERATION: (Ottawa time)	8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.	
DESTINATION:	Elections Canada Distribution Centre 100-440 Coventry Road, Ottawa, Ontario K1K 2Y5	
INVOICING:	Please send your invoice to the following address: Jocelyne Leroux Material Management, OFG Elections Canada 30 Victoria Street, Gatineau, Quebec K1A 0M6	
	Or by e-mail: gestiondumatérielSGF-materialmanagementSMS@elections.ca It is the responsibility of the supplier to provide a valid tax registration number for: HST/GST and QST, as applicable. Elections Canada will not validate tax registration numbers. If applicable sales taxes are invoiced without a tax registration number(s), Elections Canada will not pay the	

applicable sales tax(es).

Invoices must indicate the Contract number, if applicable, the Reference Number, the revision date and show any correction cost breakdown as applicable

ADDITIONAL INFORMATION:

No change in these specifications will be accepted unless approved by the project authority.

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.

The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

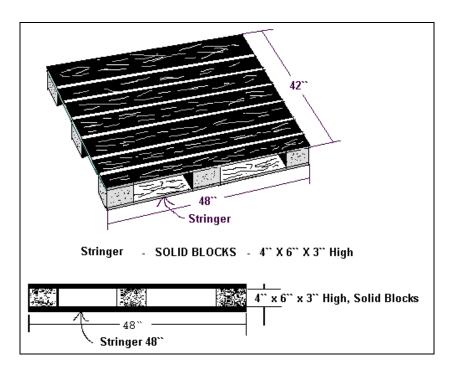
Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.

DESCRIPTION OF DELIVERABLE:	Clear Plastic Bag.	
REFERENCE NUMBER:	EC 50516 (05/2018)	
TITLE:	Advance Poll Site Bag	
QUANTITY:	12,000	
OVER:	No over / No under Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.	
SIZE:	 Metric: 46 cm long plus 7 cm flap. Total length with flap 53 cm x 37 cm wide open end (plus 10.2 cm gusset) Imperial: 18" long plus 2 ¾" flap. Total length with flap 20 ¾" x 14 ½" wide – open end. (plus 4" gusset) 	
STYLE:	 Gusset: 10.2 cm or 4" gusset at the bottom Air Holes: Plastic bag must have 2 half- moon holes at the bottom, one on the left side and one on the right side 	
FLAP:	The 7 cm (2 ¾'') flap has one strip 2 cm wide x 37 cm long (¾'' wide x 14 ½'' long) of a D transfer tape applied at 1cm (3/8'') from the top of the flap.	
PRINTING:	Text: Black one side no bleed – front only. Print quality – Informational	
INK:	Black for text.	
STOCK:	High density polyethylene 5mil clear plastic	
PRODUCTION:	Camera Ready Copy has to be set up printing flat length wise 99 cm long x 37 cm wide (38 ¾" long x 14 ½" wide) plus 4" gusset.	

PROOF:	One proof is required for approval before production. Please send to: Elections Canada, Material Management, OFG 30 Victoria Street, Gatineau QC K1A 0M6 Attention: Diane Lemay
PACKAGING:	Ship flat 100 per corrugated box. Each box not to weigh more than 35 lbs. Clearly identify each box as to content in a minimum 20 pt. type size.
	Label on Boxes:
	<i>EC 50516 (05/2018)</i> Advance Poll Site Bag / Sac du lieu de vote par anticipation Qty/Qté 100
	NOTE : Labeling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.
QUOTE SUBMISSION:	 Your quotation must show cost per unit and must include the cost of: printing plates (if applicable); skids; and transportation fee.
MANDATORY DELIVERY DATE:	On or before November 28 th , 2018. Upon approval by the contracting or technical authority partial deliveries will be accepted but entire quantity must be delivered by November 28 th , 2018.
SHIPPING INSTRUCTIONS:	Ship on non-returnable shipping skids 48" wide by 42" deep not to exceed 54" high stacking height. The material must be accessible by hand held hydraulic pallet movers.
SKIDS:	Brewery type skid – 4 way entry type, 48" wide by 42" deep, 3 stringers with three blocks, each running 48" long

NOTE: Items shipped to the Distribution Centre not on requested

skids will not be accepted upon delivery.



HOURS OF OPERATION: (Ottawa time)	8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.	
DESTINATION:	Elections Canada Distribution Centre 100-440 Coventry Road, Ottawa, Ontario K1K 2Y5	
INVOICING:	Please send your invoice to the following address: Jocelyne Leroux Material Management, OFG Elections Canada 30 Victoria Street, Gatineau, Quebec K1A 0M6	
	Or by e-mail: gestiondumatérielSGF-materialmanagementSMS@elections.ca It is the responsibility of the supplier to provide a valid tax registration number for: HST/GST and QST, as applicable. Elections Canada will not validate tax registration numbers. If applicable sales taxes are invoiced without a tax registration number(s), Elections Canada will not pay the	

applicable sales tax(es).

Invoices must indicate the Contract number, if applicable, the Reference Number, the revision date and show any correction cost breakdown as applicable

ADDITIONAL INFORMATION:

No change in these specifications will be accepted unless approved by the project authority.

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.

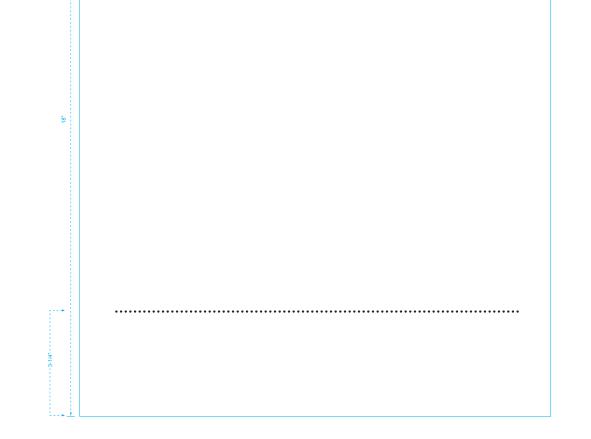
The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.



EC 50500 (05/2018) – Ordinary Poll Bag – yellow

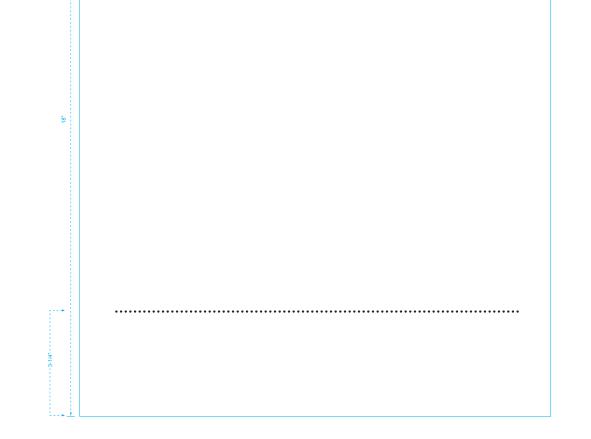
fiap 2-3/4"	el perce selleze te contra	Microsoft and set of a state of the sta
	Elections Canada	EC 50500 (05/2018)
	Ordinary Poll Bag Purpose: To store and transport the voting material and to securely store some material after the count.	Sac du bureau de scrutin ordinaire Objectif : Conserver et transporter le matériel électoral, et conserver de façon sécuritaire certains documents après le dépouillement.
	Electoral District / Circonscription	Polling Station No. / Nº du bureau de scrutin
-18"	Refer to your guidebook for instructions on how to use the material in this bag.	Consultez votre guide pour savoir comment utiliser le matériel dans ce sac.
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gusset 4"		
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EC 50390 (05/2018) - Office documents bag - white

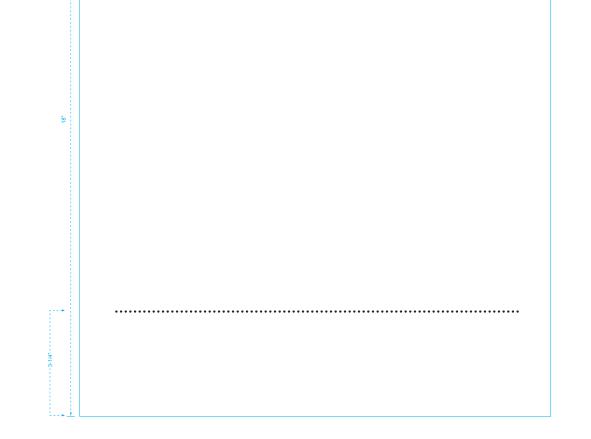
flap 2-3/4"	Signez et scellez avec le Siceau officiel EC 50180	Bern a Vesse and a factor of the factor of t	Annual A	Sign and seal using the Official Seal EC 50180	
	Elections Canada				EC 50390 (05/2018)
	Office documents Bag Purpose: To securely transport s certificates, forms and envelopes collected during the day for proce at the office.	s essing	sécuritaire de et des envelo		nt la
	Electoral District / Circonscription	Polling Station No. Nº du bureau de scrutin	Day / Jour Friday / vendredi Saturday / samec Sunday / dimance	li 🛛 Election day / jour du	
18	At the end of the day, count the number of each certificate/form and write the number here: EC 50050 Registration Certificates EC 50051 Voting Status Certificates EC 50055 Oath of Residence Form You do not need to count the other documents.	# of certificates/fc # de certificats et de fc	certific inscriv rmulaires EC 500 EC 500 Vous I	n de la journée, comptez les iats et les formulaires puis ez le nombre ici : 50 Certificats d'inscription 151 Certificats du statut de vote 155 Formulaires de déclaration de résidence sous serment n'avez pas à compter les documents.	
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gusset 4''					
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EC 50490 (05/2018) – Mobile Poll Bag – light violet

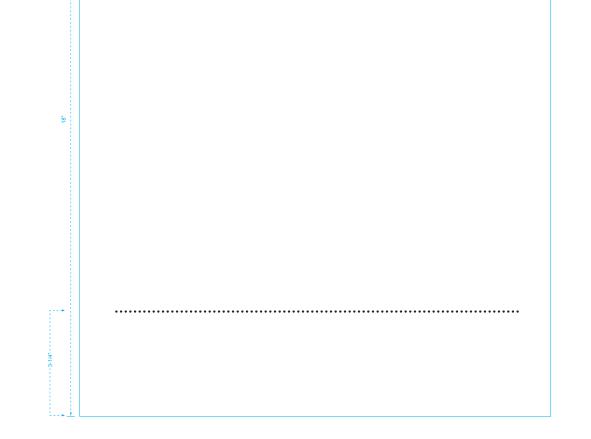
		14-1/2 ⁻	
flap 2-3/4"		Construction in the second secon	ərfi gnizu ləəs bne ngi≳ 08108 D∃ lsə≳ lsia∰O
		Elections Canada	EC 50490 (05/2018)
		Purpose: To store and transport the voting material and to securely store some material after the count.itinéra Objectif le matéri façon sé	u bureau de scrutin ant : Conserver et transporter el électoral, et conserver de curitaire certains documents dépouillement.
		Electoral District / Circonscription Polling Station No	. / № du bureau de scrutin
18			votre guide pour savoir comment natériel dans ce sac.
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gusset 4"			
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EC 50480 (05/2018) – Advance Poll Bag – light green

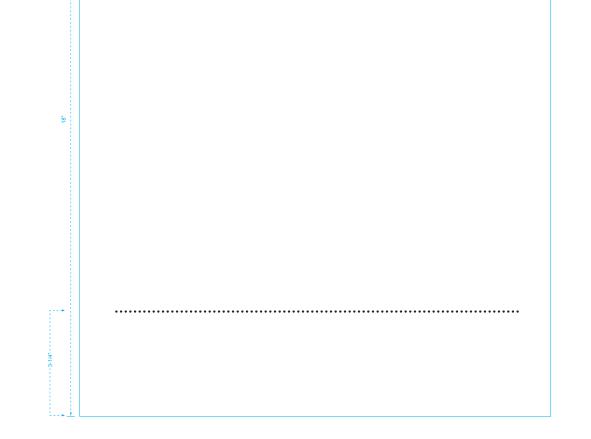
fiap 2-3/4"	Sign and seal using the contract manual manual manual manu manual manual manu	
		C 50480 (05/2018)
	Advance Poll Bag Purpose: To store and transport the voting material every day and to securely store some material on election night.	IS
	Electoral District / Circonscription Polling Station No. / Nº du bureau de scrutin	
19	Refer to your guidebook for instructions on how Consultez votre guide pour savoir comment to use the material in this bag. utiliser le matériel dans ce sac.	
	0	\supset
gusset 4''		
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EC 50517 (05/2018) - Ordinary Poll Site Bag - clear

flap 2-3/4"	Construction of the second sec	A manual seal using the contract of the contra
	Elections Canada	EC 50517 (05/2018)
	Purpose: To store and transport the polling site material.	Sac du lieu de scrutin ordinaire Objectif : Conserver et transporter le matériel du lieu de vote.
	Electoral District / Circonscription Polling	g Station No. / № du bureau de scrutin
108	Refer to your guidebook for instructions on how	Consultez votre guide pour savoir comment utiliser le matériel dans ce sac.
	0	\bigcirc
gusset 4"		





EC 50516 (05/2018) - Ordinary Poll Site Bag - clear

2-3/4"	Official Seal EC 50180 Official Seal EC 50180 Sign and seal using the maximum maximu	
	Elections Canada	EC 50516 (05/2018)
	Advance Poll Site BagSac du lieu de vote par anticipationPurpose: To store and transport the polling site material.Objectif : Conserver et transporter le matériel du lieu de vote.	9
	Electoral District / Circonscription Polling Station No. / Nº du bureau de scrutin	
18"	Refer to your guidebook for instructions on how Consultez votre guide pour savoir comment to use the material in this bag. utiliser le matériel dans ce sac.	
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