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## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Offer remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'offre demeurent  
les mêmes.

## Comments - Commentaires

## Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

## Issuing Office - Bureau de distribution

Public Works and Government Services Canada -  
Pacific Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Ready Use Material Inventories		
<b>Solicitation No. - N° de l'invitation</b> W3555-189306/A		<b>Date</b> 2018-09-11
<b>Client Reference No. - N° de référence du client</b> W3555-189306		<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> VIC-7-40176 (254)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-254-7559		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2018-07-27
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-09-18</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Muller, Laura		<b>Buyer Id - Id de l'acheteur</b> vic254
<b>Telephone No. - N° de téléphone</b> (250) 217-4446 ( )		<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

**Amendment No. 004 issued to amend W3555-189306/A solicitation as follows:**

**1.0 Publish information related the optional site visits**

**1.1 Purpose of site visit:**

Site visits are held so that potential offerors can see the areas that they could be supplying, have an opportunity to suggest changes/improvements in the process, and to allow them to gauge the level of effort required to perform the work.

**A) August 22 – Site Visit to FMF Cape Breton**

**Areas visited:** Dockyard 250 building and 252 which contain the following TSCs:

- Trade Service Centre 1: Predominately serves electrical shop
- Trade Service Centre 2: Predominately serves labourers on ships (such as grinders).
- Trade Service Centre 3: Predominately serves the electrical shop and Mechanical Work Centre. For example, stock includes heat shrink, crimpers, and fasteners.
- Trade Service Centre 4: Predominately serves the metal fabricators. The majority of the stock includes fasteners.
- Trade Service Centre 5: Predominately services independent workers (shipwrights, riggers, joiners, etc).
- Not viewed: Small electrical shop which contains a similar configuration in terms of bins, containers, and shelving as the other TSCs.

**B) August – Site Visit to FMF Cape Scott**

**1.2 General Notes about ready-use rooms**

- Cleanliness is expected – refer to Annex A - Section 4.1 Cleanliness, regarding removing packaging materials associated with the contractor provided material (excluding waste related to DND stock line)
- The successful Offeror will have the ability to organize the ready-use rooms as they make sense using DND-owned containers/bins/shelving.
- The minimum and maximum levels listed in Annex B are based on historical usage.

**1.3 Optional Vending Machine Solution**

- This solution is intended to be provided standalone stock that is above and beyond what is available in the ready-use room inventories. For instance, PPE may be made available in a vending machine for use by graveyard shift labourers, when there is limited access to ready-use rooms.
- Since there aren't any current vending machines, the intent is to do a PPE-stocked vending machine trial run and potentially move to a phased rollout additional vending solutions.
- Note: the vending machines are optional. An Offeror will not be precluded from submitting an offer if the Offeror does not propose a vending machine solution. Pricing for vending machine solutions will not be incorporated into the total evaluated bid price.

**1.4 General Information about Offer**

- Please read the Standard Instructions 2006 referred in the RFSO, as well as the RFSO, which outlines how to prepare your offer. For instance, all information you wish to be

evaluated must be included with your offer. Refer to Section 05 (2018-05-22) Submission of offers: unless specified otherwise in the RFSO, Canada will evaluate only the documentation provided with an offeror's offer. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the offer.

- Note: The Offeror must be able to supply a minimum of 90% of the specified items in each Group listed in Annex B to be considered responsive.
- Note: Annex B Excel spreadsheet was updated: refer to Amendment 002.
- Please ensure that the Annex B spreadsheet is not altered in any way; the offeror must utilize the spreadsheet provided and insert pricing in the relevant unlocked cells. Failure to comply will render the bid non-responsive.
- Please don't wait until the last minute to ask questions: see RFSO, section 2.3 Enquiries – Request for Standing Offers. All enquiries must be submitted in writing to the Contracting Authority no later than TEN calendar days before the tender closing date.

### 1.5 Reporting Requirements

- Quarterly usage reports are required, as per RFSO section 7.3.2 Standing Offers Reporting.
- Packing slips: refer to Annex A, section 7.0 Deliverables
  - 1 must be provided to the TSC personnel for each delivery to inspect and sign off.
  - 1 must be provided to the DND contracting authority.
  - Refer to RFSO section 7.5 Invoicing Instructions regarding invoicing

### 1.6 Security

- Please thoroughly review the information in the solicitation document regarding security, including
  - 6.1 Security Requirements
  - 7.2 Security Requirements
  - Annex C – Security Requirements Checklist
- Note: additional information can be found on the Contract Security Program website (hyperlink provided within the document).
- Note: regarding security clearance and service levels and standing offer issuance: refer to Annex A – Statement of Requirement, 3.0 Material Service Requirements. A minimum of two qualified personnel must be cleared in accordance with the specified security requirements prior to standing offer issuance.

## **2.0 Amend the solicitation document as follows:**

### **Under Annex A – Statement of Requirement, section 3. Material Service Requirements**

#### **INSERT:**

#### **Labelling/Indexing Requirements**

All bins must be labelled with the industry standard description, Part Number and Min/Max Levels as per Annex A of the item contained within (SKU acceptable for vendor use but not required by DND)

Solicitation No. - N° de l'invitation  
W3555-189306/A  
Client Ref. No. - N° de réf. du client  
W3555-189306

Amd. No. - N° de la modif.  
004  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
VIC 254  
CCC No./N° CCC - FMS No./N° VME

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A current hardcopy index must be maintained at each location that lists all contractor maintained items and where they are located within the specific ready-use room (cabinet bin, shelving, etc.)

No stockpiling unless requested – refer to Annex A – section 3.4 Increases/Decreases.

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN THE SAME**