



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC**

**11 Laurier St. / 11 rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en  
régime accéléré

L'Esplanade Laurier,

East Tower 7th Floor

140 O'Connor, Street,

Ottawa

Ontario

K1A 0R5

<b>Title - Sujet</b> Catering Services - Toronto	
<b>Solicitation No. - N° de l'invitation</b> EH713-200010/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 20200010	<b>Date</b> 2019-04-25
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-051-76898	
<b>File No. - N° de dossier</b> pd051.EH713-200010	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-04-29</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Djona-Guiadem, Cyrielle	<b>Buyer Id - Id de l'acheteur</b> pd051
<b>Telephone No. - N° de téléphone</b> (343) 542-4022 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**The following is a summary of the amendments issued to date:**

<b>Amendment No.</b>	<b>Date</b>	<b>Description</b>
001	2019-04-18	1. Answer questions raised by the industry (questions 1 to 7). 2. Make amendments to the bid solicitation document.
002	2016-04-26	1. Clarify the requirement. 2. Answer questions raised by the industry (questions 8 to 11). 3. Make amendments to the bid solicitation document.

**NOTE TO ALL BIDDERS:**

**The University of Toronto will be responsible for the bar services. Therefore, it is no longer necessary for the Bidders to have a valid liquor license to serve alcohol in the Toronto Region, nor a valid Special Occasion Permit (SOP). The Contractor must still provide and deliver the reception service, but is not responsible for the cash bar, nor for serving any assorted alcoholic and non-alcoholic beverages (except for water). This is no longer a requirement.**

**As a result, the Solicitation Amendment 002 serves to:**

- 1. Answer questions raised by the Industry (questions 8 to 11);**
- 2. Modify Mandatory Criteria #1 of Table 2 - Mandatory Technical Evaluation Criteria that should be provided at Bid Closing; and**
- 3. Modify article 1.3.6 Reception Service of the Annex "A" Statement of Work.**

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- 1. Answer questions raised by the Industry (questions 8 to 11);**

**Question #008:**

Can you confirm if attendees will be paying for their drinks at the reception separately?

**Answer #008:**

The University of Toronto will be responsible for the bar services. This is no longer a requirement.

**Question #009:**

Please confirm if a storage room can be made available on site?

**Answer #009:**

Yes, a storage room will be made available on site starting May 8, 2019.

**Question #010:**

Is an empty bar available on site?

**Answer #010:**

The University of Toronto will be responsible for the bar services. This is no longer a requirement.

**Question #011:**

Is price of tables, dishware (plates, cups, etc.), cutlery and skirting to be included in the unit rates for meals?

**Answer #011:**

Yes, the price of tables (if necessary), dishware (plates, cups, etc.), cutlery and skirting is to be included in the unit rates for meals. Also, as per the note in Annex "B" Basis of Payment, the total bid prices must include all direct and indirect costs to provide the Work outlined in Annex "A" Statement of Work. Rates must also include all food, beverages, tips, gratuities, labour charges, transportation charges, taxes, overhead/administrative charges and profit. This also includes all other equipment necessary to the completion of the work, such as, but not limited to, the cutlery, the table linens and cloths to accommodate approximately 329 attendees, and 50 5-foot long round tables.

**2. Modify Mandatory Criteria #1 of Table 2 - Mandatory Technical Evaluation Criteria that should be provided at Bid Closing.**

Mandatory Criteria **1. Licenses** of "Table 2 - Mandatory Technical Evaluation Criteria that should be provided at Bid Closing" is hereby deleted in its entirety and replaced with the following:

**Insert:**

**Table 2 - Mandatory Technical Evaluation Criteria that should be provided at Bid Closing**

No.	Mandatory Criteria	Submission Requirements	Bidders Response	Pages in Proposal
1	<b>Licenses</b>			
1.1	The Bidder must have a valid City of Toronto Food Premises Business License.	The Bidder must provide a copy of its current valid license. If the required information is not submitted as requested, the Contracting Authority will inform the Bidder of a time within which to provide it. Failure to provide the certification, within the timeframe provided, will render the bid non-responsive.		

**3. Modify article 1.3.6 Reception Service of the Annex "A" Statement of Work.**

Article 1.3.6 Reception Service of the Annex "A" Statement of Work is hereby deleted in its entirety and replaced with the following:

**Insert:**

**1.3.6 Reception Service**

The Contractor must provide a stand-up reception service for up to 250 people that includes the following:

- a) Canapés to be served throughout the reception service, including a vegetarian option; and
- b) The Canapés must address any specific dietary restrictions as detailed in the Statement of Work, article 1.10; and
- c) A water station with appropriate cups.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**