



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.

<b>RFP Amendment No.</b>  1	<b>RFP Amendment Date:</b>  October 29, 2019
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-19-0488	
<b>Title:</b>  EC50240 Voting Screen & EC50250 Ballot Box	
<b>Request for Proposal Closing Date:</b>  November 5, 2019 at 2:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>  Luc Potvin	<b>Email:</b>  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-19-0488 and dated September 24, 2019 (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

Question:

Is the contractor responsible to distribute the ballot box/screen across Canada or only to one location?

Answer:

As indicated in the Section ‘Destination’ of Annex A – Statement of Work, only one destination is required for the delivery of the ballot boxes and the voting screens. The entire shipment is going to: Elections Canada Distribution Centre, 100-440 Coventry Road, Ottawa, Ontario, K1K 2Y5.

### 2.2 Question No. 2

Question:

Is the last awarded price available? If it is, could you give us the quantity and the awarded price from last RFP?

Answer:

**EC50240 Voting Screen:** Previous solicitation number ECLP-RFP-16-0366; the price of last awarded contract was \$90,151.40 including all applicable taxes for 7,000 Boxes of 10 Voting Screen and 1,000 Master Boxes. Additional information about the award of the contract is available on the Elections Canada web site at:  
<https://www.elections.ca/contracts/default.asp?textonly=false&lang=e&action=view&year=2017&quarter=4&id=13270>

**EC50250 Ballot Box:** Previous solicitation number ECLP-RFP-16-0360; the price of last

awarded contract was \$176,421.25 including all applicable taxes for 8,500 Boxes of 10 Ballot Boxes. Additional information about the award of the contract is available on the Elections Canada web site at:

<https://www.elections.ca/contracts/default.asp?textonly=false&lang=e&action=view&year=2017&quarter=4&id=13266>

### **2.3 Question No. 3**

Question:

With respect to the high volume and short turnaround time of this request, would Election Canada consider disbursing significant deposit to the contractor to cover the initial production cost in the beginning?

Answer:

Elections Canada does not disperse any deposit before complete delivery of the material. Payment will be made after the voting screens, the ballot boxes and additional master boxes have been fully received, inspected and that they meet the production specifications.

### **2.4 Question No. 4**

Question:

Can we use plastic pallets instead of wooden pallets for shipping (with similar dimensions)?

Answer:

The skid requirement is specific to the Elections Canada Distribution Centre racking system and MUST be adhered to. Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.

### **2.5 Question No. 5**

Question:

In 4.4.8.2: it is stated that if two bidders have identical prices, the bidder with best delivery date will be awarded the contract. Do identical prices mean exact same price? Would the potential contractor be notified of this?

Answer:

Yes.

### **2.6 Question No. 6**

Question:

If the contract is awarded, when would you need the sample to be ready for inspection?

(It takes time for us to create a template and a mold to begin the production).

Answer:

It is the responsibility of the winning supplier to determine and to inform Elections Canada of the date when the prototypes (samples) will be available for approval. The winning supplier must ensure to meet the mandatory delivery date of February 26, 2020.

**2.7 Question No. 7**

Question:

With respect to the glass fiber reinforcement on the ballot box handle, would Elections Canada accept alternative designs that would not involve the glass fibre sheet, but would still meet the lift weight requirement? Such as reinforcing the handle with additional fold layers of cardboard?

Answer:

At this time, it is not possible to change the specifications for the glass fiber reinforcement tape used in the handle of the ballot box. No changes to the specifications will be accepted for this production. Your suggestion has been noted for future consideration.

**2.8 Question No. 8**

Question:

We understand that there may be defects in the products that we will deliver. If we were awarded the contract, we would over produce (at our expense) to ensure that the defects will be exchanged on a timely basis. Does Election Canada have any stats on past exchange/return rates on the ballot box/screens to assist us in contingency planning?

Answer:

Elections Canada does not have statistics on the exchange of defective ballot boxes and voting screens since it has never been an issue with previous productions. The purpose of obtaining a prototype of the master box complete with 10 ballots boxes and a prototype of the master box complete with 10 voting screens before entire production is started is to avoid this type of situation. It is feasibly impossible for Elections Canada to open 20,000 master boxes and verify its content at the time of delivery. A random check of a few master boxes is done, and boxes and skids that were crushed and/or damaged during transportation are reported to the supplier for replacement.

NOTE: Elections Canada expects that the products will be of excellent quality and flawless upon delivery.

**2.9 Question No. 9**

Question:

Could you please provide us the previous procurement information for EC50240 Voting Screen & EC50250 Ballot Box (ECLP-RFP-19-0488) (quantity, price of the winning bid, and solicitation number).

Answer:

**EC50240 Voting Screen:** Previous solicitation number ECLP-RFP-16-0366; the price of last awarded contract was \$90,151.40 including all applicable taxes for 7,000 Boxes of 10 Voting Screen and 1,000 Master Boxes. Additional information about the award of the contract is available on the Elections Canada web site at:

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