



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

→ TPSGC

10th Floor, 4900 Yonge Street /

10e étage, 4900 rue Yonge

Toronto

Ontario

M2N 6A6

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

Ontario Region

10th Floor, 4900 Yonge Street

Toronto

Ontario

M2N 6A6

<b>Title - Sujet</b> Moving Services - Office Furniture		
<b>Solicitation No. - N° de l'invitation</b> E6TOR-19RM02/B		<b>Date</b> 2020-02-06
<b>Client Reference No. - N° de référence du client</b> E6TOR-19RM02		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> TOR-9-42079 (024)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-024-7888		
<b>Date of Original Request for Standing Offer</b>		2020-01-24
<b>Date de la demande de l'offre à commandes originale</b>		
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-24</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon		<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (647) 273-1369 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<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>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<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>		

## SOLICITATION AMENDMENT No. 001

This solicitation amendment No. 001 is raised to:

- 1) Publish questions and answers that have been received in relation to this solicitation; and
- 2) Amend the solicitation.

\*\*\*\*\*

- 1) The following Questions and Answers have been provided:

### QUESTION 1:

*"On page 31 section 11.2 uses cubic feet and with the Annex B basis of payment the storage rate term is Square feet. I would presume we will be using the square feet term?"*

### ANSWER 1:

In section 11.2 is should read square feet. Corrections will be made through Solicitation Amendment 001.

### QUESTION 2:

*"For the mandatory requirement we can always add extra information ie site supervisors?"*

### ANSWER 2:

You can add extra information. The mandatory requirements will be evaluated on what is being asked for in each criteria.

### QUESTION 3:

*"The points rating system for the mandatory requirements doesn't actually add up to 69. I think there is a typo in R7 that the sum is 2 and maybe should be 6. The wording does not have points value each for a maximum of ? I think I would read "2 points each for a maximum of 6" for the grand total of 69?"*

### ANSWER 3:

R7 only allows for a maximum of 2 points which equals a total of 65 points. Corrections will be made through solicitation amendment 001.

- 2) Solicitation Amendment:

2a. At Page 1, under Solicitation Closes

**Delete:** 2020-02-14

**Insert:** 2020-02-24

2b. At Annex A, of the request for standing offer, "**Statement of Work**",

**Delete:** Article 11.2, in its entirety; and

**Insert:** The following services also form part of the warehousing services: create, provide and maintain a computerized inventory of all equipment and/or furniture stored, and spelling out the total amount of square feet of actual material warehoused. Information to be kept includes, but is not limited to, quantities, physical location of item and detailed descriptions of items.

2c. At Part 4, of the request for standing offer, "**Evaluation Procedures and Basis of Selection**",

**Delete:** Article 4.4(a), in its entirety; and

**Insert:** To be declared responsive, an offer must:

- 
- (i) comply with all the requirements of the Request for Standing Offer (RFSO);
  - (ii) meet all mandatory technical evaluation criteria; and
  - (iii) obtain the required minimum of 45.5 points overall for the technical evaluation criteria which are subject to point rating.

2d. At Annex F to Part 4, of the request for standing offer, "**Mandatory Technical Evaluation Criteria**",

**Delete:** Article 2 – Point Rated Criteria, in its entirety; and

**Insert:** Article 2 – Point Rated Criteria (Revision 1). (see below)

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

## 2. Point Rated Criteria (Revision 1)

The point rated criteria will be used to evaluate each offer that has met all of the mandatory criteria. Offeror's are advised to address each of the criteria in the order in which they appear and in sufficient depth in their offers to enable a thorough assessment. Assessments will be based solely on the information contained within the offer.

Only those offers which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section will be further considered for issuance of a RMSO. Offers not meeting the minimum points required will be deemed non-responsive.

#	Rated Criteria	Points Max.	Proposal Page #
R1	<p>The Offeror should demonstrate that they have a minimum of three (3) projects, within the last two years, where they have assembled and disassembled office system furniture for commercial or office moves that involved the move of a minimum of 10 employees.</p> <p>*The following information should be provided:</p> <ul style="list-style-type: none"> <li>- Name of project;</li> <li>- Project duration, start and completion dates;</li> <li>- A summary description of the services provided relative to the assembling and disassembling of office system furniture;</li> <li>- Number of employees moved;</li> <li>- Number and title of each resource (Moving Team title) assigned to the project; and</li> <li>- Reference contact person (including name and telephone number or email address) for each project referenced, who may or may not be contacted.</li> </ul> <p>• 4 points for each project up to a maximum of 20 points.</p>	<b>20</b>	

<b>R2</b>	<p>The Offeror should demonstrate that they have the ability to provide certified* installers for the following system furniture. The certified installer must be approved by the listed manufacturer or dealers licensed and trained to assemble said product and maintain full dealer warranties as applicable.</p> <ol style="list-style-type: none"><li>1. Teknion</li><li>2. Steelcase</li><li>3. CorCan</li><li>4. Haworth</li><li>5. Herman Miller</li><li>6. Precision</li><li>7. Global</li><li>8. Knoll</li><li>9. Hexo</li><li>10. TAB</li></ol> <p>*The Offeror must provide proof of the installer's valid certification for each system furniture identified in order to receive points.</p> <ul style="list-style-type: none"><li>• 1 point for each system furniture certified installer up to a maximum of 10 points.</li></ul>	<b>10</b>	
<b>R3</b>	<p>The Offeror should demonstrate that they are able to provide straight trucks, over and above the mandatory requirements outlined in M5.</p> <p>A straight truck is defined by having a 5 ton weight capacity limit.</p> <ul style="list-style-type: none"><li>• 2 points for each straight truck up to a maximum of 6 points.</li></ul> <p><i>*The proposed straight trucks in M5 will not be considered for evaluation in this criteria. The fleet list provided for M5 will be used for this criteria.</i></p>	<b>6</b>	

<b>R4</b>	<p>The Offeror should demonstrate that they are able to provide cargo vans, over and above the mandatory requirements outlined in M5.</p> <ul style="list-style-type: none"> <li>• 2 points for each cargo van up to a maximum of 6 points.</li> </ul> <p><i>*The proposed cargo van in M5 will not be considered for evaluation in this criteria. The fleet list provided for M5 will be used for this criteria</i></p>	<b>6</b>	
<b>R5</b>	<p>The Offeror should demonstrate that the following packaging products have been produced with biodegradable or recycled materials:</p> <ul style="list-style-type: none"> <li>- Cardboard boxes</li> <li>- Plastic bins</li> </ul> <p>The Offeror must provide proof of the above in order to receive full points. Proof could include, but not limited to, the suppliers literature.</p> <ul style="list-style-type: none"> <li>• 5 points for each packaging product up to a maximum of 10 points.</li> </ul>	<b>10</b>	
<b>R6</b>	<p>The Offeror should demonstrate that their fleet consists of Alternatively Fueled Vehicles such as electrically fueled or fueled using biodiesel.</p> <ul style="list-style-type: none"> <li>• 2 points for each alternatively fueled vehicle up to a maximum of 8 points.</li> </ul>	<b>8</b>	
<b>R7</b>	<p>The Offeror should demonstrate that they use a battery powered lift gate or other option that does not require the engine to be on.</p> <p>Yes = 2 points No = 0 points</p>	<b>2</b>	
<b>R8</b>	<p>The Offeror should demonstrate that they offer plastic-free alternatives to bubble wrap. Alternatives could include corrugated bubble, green wrap or indented kraft paper.</p> <ul style="list-style-type: none"> <li>• 1 point for each alternative up to a maximum of 3 points.</li> </ul>	<b>3</b>	
<b>Maximum Available Points:</b>		<b>65</b>	
<b>Minimum Pass Mark (70%):</b>		<b>45.5</b>	