



**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>  3	<b>RFP Amendment Date:</b>  November 5, 2020
<b>Office of the Chief Electoral Officer File No.</b>  ECCS-RFP-20-0454	
<b>Title:</b>  EC78645 Signature Guide Card	
<b>Request for Proposal Closing Date:</b>  December 4, 2020 at 1:00 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>  Chantal Sabourin	<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 ECCS-RFP-20-0454 and dated October 23, 2020 (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. 3**

Question:

Could you also ask about the diameter or the two drilled holes?

If they have any type of drawing showing all the measurements, that would be best.

Answer:

The two holes must be small enough so that the knot on the string does not fit through the hole. The holes are 2mm in diameter. We do not have a blueprint for this requirement but all the measurements are in the Statement of Work and a sample can always be requested.

### **2.2 Question No. 4**

Question:

What’s the OD “Outside Diameter” of elastic guidance string?

Answer:

The diameter of the string should be about 1.5 mm in diameter. The string has to be the right size to fit through the holes but will not fall out once a knot is tied.

### **2.3 Question No. 5**

Question:

What’s the OD “Outside Diameter” of the holes related to elastic guide ?

Answer:

Please refer to answer no. 3 for the diameter of the holes. They are about 2 mm, and the string should be about 1.5 mm.

**2.4 Question No. 6**

Question:

The bid for this item is due on December 4, 2020 and I would assume that the winner would be notified shortly afterwards. The next step for the winner would be to submit a sample of Elections Canada for approval before production, which would be time consuming. You have requested that the latest delivery date for the 35,000 pieces is February 25, 2021. This date would not be obtainable - the parts needed to produce the aluminum plates might take 6 weeks to obtain from various suppliers, then these plates would have to be produced, finished and rubber backed. Could you please review your expected delivery date? Another 60 days would be what is really needed.

Answer:

Due to critical operational requirements, the delivery date cannot be extended beyond the date speculated in the contract.

**2.5 Question No. 7**

Question:

The samples arrived in a thin plastic sealed pouch/bag. On the bid, do I have to supply each piece individually wrapped in a sealed pouch?

Answer:

Although the plastic pouch is not asked for or required, we do require the cards to arrive safely and undamaged.

**2.6 Question No. 8**

Question:

What is the diameter of the elastic guidance string?

Answer:

Please see answer to Question No. 4

**2.7 Question No. 9**

Question:

How is the rubber backing attached to the aluminum? By Glue?

Answer:

The rubber backing must be adhered with aggressive glue as to not peel off with use. An adhesive strip can also be used but it must cover the entire length and width of the card.

**2.8 Question No. 10**

Question:

The elastic guide – How is it fastened on the frame? The image is not clear enough.

Answer:

The elastic is fastened on the frame by inserting the string into holes on each end of the writing area and secured by a knot at both ends. The string must be knotted at each end to ensure the string will not fall out of the holes.

**2.9 Question No. 11**

Question:

What is your requirement for the elastic? Do you have specification on it?

Answer:

We do not have specific requirements for the elastic string other than it being about 1.5mm in diameter. The string should be black preferably and it must be the right length so that it is taut when affixed to the card.

**2.10 Question No. 12**

Question:

Can you send a picture of the back please?

Answer:

Please see the revised Annex A – Statement of Work (Revised November 5, 2011)

**2.11 Question No. 13**

Question:

Could you please let me know about the packaging in the plastic.

Answer:

Please refer to question and answer No. 7.

**2.12 Question No. 14**

Question:

If there is any flexibility in the delivery date?

Answer:

Please refer to question and answer No. 6.

### **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 November 5, 2020).



**EC78645 – Signature Guide Cards**

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**ANNEX A**

**Statement of Work**

**(Revised November 5, 2020)**

## SPECIFICATIONS SHEET

### 1. EC 78645

#### 1.1. DESCRIPTION OF DELIVERABLE

- 1.1.1. Aluminum Signature Guide Cards with rubber backing for the visually impaired

#### 1.2. REFERENCE NUMBER

- 1.2.1. EC 78645 (03/2019)

#### 1.3. TITLE

- 1.3.1. Signature Guide Cards

#### 1.4. QUANTITIES

- 1.4.1. 35,000 aluminum guides

#### 1.5. OVERS

- 1.5.1. **No over / No under**

- 1.5.2. 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.

#### 1.6. PRODUCT DETAILS

- 1.6.1. Material: Aluminum with a rubber backing to prevent slipping on the paper.
- 1.6.2. Size of the card: 2.25" (57.15mm) high x 4.25" (107.95mm) long
- 1.6.3. Thickness of the aluminum: 0.07874" (2 mm)

Thickness of the rubber backing: 0.03937" (1 mm)

**NOTE: NO OTHER SIZE WILL BE ACCEPTED.**

- 1.6.4. Size of the slot: 1" (25.4mm) high x 3.5" (88.9 mm) long slot with an elastic guidance string attached on each side

**1.7. IMAGE**



BACK



PROFILE 1



PROFILE 2

**1.8. MANDATORY SAMPLE**

- 1.8.1. The winning bidder **MUST** provide to Elections Canada a sample for approval before production.

**1.9. COMPONENT**

- 1.9.1. A sample is available upon request.

**1.10. PACKAGING**

- 1.10.1. The supplier will be responsible for providing the corrugated shipping boxes.
- 1.10.2. Package in corrugated boxes. Each box not to weigh more than 35 lbs.
- 1.10.3. **Packaging labels:** Clearly identify each box as to the content in a minimum 20 pts type size as follows:

**EC 78645 (03/2019)**  
*Signature Guides / Guides de signature*  
*Qty/Qté – XX Signature Guides*

**NOTE:** Labeling of items going to the Distribution Centre must be exactly as indicated, otherwise, they will not be accepted upon delivery.

## **1.11. SHIPPING INSTRUCTIONS**

### **1.11.1. Skids**

- a) Ship on non-returnable shipping skids measuring 48" wide by 42" deep, have three stringers with three blocks, each 48" in length; the size of skids is mandatory to be compatible with our warehouse racking system;
- b) Each skid **must not** be higher than 54", including the skid;
- c) Each skid **must** have bottom boards and **must** be a brewery-type skid (four-way entry);
- d) Each skid **must** be shrink-wrapped;
- e) The material **must** be accessible by hand-held hydraulic pallet movers;
- f) Items shipped to 100-440 Coventry that are not on requested skids will not be accepted upon delivery; and
- g) Refer to **APPENDIX A** for a diagram and specifications of a brewery-type skid.

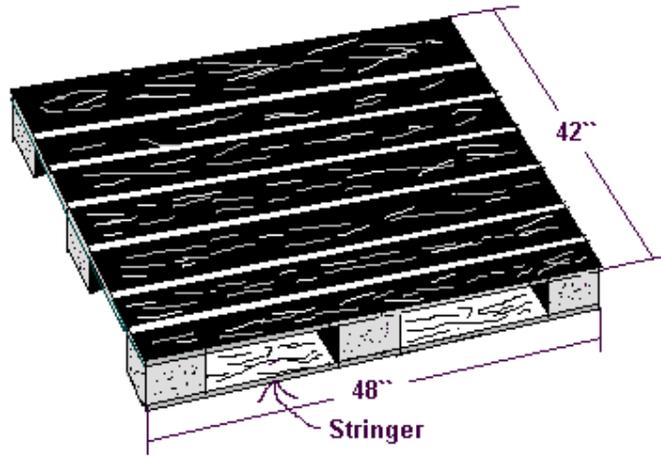
### **1.11.2. Delivery**

- a) Address of EC warehouse:  
Elections Canada, Distribution Centre,  
100-440 Coventry Road, Ottawa (ON) K1K 2Y5; and
- b) Delivery hours are 8:00 am to 12:00 (noon) and 1:00 pm to 4:00 pm (Ottawa time), Monday to Friday, excluding statutory holidays.

## **1.12. MANDATORY DELIVERY DATE**

- 1.12.1. **On or before, but no later than February 25<sup>th</sup>, 2021.**

**APPENDIX A – Diagram and specifications of a brewery-type skid**



**Stringer - SOLID BLOCKS - 4" X 6" X 3" High**

