



ITT # 100017032

AMENDMENT NO. 004

This amendment is raised to revise the Statement of Work (SOW), contract period, delivery dates, increase the Cost reimbursable – Limitation of expenditure – Shipping cost and to answer Bidders' questions.

ITT REVISIONS:

1. At Page 11 of the ITT:

Delete:

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to April 30, 2021 inclusive.

6.4.2 Delivery Date

All the deliverables must be received between March 8 and 12, 2021 for delivery #1 and between April 9, 2021 for delivery #2.

Replace with:

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to May 31, 2021 inclusive.

6.4.2 Delivery Date

All the deliverables must be deliver as specified at Annex "B".

2. At Page 12 of the ITT:

Delete:

6.7.1. Cost reimbursable – Limitation of expenditure – Shipping cost



For the shipping cost described in Annex “ B “ The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, to a limitation of expenditure of \$20,000, Customs duties and Applicable Taxes are included.

The Contractor will be reimbursed for shipping cost reasonably and properly incurred in the performance of the Work, at cost, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

Replace with:

6.7.1. Cost reimbursable – Limitation of expenditure – Shipping cost

For the shipping cost described in Annex “ B “ The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, to a limitation of expenditure of \$25,000, Customs duties and Applicable Taxes are included.

The Contractor will be reimbursed for shipping cost reasonably and properly incurred in the performance of the Work, at cost, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

3. Insert At Page 20 of the ITT:

*5.3.3.1 Skid Diagram and Specifications to Public Services Procurement Canada (PSPC)
Warehouse*

The Contractor must follow the skid Diagram and specifications for the packaging of all orders shipping to:

- 1. PSPC Quebec City Warehouse**
220 rue Fortin, Suite 200
Quebec, QC G1M3S5



2. PSPC Winnipeg Warehouse

75 Street Bentall
Winnipeg, MB R2X 2Y9

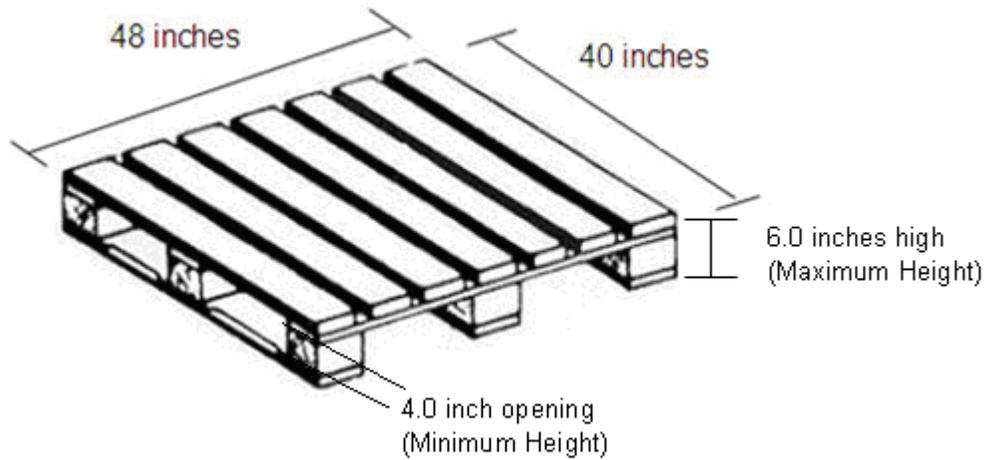
- Pallets to have 32 boxes of 2000 envelopes per skid, for a total of 64,000 envelopes per pallet.

Pallet specifications: (see diagram on next page)

- a. Skids used are to be four-way block style with three (3) 40" lateral runners at the bottom of the skid – one (1) at each end and one (1) in the middle.
- b. Critical skid dimensions are:
 - Length = 48.0"
 - Width = 40.0"
 - Maximum height = 6.0"
 - Minimum height gap between runners (along width) = 4.0"
- c. ~~All~~ lateral runners MUST have a 45° slope on all sides for power truck accessibility.
- d. Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
- e. The skid including all contents must be a maximum weight of 2,500 lbs and a maximum height of 48".
- f. The entire skid must be shrink-wrapped a minimum of two (2) layers.
- g. To prevent damage of product and health & safety issues when offloading, stacking of skids is unacceptable.
- h. Non-returnable skids are to be used.
- i. Industry best practice for skid packaging and safety methods shall be used.
- j. Pallets to be arranged in the delivery truck in a manner that allows their fork truck to drive straight in and pick them up (ie – not arranged sideways)



SKID DIAGRAM - 4-WAY BLOCK DESIGN



4. Delete Amendment #2 - Annex "B" Entirely;

Replace with revised Attachment Amendment #3 - Annex "B"

5. Delete Amendment #2 - Annex "C" Entirely and;

Replace with revised Attachment Amendment #3 - Annex "C"



QUESTION 3: For the quantity of envelopes in a box; for large quantities, for example INS-5095 (2018-04-01) for a quantity of 2 500 000 envelopes, is it normal that you are requesting boxes of 500 instead of 2 000 per box?

ANSWER 3: For the INS-5095 (2018-04-01), the real quantity are 2000 per box. Please see the new specification attach.

QUESTION 4: On page 12 of 24, 6.7.1 / cost reimbursable – limitation of expenditure – Shipping cost ; it is mentioned that the expenditure is of \$ 20,000, customs and applicable taxes included ; the tender contains 40 158 000 envelopes to be delivered to various destinations, we are certain that \$ 20,000 will not cover all the shipping costs. What happens if the shipping cost is above the \$20,000.?

ANSWER 4: Please refer to section 6.7.2 Firm Lot Price – Printing and Flat Rate Shipping Administration Fee and Limitation of Price.

All other terms remains the same