

**RETURN BIDS TO : - RETOURNER LES  
SOUSSION À:****Canada Revenue Agency  
Agence du revenu du Canada****Proposal to: Canada Revenue Agency**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à : l'Agence du revenu du Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)**

**Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

\_\_\_\_\_

***Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire***

\_\_\_\_\_  
Name /Nom

\_\_\_\_\_  
Title/Titre

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)/(aaaa-mm-jj)

(\_\_\_\_)

\_\_\_\_\_  
Telephone No. – No de téléphone

(\_\_\_\_)

\_\_\_\_\_  
Fax No. – No de télécopieur

\_\_\_\_\_  
E-mail address – Adresse de courriel

**AMENDMENT TO REQUEST FOR  
PROPOSAL / MODIFICATION DE  
DEMANDE DE PROPOSITION**

<b>Title – Sujet</b> Secure Destruction Services for Canada Revenue Agency	
<b>Solicitation No. – No de l'invitation</b> 1000395992	<b>Date</b> September 21, 2022
<b>Amendment No. - N° modif.</b> <b>005</b>	
<b>Solicitation closes – L'invitation prend fin on – le 2022-10-20 at – à 2:00 P.M. / 14 h</b>	<b>Time zone – Fuseau horaire</b> EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
<b>Contracting Authority – Autorité contractante</b> Name – Nom : Address – Adresse - See original document/ voir document original E-mail address – Adresse de courriel :	
<b>Telephone No. – No de téléphone</b> See original / Voir l'original	
<b>Destination - Destination</b> See original / Voir l'original	
<b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.  LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.</b>	



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## SOLICITATION AMENDMENT #005

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
  2. Amend the RFP to extend the Bid Solicitation closing date.
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### 1. QUESTIONS AND ANSWERS

**Q4.** This refers to Attachment 3: Financial Proposal and the “Financial Bid Presentation Sheet” detailed in the MS Excel Spreadsheet file, worksheet titled “ Bidder Pricing Schedule” in which Bidders are requested to submit their firm all-inclusive rate(s) per pound for each service area for which the Bidder submits a proposal.

The use of weight or fill levels is not an industry norm as the level of effort to service each unit at a client location does not change based on how much volume is contained within it. Will Canada Revenue Agency (CRA) accept a firm all-inclusive rate(s) per unit regardless of the fill level?

**A4.** CRA is currently analyzing the request to change the basis of payment to a firm-all-inclusive rate per container. The CRA is extending the Bid Solicitation closing date to October 20, 2022 to allow time for this analysis and a formal answer to this question will be provided at the next bid solicitation amendment.

**Q5.** This refers to Attachment 3: Financial Proposal and the “Financial Bid Presentation Sheet” detailed in the MS Excel Spreadsheet file, worksheet titled “ Bidder Pricing Schedule” in which Bidders are requested to submit their firm all-inclusive rate(s) per pound for each service area for which the Bidder submits a proposal.

Servicing a site requires a set minimum level of effort, will CRA accept a minimum service charge per site when the volume to service is low? As an example, a site with one or two containers - will CRA accept a minimum service charge to attend and service that location?

**A5.** Canada Revenue Agency (CRA) is currently analyzing the request to include a service charge per site when the volume to service is low. The CRA is extending the Bid Solicitation closing date to October 20, 2022 to allow time for this analysis and a formal answer to this question will be provided at the next bid solicitation amendment.

**Q6.** In regard to section 9.1 Container Types, sub-section 9.1.1 Wheeled Containers (Small and Large), (D), be available in two sizes: 65 gallons (small) and 96 gallons (large), at Annex A, Statement of Work of the Bid Solicitation document, would CRA consider use of 65G containers instead of 96G containers? Reason is that the 96G containers pose an health & safety risk for employees due to the size / weight of these containers where we have had injuries to our drivers handling these containers types in the past. The winter provides even more risk where the snow is between the client location and the truck. The 96G containers are not in our standard service portfolio due to these reasons.

**A6.** Canada Revenue Agency (CRA) is currently analyzing the request to use a 65G containers instead of 96G containers at the locations where 96G containers are currently required as per Appendix 1 to Annex A of the



Bid Solicitation document. The CRA is extending the Bid Solicitation closing date to October 20, 2022 to allow time for this analysis and a formal answer to this question will be provided at the next bid solicitation amendment.

**Q7.** This refers to section 7.18, Liquidated Damages of Part 7, Model Contract of the Bid Solicitation document. Would CRA consider a more cooperative approach to addressing any service issues? This presently reads that if a vendor is late by 30 minutes, there is a penalty. All services for all locations could have been provided perfectly, then a single miss by 35 minutes would result in a financial penalty to the vendor.

Given the geographic network to be covered with a variety of challenges during weather, potential road constructions, vehicle conditions or staff availability that are outside of the vendors' control, adhering to a set schedule within 30 minutes is more than difficult. We would like to suggest that as long as the services take place on the stated service day that there are no punitive damages and the service is considered adherent to the Service Level Agreement (SLA) of the site.

Would CRA consider such clauses if overall SLA is below a benchmark percentage such as 88%?

Also, the link to the salary does not appear to work. Can CRA share the information from the site?

**A7.** Canada Revenue Agency (CRA) is currently analyzing the Liquidated Damages clause at section 7.18, of Part 7, Model Contract of the Bid Solicitation document. The CRA is extending the Bid Solicitation closing date to October 20, 2022 to allow time for this analysis and a formal answer to this question will be provided at the next bid solicitation amendment.

The salary for the occupation group in section 7.18 Liquidated Damages can be found at <https://www.canada.ca/en/revenue-agency/corporate/careers-cra/information-moved/pay-rates/services-programs-group.html>

**Q8.** This refers to Attachment 3: Financial Proposal it is indicated that the Bidder's proposed firm all-inclusive rate(s) per pound must include all the costs incurred to deliver secure destruction services as described in Annex A, Statement of Work including fuel surcharge. Given the wide variances in fuel prices over a potential term of five years, would CRA be accepting of separating out fuel surcharges and permit use of this mechanism?

**A8.** No, the CRA will not accept separate fuel surcharges. The CRA will adjust the contract rates in accordance with Table 1 Consumer Price Index (CPI), major components and special aggregates, Canada – Not seasonally adjusted, Transportation, as published by Statistics Canada at the time an option is exercised. The CRA believes it best represents the potential fluctuations in the price for this commodity, mainly driven by transportation costs.

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## 2. AMENDMENT TO THE BID SOLICITATION DOCUMENT:

a) On the cover page of the RFP, at Solicitation closes:



**DELETE:** October 4, 2022 at 14:00:00 PM/14:00:00 h Eastern Daylight Time (EDT).

**REPLACE with:** October 20, 2022 at 14:00:00 PM/14:00:00 h Eastern Daylight Time (EDT).

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**