

REQUEST FOR PROPOSAL AMENDMENT 001

Warehousing, receiving and distribution services for the Department of Canadian Heritage

The purpose of this amendment is to make administrative changes and replace the Scenario for Evaluation Purposes and the Basis of Payment.

DELETE the Scenario for Evaluation Purposes at Annex B in its entirety and REPLACE it with:

ANNEX B

SCENARIO FOR EVALUATION PURPOSES

(Not to be completed by Bidder)

The following quantities represent average monthly estimates for financial evaluation purposes only. The estimated level of services is only an approximation of requirements given in good faith and does not represent a commitment on the part of Canada.

Price for financial evaluation purposes = estimated total monthly cost for a period of one (1) year + all-inclusive cost of initial 12,000 cu ft move

SERVICES	Monthly estimate (for evaluation purposes only)	RATES Year One (Date of Award to November 30, 2023)
1. STORAGE SPACE All inclusive, including production of reports	12,000 cubic feet	\$____/(cubic foot/month)
2. WAREHOUSING Receiving, inspecting (ensuring proper shipping standards), registration (including unpacking), preparing and sending orders	100 hours	\$____(charged hourly on a 15-minute segment)
3. PACKING i) Packing and addressing envelopes and packages	50 hours	\$____(hourly)
ii) Crating	120 cubic feet	\$____ (cubic foot)
iii) Emergency requests	10 hours	\$____(hourly)

4. SHIPPING AND TRANSPORT i) Local delivery by truck (one person per vehicle)	20 hours	\$____(hourly)
ii) Additional person	2 hours	\$____ (per person, hourly rate)
5. OVERTIME One (1) person	10 hours	\$____(hourly)
6. INVENTORY MANAGEMENT	30 hours	\$____(hourly)
7. PROMOTIONAL KITS Preparation of parliamentary and other promotional kits	10 hours	\$____(hourly)
8. PAPER SHREDDING/RECYCLING		
i) Recycling	One (1) pallet	\$____/(cost per pallet)
ii) Regular shredding	One (1) pallet	\$____/(cost per pallet)

Price schedule for purposes of financial evaluation	
Estimated monthly total for the period of one (1) year	\$____ (excluding applicable taxes)
All-inclusive cost for initial move (12,000 cubic feet)	\$____ (excluding applicable taxes)
Total: final cost for the purpose of financial evaluation	\$____ (excluding applicable taxes)

DELETE the Basis of Payment at Annex C in its entirety and REPLACE it with:

ANNEX C

BASIS OF PAYMENT

The Bidder must submit firm unit rates for all service categories indicated below as well as initial moving costs (applicable taxes must NOT be included in rates). Bidders must use the grid to ensure a standard breakdown. A proposal will not be accepted if the grid is not fully completed as requested.

Price Adjustments

Beginning in Year 2 (December 1, 2023) and applying to all option years, prices will be adjusted annually by applying an economic indicator to the previous year's prices. The annual average of the percentage change in the Core Consumer Price Index (CPI), as published by the Bank of Canada, will be used to determine the prices for year 2, and any option years exercised. The data used to calculate the annual average percentage change can be found at the following Bank of Canada webpage:

[Consumer Price Index, 2000 to Present - Bank of Canada](#)

The prices of the previous year will be multiplied by the “ % change” published for the twelve month period preceding the Standing Offer anniversary date (for the following year) or the month preceding the month in which the option is exercised.

1. Rates applying to the Initial Period of the Contract

1.1 Year 1 (Date of award to November 30, 2023)

All-inclusive initial moving cost	Up to 12,000 cubic feet	\$____ (excluding applicable taxes)
	1,000 additional cubic feet	\$____ (excluding applicable taxes)

SERVICES	RATES Year 1 (Date of award to November 30, 2023)
1. STORAGE SPACE All inclusive, including production of reports	\$____/(cubic foot/month)
2. WAREHOUSING Receiving, inspection (ensuring that adequate shipping standards are met), registration (including packing), preparing and sending orders	\$__ (hourly charge on a 15-minute segment)
3. PACKING i) Packing and addressing envelopes and packages	\$____(hourly)
ii) Crating	\$____ (cubic foot)
iii) Emergency requests	\$____(hourly)
4. SHIPPING AND TRANSPORT i) Local delivery by truck (one person per vehicle)	\$____(hourly)
ii) Additional person	\$____ (per person, hourly rate)

SERVICES	RATES Year 1 (Date of award to November 30, 2023)
5. OVERTIME One (1) person	\$____(hourly)
6. INVENTORY MANAGEMENT	\$____(hourly)
7. PROMOTIONAL KITS Preparation of parliamentary and other promotional kits	\$____(hourly)
8. PAPER SHREDDING/RECYCLING	
i) Recycling	\$____/(cost per pallet)
ii) Regular shredding	\$____/(cost per pallet)

1.2 Year 2 (December 1, 2023, to November 30, 2024)

(Pricing table to be amended during the month prior to the commencement of Year 2 in accordance with the paragraph entitled Price Adjustment)

2. Option Periods

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension

2.1 Option Year 1: December 1, 2024, to November 30, 2025

(Pricing table to be amended during the month prior to the end of Year 2 and in accordance with the paragraph entitled Price Adjustment)

2.2 Option Year 2: December 1, 2025, to November 30, 2026

(Pricing table to be amended during the month prior to the end of Year 3 and in accordance with the paragraph entitled Price Adjustment)

2.3 Option Year 3: December 1, 2026, to November 30, 2027

(Pricing table to be amended during the month prior to the end of Year 4 and in accordance with the paragraph entitled Price Adjustment)

**ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL REQUEST
FOR PROPOSALS REMAIN UNCHANGED**