

**REQUEST FOR PROPOSAL
RFP – OFFSITE RECORDS STORAGE - BCRO**

AMENDMENT #001

The purpose of this amendment is to respond to questions raised by bidders and replace BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule and BCRO – Annex B – Basis of Payment in their entirety.

BIDDER QUESTIONS AND ANSWERS

Question 1. Does Justice Canada wish to be charged a delocation and or disposition fee for each box removed at the end of a contract if they choose to change vendors or will they be aligning themselves with PSPC on this issue?

Response 1. Justice Canada requires bidders to identify the unit pricing that would apply to Pricing Items 1.01 Accession – Initial Move and 3.01 Delocation as described in BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule. Bidders who determine that a price is not applicable to a pricing item should enter \$0.00 as the applicable price.

Question 2. When a request to permanently remove a box from storage either to return to Justice Canada or to be stored with another vendor, which fee or fees are expected to be charged?

Response 2. Retrieval and transportation fees are expected to be charged.

Question 3. When a box in storage is requested to be destroyed, is the certified secure destruction fee the only fee that can be charged or is it be combined with other fees and if so, what are those fees?

Response 3. Yes, Pricing Item 2.23 Destruction Services – Archival should include all the work elements needed to complete the destruction process.

Question 4. In the price schedule, storage costs are listed by cubic foot yet every other box charge is by container. Why is this? Would Justice Canada prefer to be charged by the standard container for storage?

Response 4. Pricing Items 1.01, 2.01 and 3.01 are based on cubic feet as the individual storage containers involved may include multiple sizes and/or storage capacities. The estimated volumes of activity for Pricing Items 1.01, 2.01 and 3.01 therefore represent our best estimate of actual storage space required regardless of individual container dimensions.

Question 5. Re-boxing services. Does this fee include the cost of a new container?

Response 5. No, pricing for containers is to be provided separately under Pricing Item 2.21 of the BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule. Bidders are to refer to the revised BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule and BCRO – Annex B – Basis of Payment

Question 6. Can any other fees be charged or are the pricing schedules provided in the RFP a definitive list of possible fees?

Response 6. No, only the fees identified and listed in the pricing schedule and basis of payment can be charged for work performed under the resulting contract. However, if a potential supplier feels there are other fees that apply to the Work, it is encouraged that they submit a question during the solicitation period to ask for the fee(s) to be added. JUS will review the question and provide a response to all potential suppliers (with an amendment to the solicitation documents, if required) as to whether the fee(s) will be included or not.

PLEASE REFER TO SEPARATE ATTACHMENTS:

AMD001 - BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule

AMD001 - BCRO – Annex B – Basis of Payment

END OF AMENDMENT #001