



**Workers' Compensation Board of British Columbia
Corporate and Health Care Purchasing**

ADDENDUM #1

***Request for Information & Qualification (RFIQ)
Facility, Design and Project Management Services***

RFIQ #021-2009

Issue Date: June 24, 2009

WorkSafeBC requests that responses be submitted by:

2:00 PM Pacific Time on June 26, 2009

Delivery Instructions:

Mail / Courier / By Hand:
Worker and Employer Services – Main Entrance/Security Desk WorkSafeBC 6951 Westminster Highway Richmond, BC V7C 1C6 Attn: Corporate and Health Care Purchasing
Electronically
Electronic copies of the RFIQ may be submitted in accordance with the BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system will be able to submit electronic bids.
Email & Fax responses will NOT be accepted.

ADDENDUM #1

Addenda are the only means of verifying, clarifying or changing any of the information contained in this RFIQ. Other than the Corporate and Health Care Purchasing, no employee or agent of WorkSafeBC is authorized to change the content of this RFIQ and/or any addenda. Receipt of all addenda must be acknowledged in the space provided on the Response Form.

Any questions related to the RFIQ must be directed to the Purchasing Officer whose name appears below. The Respondents shall **NOT** contact or ask questions of the WorkSafeBC department for which the contracts being procured, unless so directed elsewhere in this document.

RFIQ INQUIRIES:

Mercedita (Didit) Lachica, Senior Purchasing Officer

Corporate and Health Care Purchasing

Phone #: (604) 276-3109

Fax #: (604) 276-3260

Email: purchase@worksafebc.com

Question#1:

1. We are a firm that is focusing located in the BC Interior. *Section III – Item 6.4 states:* “Some projects may require in-house representation from your company while conducting certain activities. It is expected that the staff member may be conducting project activities out of the WorkSafeBC office 3 – 5 days a week over a period of time.” We would like to respond to the RFIQ and we are able to leave our homes for a certain period of time. Can you please clarify the words “3 – 5 days a week over a period of time”, more specifically time if possible. If not would we be satisfy the requirement by being “available to most projects” but contractually having the ability to refuse (without stated penalties in *Section II-Item 3.1*) based on undue hardship?

Answer #1:

1. WorkSafeBC may require work on site for 3 - 5 days a week on an ongoing or frequent basis. Submissions will be evaluated based on the criteria in the RFIQ and the Removal Process documented in Section II, Item 3.1, will apply to any vendors awarded a contract or shortlisted.

Question #2:

SECTION 6.0 AVAILABILITY, 6.1, A, “PROVIDE PROJECT COSTING AND SCHEDULE...”

What does Project Costing include? Is it only costs such as Consultant Fees or does it include Furniture and Construction Costs provided by 3rd Parties? We need to know the clear expectation of what WorkSafe expects in a Project Costing?

Answer #2:

1. Costing should include Consultant Fees Only, as requested in Section III, 5.0.