



Request for Proposals (RFP)  
Licensed Security Guard Force & Related Services  
Reference #: NGC102986  
Buy and Sell Reference #: PW-14-00654905  
October 29, 2014

## ADDENDA # 1

As per RFP, Article A.7, NGC is hereby providing answers to the questions we received before the enquiries deadline. It is recommended that the proponents take into consideration the answers provided hereunder for the preparation of their Proposal to NGC.

**Addenda:** Questions and answers count as an Addendum to the RFP. NGC strongly suggests that you *immediately* enter this information in Section G – *Forms*, specifically in article G.5 – Addenda, in the document you plan to use for your response to this RFP. Please use the date shown above as the date of the Addenda. Failure to identify addenda issued by the NGC **will (M)** result in the immediate disqualification of your proposal.

If you had submitted a question to NGC, prior to the question deadline, in regards to this RFP and you do not see your question answered here, please report this immediately to [kbroom@gallery.ca](mailto:kbroom@gallery.ca)

1. Please confirm staffing levels required (number of hours required), by guard category, during statutory holidays. It is understood that NGC is closed for Christmas Day, New Year's Day and Good Friday and only the patrol officer (CAT-AP) are required. Please also identify how many AP guards are required on those three days.

A: Only one (1) Cat-AP security guard is required on each of these days.

2. Please confirm the location of the off-site storage facilities.

A: One storage is located 13k from the NGC building (380 Sussex Drive), the second storage is located 5k away. Both are in the East side of Ottawa.

3. Parking costs must be factored into the unit price. Where are parking expenses anticipated? Are there parking costs incurred at the off-site storage facilities?

A: The NGC does not reimburse any costs of parking to contractors. Therefore, if a contractors vehicle is using the NGC parking facility, costs will be absorbed by the contractor. It is fair to say this will occur when on-site meetings are required. There are no costs for parking at the off-site storage facilities.



4. Are the 15 minutes paid time allotted for daily inspection and closing security sweeps included in the cyclical forecast tables 1 and 2?

A: Yes, the costs are included in these tables.

5. The First Aid Training standards are set out in C.9.1. Section C.6.5 indicates that personnel must be qualified by the Canadian Red Cross. Our security personnel are certified by St. John Ambulance to the standards identified in C.9.1. Will the NGC accept this equivalent?

A: Yes, we will accept this if the training programs are equivalent.

6. Please confirm that each guard currently assigned to the National Gallery contract have successfully completed and currently carry valid First Aid certifications and that all guards have achieved and demonstrated all qualifications/ hiring pre-requisites as outlined in the RFP.

A: For the most part yes, as the training program is ongoing and people change positions.

7. Please provide a copy of the current Union agreement for the guards listed on the Bill 7 information provided.

A: Securitas would have to supply a copy of this document (We do not have a current copy)

8. What is the security coverage schedule used for Statutory holidays?

A: On some statutory holidays we are closed to the public, on some statutory holidays we are open to the public. Please refer to sections C.11.1 and F.2.6 for additional details.

9. Can you provide a copy of the current monthly schedule?

A: This is indicated in the current RFP in section C.11.5.

10. When calculating the Pricing Offer are bidders to use the estimated hours provided in Section C.11.6?

A: Sections C.11.5 or C.11.6 can be used to accomplish this.

11. Does the security staff currently pay for parking on-site or is there any allocation for staff parking, either discounted or free of charge?

A: There are no allocations for contactor parking and there are no discounts for contactors choosing to use the NGC garage to park their vehicle.