

Site Visit – January 27, 2015; 10:00AM

Please note that a clarification shown at item 1b) and item 4d) is being provided subsequent to the information provided during the site visit.

1. General Comments:

- a) This contract will be for 3 years (36 months), instead of 32 months as per last contract
- b) Amendment #1 to RFP adjusts numbering of items, not content. Will be sent to proponents later today from National Office Procurement Services.
Clarification: Amendment #1 was available on GETS on January 28, 2015.
- c) As all parties are familiar with the site, we will not be conducting a site visit of the premises but rather will review the RFP document.

2. Janitorial Services:

- a) All janitorial supplies to be ordered through CMHC; the janitorial subcontractor will order and receive supplies through CMHC's janitorial supervisor.
- b) **Question:** Waterfront Theatre should not be listed as part of the Janitorial Services in the Statement of Work

Answer: Waterfront Theatre will be removed from locations where Janitorial Services are required, page 14 of the RFP.

3. Sustainability:

- a) Sustainability requirements are new and CMHC Sustainability Coordinator will be main contact and provide updates
- b) CMHC would also like any events by third parties to follow our Sustainability Event Requirements

4. Financial Reporting:

- a) New requirements to reports; CMHC requires detailed annual statements for each venue (page 13 or RFP).
- b) **Comment:** The incumbent already provides detailed reports that went beyond previous RFP requirements and provides this information.
- c) CMHC will follow up with any further clarifications around this

- d) **Clarification:** CMHC requires an audited version of the reports currently submitted (one audited report at year-end as part of the financial statements - not an audited report each quarter) for each theatre space showing revenue, expenses etc.

It is recommended that proponents speak to auditors to determine whether there are further costs associated with this.

5. Event Rentals for CMHC:

- a) Use of theatres for various CMHC events will be at no cost to CMHC; CMHC has first choice to reserve.
- b) **Question:** “no cost” does not include tech support services for those events?

Answer: Correct, this is just for use of premises only.

- c) **To be amended into RFP.**

6. Production Management Support:

- a) **Question:** Adjudication (via Tenant Coordinators) should be included in the events list?

Answer: Yes, also Dine-Out will be added to the list. **(To be amended into RFP)**

- b) CMHC will only pay an overtime rate for tech work after 8 consecutive hours of work for CMHC only. Does not include the 8 hours of work expected for CMHC during the week.
- i) Example: 10 hours worked on a Wednesday (has not yet worked the 8 hours included per week): no charge for first 8 hours, regular hourly charge for last 2 hours.
 - ii) Example: 10 hours worked on a Saturday (8 hours included per week already used): first 8 hours charged at regular rate, next 2 hours at overtime rate
 - iii) CMHC will clarify when “double overtime” should take effect.
 - iv) CMHC expects to pay a rate that is comparable to what would be charged if CMHC went to independent party for technical support.
 - v) Operationally need to work out a reasonable method to track hourly charges
- c) **Question:** What about hired crew? Will they be paid through this contract?

Answer: No, the contractor will manage and work with crew, but payment will come through CMHC so that there is no discrepancy with the contract value.

- d) For crew that need to operate lifts, they need to be hired through the contractor due to insurance requirements; it is not feasible for independent crew members to acquire their own insurance.

7. Insurance:

- a) **Question:** RFP states that there should be a \$2 million policy, this is insufficient for the level of services required.

Answer: This value is a placeholder and will be finalized during contract negotiations. CMHC Risk Management will weigh in on what is necessary.

8. Next Steps

- a) Further Questions must be sent to Camille Attia, Procurement Services, who will also respond directly to the proponent.
- b) Meeting minutes may include clarifications to questions from the meeting.
- c) Closing date of RFP is February 6, 2015.