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Travel Procurement Services - PWGSC / Services
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11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Tower B - 7B3-14 / Tour B - 7B3
Gatineau, Québec K1A 0S5
Bid Fax: (819) 956-4944

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des
services d'approvisionnement en voyage
Place du Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

Title - Sujet RFI Transportation for G-7 Summit	
Solicitation No. - N° de l'invitation E60LP-180001/A	Date 2017-11-07
Client Reference No. - N° de référence du client E60LP-180001	GETS Ref. No. - N° de réf. de SEAG PW-\$\$LP-002-73709
File No. - N° de dossier lp002.E60LP-180001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-17	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Asselin(lp002), Pierre	Buyer Id - Id de l'acheteur lp002
Telephone No. - N° de téléphone (819) 420-0347 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Signature Date	

Request for Information

**Possible Requirement in Ground Transportation Related to the G7
Summit on June 8-9, 2018**

for

**Summits Management Office (SMO)
Global Affairs Canada**

THIS IS NOT A BID SOLICITATION

**Travel Procurement Services
Traffic Management Directorate
Public Services and Procurement Canada**

Notice

This is a Request for Information (RFI) and does not constitute a commitment on Canada's part to issue a subsequent Request for Proposal for ground transportation related to the Summit of the 7 most industrialized countries (G7), which Canada belongs to, a world-class event to occur in the Charlevoix region. A possible requirement of coaches and shuttle buses could be needed for a period up to ten days in the vicinity of June 8-10, 2018. The RFI document and any responses received hereto in no way constitute an obligation on the part of Canada to enter into Contract(s) with one or more parties. Responses to the RFI will enable Canada to evaluate the strategy to be taken, if any, regarding further related activities. This is not a bid solicitation and responses will not be formally evaluated. Advisory notices will be posted on the Buyandsell website (www.buyandsell.gc.ca) as further information is made available. Public Services and Procurement Canada (PSPC, known as Public Works and Government Services Canada, or PWGSC) solicits information in this matter solely for its own benefit, and makes no promise that an award of business will be made to respondents. The information collected will allow, in addition, to structure the RFP. This RFI is simply intended to solicit feedback from industry with respect to matters described therein. Information provided will not be attributed to its source, but may be publicized in a manner that does not disclose the provider. Proprietary information will be protected in accordance with Federal policies. Responses will be kept strictly confidential, subject to the provisions of the *Access to Information Act*, and will be retained to support further development of internal planning documents and decisions, and possibly a RFP. Please note that responses to the RFI will not be returned.

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Request for Information (RFI)

1.0 RFI Overview and Information Requested

There is a strong possibility that Canada require temporary transportation services by coach or/and shuttle bus in the Québec City, Saguenay and Charlevoix regions with service providers to allow movement of dignitaries, public servants and other stakeholders between Québec City, Saguenay and Charlevoix area. Needs in local shuttle service will also be required. Consequently, Canada would like to know all the different possibilities how carriers could respond to possible needs in ground transportation.

1.1 Overview

Canada will host the meeting of Group of Seven (G7), 8 and 9 June 2018. The G7 is an informal grouping of seven of the world's advanced economies consisting of Canada, France, Germany, Italy, Japan, the United Kingdom, and the United States as well as the President of the European Council and the President of the European Commission. The forum offers an opportunity for Leaders, Ministers and policy makers of these countries to come together each year to build consensus and set trends around some of today's most challenging global issues.

Canada would like to coordinate, through the Summits Management Office (SMO), ground transportation required by the different participants. For this purpose, to answer to the different needs of such event, Canada prepares to award service contracts to one or several carriers with all necessary licences to fulfill the needs of movement between regions of Québec City, Saguenay and Charlevoix. In order to make the procurement of these services effective, Canada proceeds with this Request for Information.

1.2 Information Requested

1.2.1 General

Public Works and Government Services Canada (PWGSC) is seeking information regarding the content of this RFI. In order to facilitate this exercise and for you to organize your response, PWGSC has developed a number of questions we would like you to address / comment. These questions are identified in Appendix 1.

Respondents are encouraged to offer concise comments and insights that they believe would be beneficial to PWGSC in developing an approach to make its G7 ground transportation procurement process more efficient and, most importantly, to make it easier for suppliers to bid on a future request for proposals that will take place soon after this request for information.

1.2.2 Format of Responses

PWGSC is aiming to have a number of responses to the RFI. In order to facilitate review of this material, PWGSC requests that responses follow the structure / numbering of the questions identified in Appendix 1, if possible. Although PWGSC is seeking comprehensive information regarding the contents of the RFI, it is understood that, for various reasons, respondents may be unable to provide some of the information requested. Provision of whatever information is available from Respondents will be appreciated.

In order to simplify the administrative burden for both respondents and PWGSC, respondents are requested to submit their responses by email and/or facsimile. If for any reason these methods cannot be used, we recommend that you use the courier services as we hope to proceed quickly.

Clearly mark and identify any confidential information. Responses will be kept strictly confidential, subject to the provisions of the Access to Information Act.

2.0 Administration of the RFI

2.1 Designated PWGSC Contact

PWGSC's designated contact for the RFI is:

Pierre Asselin, Supply Manager
Telephone 819-420-0347 or 613-325-7342
Facsimile 819-956-4944
Pierre.Asselin@tpsgc-pwgsc.gc.ca
Travel Procurement Services Division
Acquisitions Branch
Public Services and Procurement Canada
11 Laurier St., Phase III, 7B3-14, Gatineau, QC K1A 0S5
Government of Canada

2.2 Enquiries Regarding the RFI

All enquiries must be submitted in writing to the PWGSC's designated contact no later than two (2) calendar days before the RFI closing date. Enquiries received after that time may not be answered.

2.3 Submission of Response

All comments or information in response to the RFI should be submitted by the date, time and place indicated on page 1 of the request for information.

2.4 Treatment of Responses to the RFI

The treatment of the receipt and consideration of responses to the RFI will be as follows:

- responses and revisions communicated orally or by telephone may not be considered;
- responses received after the specified closing time for the RFI may not be considered because the schedule may not allow sufficient time for their consideration; and
- PWGSC shall not be liable under any circumstances to any party who provides a response to this RFI.

Appendix 1 – PWGSC Questions for this RFI

- 1- According to section 17 of the Bus Transport Regulation (T-12, r.16), the *Commission des transports du Québec* determines the places where licence holders will be authorized to serve. Thus, it is possible that some companies are allowed to take people in one region but not in another (for example, allowed to embark people in the Québec City region but not in the Charlevoix region).
 - We ask you the following questions:
 - a. What options / arrangements do you have to be able to transport individuals outside the licence areas?
 - b. Is it possible to obtain a temporary licence for the G7 period? What are the deadlines for obtaining a licence of this kind? Who must obtain this licence? Is there a fee for obtaining a licence?
- 2- Initiatives to reduce the emission of greenhouse gases
 - a. Are you able to source and use biodiesel (or combination) in your coaches or shuttle buses?
 - b. What initiatives can your company take to limit fuel consumption?
- 3- Do your operators have training in the handling / detection of CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) and weapons?
- 4- Do you have an objection if your coaches remain parked on a lot secured by the RCMP during periods of inactivity?
- 5- What is the time / duration limit that a driver can be on duty?
- 6- Do your coaches and shuttle buses have Wi-Fi? How many of your vehicles have Wi-Fi? What are the costs of using these units?
- 7- Is having bilingual operators an issue for your company?
- 8- What are the conditions taken into account during invoicing? (duration of the contract, waiting time, distances traveled, location of the place of departure, etc...)
- 9- Can you give us a complete list of the available fleet of your company?
- 10-What are your procedures following an unforeseen event such as a major mechanical breakdown?

- 11-Do you offer a 24-hour service assistance in case of problems?
- 12-How long does it take to answer and replace a broken coach when it is in operation?
- 13-Are you able to provide a valid inspection certificate for each coach?
- 14-Could your company work to set up a shuttle service at firm time and ensure the service to be autonomously in specific regions?
- 15-Does each carrier have a GPS? If so, can your system transmit the signal to a command center?
- 16-Is there an opportunity to subcontract with a company from another province? (eg Ontario, New Brunswick)
- 17-How long will it take you once the contract is established to get the service?
- 18-What are your cancellation policies?
- 19-Is there a first aid kit on board each carrier?
- 20-Do your coaches (52 passengers) have power outlets or USB plugs? If so, what types of plugs? How many outlets per coach?
- 21-Are your drivers ready to drive in areas that might be at risk or critical? (near protest venue)
- 22-Do drivers have to meet standards of good physical fitness?