



Bidders Conference call — Tuesday February 27, 2018

Moving services for the G7 Summit in Charlevoix 2018

Request for Proposal n° 7384261

I. List of Questions and Answers

Question 1:

Page 6 – 2.1.1 At the submission of the bid, do we need to provide the list of all our subcontractors?

Answer 1:

No.

Question 2:

Page 8 – 2.5. Why do we need to follow Ontario's law?

Answer 2:

As the Summits Management Office of Global Affairs Canada is based in Ottawa, we must follow the laws of Ontario. The contract will be signed in Ottawa, Ontario.

Question 3:

Page 10 3.1. As requested, we need to provide our bid in two separate envelopes for the technical Bid and the Financial Bid. Where do we include the certifications and additional information?

Answer 3:

The certifications and additional information can be included in the technical submission envelope.

Question 4:

Page 12 – 4.2 What is the difference between the 60% and the 70%?

Answer 4:

The passing mark for the rated requirements is of 60%, for a minimum total of 135/225 points.

The value of the technical proposal is of 70%. The balance, 30%, is for the financial proposal.

Question 5:

Page 17 – 7.4.1 When do you think that the contract will be awarded?

Answer 5:

We cannot confirm a date yet. The winning bidder will be informed as soon as the evaluation process will be completed. We are aiming for spring.



Question 6:

P. 21 – 7.12. What do you mean by Insurance – No Specific Requirement?

Answer 6:

There are no specific additional clauses for insurance other than the one in the Standard Acquisition Clauses and Conditions (SACC) Manual from Public Works and Government Services Canada.

Question 7:

Annex A, page 24 – 4.5 it is mentioned that the project manager must be available for a number of meetings in Quebec city, la Malbaie and Bagotville. Can we know how many meeting we should expect in order to plan the financial part of the submission?

Answer 7:

We anticipate four (4) meetings at the warehouse in Québec city.

Question 8:

Page 26 – 5.6. How many forklifts do you think we will need? And where?

Answer 8:

We will need one forklift in the warehouse in Québec City. We may also need another one in other site but not confirmed yet.

Question 9:

Annex A, page 23 – 2. Can we have more details about the shelving?

Answer 9:

After discussion, the shelving are removed from the Statement of work-Annex A.

Question 10

Page 23 – 3 Will we have issue to go in the Centre des Congrès de Québec (CCQ)?

Answer 10

We never have issue before with the CCQ. Nevertheless, if we have a problem, we will manage it in collaboration with them.

Question 11:

Page 25 – 5.1 You require up to 90 employees, can we know why?

Answer 11:

Employees will be needed at the 3 sites (Bagotville, Quebec, La Malbaie). They need to be available 24 hours a day, seven days a week. We need the list of these employees in your bid.



Question 12:

Page 16 – Where will be the accreditation site? Can we have the specification for the accreditation?

Answer 12:

The accreditation will be in the Québec office at 1550 d'Estimauville. We don't have more information for the moment.

Question 13:

To plan the financial part, can we have the rate of hotels rooms?

Answer 13:

Global Affairs Canada is responsible to reserve the rooms for our vendors. You can estimate 300.00\$ per room night.

Question 14:

Page 27 – 5.8 Can we have more than one hour for the response time?

Answer 14:

This is why we need to have a team on place (two experienced installers with tools and two movers with tools). They will be at the Le Manoir Richelieu. They will offer a 911 service.

Question 15:

Page 27 – 5.8 Is there a place where our employee can stay between the rush? Will they have food for them? Are we going to be charged for the employee's lunch?

Answer 15:

This information will be validated at the stage of the contract award. Food services will be available for vendors on site starting June 6, 2018, at their own expenses.

Question 16:

Page 27 – 5.9 Is it really necessary the First aid certificate?

Answer 16:

Yes. One employee per site must have this certificate. A verification will be complete at the stage of the contract award.

Question 17:

When are we starting to charge time?

Answer 17:

It is the responsibility of the bidder to indicate this information in his financial proposal. The financial proposal will be evaluated accordingly.



Question 18:

Page 32 – 1 What do you mean “Per Trip”? Is it a round trip?

Answer 18:

Round-trip.

Question 19:

Page 32 – 5. What the 45’ is required for?

Answer 19:

The point 5 will be removed and the 1000 hours will be reallocated under section 4.

Question 20:

How will we be charged if we leave the trailer somewhere to use it as a warehouse? Can we add a clause for that?

Answer 20:

A clause in the contract will be incorporated to reflect a weekly billing, if the need arises.

Question 21:

Page 31 – 3 for the lot of equipment, is it a price for day or for the duration of the contract?

Answer 21:

For the period of the contract. Please note in the French version of the request for proposal, the “socles roulants” will be replaced with “chariot”.

Question 22:

Page 32 – 7 and 8 Is GAC will pay for the gasoline credit card?

Answer 22:

Yes we will reimburse the credit card purchase.

Question 23:

Page 33 – 1 For the project manager, is it per/hour or for the lot?

Answer 23:

We need to have a lot for the project manager

Question 24:

Page 28 – 6.4 What do you mean by loading dock?

Answer 24:

There will be two loading docks at the warehouse with two loading ramps.



Question 25:

Until when can we ask questions?

Answer 25:

In the Request for Proposal, it is indicated up to ten days prior to the closing date. The closing date is March 28th, 2018, so you could ask questions until March 18th, 2018.

Question 26:

Is there a storage place in La Malbaie?

Answer 26:

No.



ANNEX “B” BASIS OF PAYMENT

Contractor to provide unit prices for the services and labour rates listed below, in Canadian funds, all taxes excluded. These prices will be used in determining the bidder deemed to be providing the best value to the project.

Pricing Schedule 1 - Equipment

Services and equipment provided for warehousing upon award of contract to July 13, 2018.					
No.	Description/ Service	Unit (ea/hr/mo)	Unit Price	Qty. Est.	Extended Price
1	Forklifts ELECTRIC or PROPANE ONLY for use in warehouse only with an hydraulic elevation of minimum 12 feet	Each	\$ _____ x	2	\$
2	Jiggers for the transportation of skids within the warehouse and on the Summit sites	Each	\$ _____ x	4	\$
3	A lot of moving equipment : Hand trucks (est. 4) Flatbeds for large items (est. 2), Dollies (est. 20), Wooden skids (est. 50), Screen carts (est. 10), tape, plastic or shrink wrap, etc.	Lot	\$ _____ x	1	\$
4	Industrial racking approximately 4'x 8'x 8' high including installation and dismantling	Each	\$ _____ x	88	\$
Services and equipment provided for warehousing during the period of May 1 to July 13, 2018					
5	A lot of moving equipment : Loading ramps (est. 4), Dollies (4 soft wheel casters) (up to 200), Moving pads (up to 500), Screen carts (soft wheels) (est.	Lot	\$ _____ x	1	\$



	25), Computer carts (est. 50), Masonite sheets (est. 100), tape, plastic or shrink-wrap, etc.				
Total for Pricing Schedule 1: \$ _____ (Without applicable taxes).					

Pricing Schedule 2 – Vehicles

No.	Description/ Service	Unit (ea/hr/mo)	Unit Price	Qty. Est.	Extended Price
Price per trips					
1	53' tractor trailer including driver with all the necessary insurances, for transportation from Ottawa to Quebec City or vice versa.	Per Trip (round trip)	\$ _____ x	6	\$
2	5 ton trucks including driver with all the necessary insurances, for transportation from Québec City to La Malbaie or vice versa and to Bagotville or vice versa.	Per Trip (round trip)	\$ _____ x	12	\$
Price per approximate hours					
3	53' tractor trailer including driver with all the necessary insurances, for local transportation.	Hourly	\$ _____ x	2000	\$
4	5 ton truck and driver including hydraulic tailgate with all the necessary insurances.	Hourly	\$ _____ x	1500 2500	\$
5	45' tractor trailer including driver with all the necessary insurances.	Hourly	\$ _____ x	1000	\$
6	Cube vans including driver with all the necessary insurances.	Hourly	\$ _____ x	1000	\$
Vans for Specified Period					



7	7 seated air-conditioned passenger van without driver with all the necessary insurance from May 1 st to June 22 nd with a gasoline card valid in popular chain of service stations.	Vans for specified period	\$_____x	2	\$
8	7 seated air-conditioned passenger van without driver with all the necessary insurances for from April 16 th to June 29 th with a gasoline card valid in popular chain of service stations.	Vans for specified period	\$_____x	4	\$
For Storage purposes only					
9	53' trailer with all the necessary insurances for storage purposes.	Day	\$_____x	5	\$
Total for Pricing Schedule 2: \$_____					

Pricing Schedule 3 - Labour

Labour upon award of contract to July 13, 2018.

No.	Description/ Service	Unit (ea/hr/mo)	Unit Price	Qty. Est.	Extended Price
Firm Lot Price					
1	Project Manager	1	\$_____x	Lot	\$
Hourly Rates					
2	Warehouse Coordinator	1	\$_____x	824	\$
3	Team Coordinators	4	\$_____x	3000	\$
4	Ramp Coordinators	2	\$_____x	1000	\$
5	Installers	8	\$_____x	2000	\$
6	Movers - Planning stage; 8 to 10 movers. - Move-in/Move-out; 90 maximum.	90	\$_____x	15000	\$
Total for Pricing Schedule 3: \$_____					