



**Addenda no1- Request for Proposals n° 7389364**

**Project title :** Cargo\_ ground transportation and handling for some of the G7 Outreach delegates' luggage, Quebec City.

1. **REPLACE** the title:  
Cargo\_ ground transportation and handling for some of the G7 Outreach delegates' luggage, Quebec City.  
**WITH:**  
Cargo\_ ground transportation and handling for some of the G7 Outreach delegates' luggage, Quebec City and Bagotville.
2. **REPLACE** the closing date :  
Monday, May 7, 2018, 2PM (Eastern standard time).  
**WITH:**  
Wednesday, May 9, 2018, 2PM (Eastern standard time).
3. **REPLACE** the Article 4.3-Basis of selection, under PART 4-Evaluation procedures and basis of selection :
  - **4.3.1 SACC Manual Clause A0069T, Basis of Selection – Lowest Evaluated Price**  
The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**WITH** the following:

- **4.3.1 SACC Manual Clause A0069T, Basis of Selection – Lowest Evaluated Price**  
The responsive bid, that can deliver on all requirements identified in Annex "A" (Statement of Work), with the lowest evaluated price (based on Basis of Payment, Annex "B") will be recommended for contract award.

Should there be no responsive bids who can deliver on all requirements listed in Annex "A" (Statement of Work), the Summits Management Office (SMO) reserves the right to award contracts in accordance with its operational requirements.

4. **REPLACE** Annex A- Statement of work **WITH** the following.
5. **REPLACE** Annex B- Basis of Payment **WITH** the following.



## **Annex A**

### **STATEMENT OF WORK**

#### **1. Introduction**

The Government of Canada will host the meeting of Group of Seven (G7) June 8-9, 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, the President of the European Commission and Outreach countries. 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. The Summit will be held at the Fairmont Le Manoir Richelieu in La Malbaie, Quebec, located in the Charlevoix region.

#### **2. Objective**

The contractor will provide ground transportation and handling for some of the G7 Outreach delegates' luggage during the period of the contract. The Contractor must perform, for the duration of the contract, the following services and provide all related equipment and personnel.

#### **3. Requirements**

3.1. The Summit Management Office (SMO) requires different types of services for two (2) different location:

##### **3.1.1. Québec**

- The transportation from and to Jean-Lesage Airport area to an hotel downtown Quebec City of G7 Outreach delegates' luggage; and
- The handling of G7 Outreach delegates' luggage at the Jean-Lesage Airport area and around the hotel downtown Quebec City.

##### **3.1.2. Bagotville/La Malbaie**

- The transportation from and to CFB Bagotville to the Fairmont Manoir Richelieu in La Malbaie of G7 delegates' luggage;
- The transportation of luggage within CFB Bagotville; and
- The handling of G7 delegates' luggage at the CFB Bagotville.

#### **3.2. Luggage handling and transportation requirements period:**

From June 7th to June 10th, 2018. Subsequent to the 4 operational days, the contractor will be asked to participate in a training day and a practice day. Those will be scheduled between May 14th and June 5th, 2018.



### **3.3. Services to be provided**

Outlined below are the luggage transportation and handling requirements during the Summit.

3.3.1. The Contractor shall, during the luggage transportation and handling requirements period, perform the following services and provide:

#### **3.3.1.1. Quebec**

- a) Up to 16 Cargo Vans (9-feet) with drivers (Description of movements in Section 3.2.2) for;
- Movements between Jean-Lesage Airport (Quebec City, QC, G2G 0J4) and an hotel in downtown Quebec City;
  - The drivers are tasked with driving the vehicle and loading/unloading luggage;
  - Contractor must allow at least one passenger to be in the vehicle;
- b) Additionally, up to 8 movers for the handling of luggage at Jean-Lesage Airport (Quebec City, QC, G2G 0J4) and the hotel downtown Quebec City (Description of movement in Section 3.2.2)
- The movers are tasked of handling the luggage in Jean-Lesage Airport area;
  - An approximate number of 2000 pieces of luggage and cargo is expected to be processed.

#### **3.3.1.2. Bagotville/La Malbaie**

- a) Up to 12 Cube Vans (16-feet) with drivers (Description of movements in Section 3.2.2) for;
- Movements between CFB Bagotville (Alouette, QC, GOV 1A0) and the Fairmont le Manoir Richelieu (La Malbaie, QC G5A 1X7);
  - Transportation of luggage within CFB Bagotville;
  - The drivers are tasked with driving the vehicle and loading/unloading luggage and cargo;
  - Each vehicle must be able to accommodate at least 2 passengers (driver +1);
  - Contractor must allow at least one passenger to be in the vehicle;
  - Vehicles must not have access between the cab and the cargo area;
  - The cargo area must be able accommodate at least 200 pieces of large size luggage (75cm x 50cm x 30cm);
  - The rear door must be equipped with a functioning keyed lock to be supplied by contractor; and
  - The contractor must ensure that the vehicle be fully fueled and can travel at least 500 km on a tank without refueling.
- b) Additionally, up to 8 movers for the handling of luggage at CFB Bagotville (Alouette, QC, GOV 1A0) (Description of movement in Section 3.2.2)
- The movers are tasked of handling the luggage and cargo at CFB Bagotville;
  - An approximate number of 3000 pieces of luggage and cargo is expected to be processed.



3.4 The Contractor shall perform the services according to the description below:

#### 3.4.1 Québec

- a) Cargo Vans (9-feet) with drivers :
  - 1. **May 14<sup>th</sup> to June 5<sup>th</sup>:**
    - i. One (1) vehicle and one (1) driver must be available for one (1) practice day; and
    - ii. One (1) mandatory training day will be scheduled for all employees.
  - 2. **From June 7<sup>th</sup> to June 10<sup>th</sup>, 2018:** A maximum of sixteen (16) Cargo Vans (9-feet) and sixteen (16) drivers to remain standby under the SMO services. Estimated numbers per day are explained in the Annex 1.
- b) Movers (must be available twenty-four (24) hours per day for those five (5) days):
  - 1. **May 14<sup>th</sup> to June 5<sup>th</sup>:** One (1) training day will be scheduled during that period for all the movers.
  - 2. **June 7<sup>th</sup>, 2018:** 8 movers at Jean-Lesage Airport for the handling of luggage. Working shifts will vary between 8 and 12 hours per day.
  - 3. **June 8<sup>th</sup>, 2018:** 8 movers at Jean-Lesage Airport for the handling of luggage for the day. Working shifts will vary between 8 and 16 hours per day.
  - 4. **June 9<sup>th</sup>, 2018:** 8 movers at Jean-Lesage Airport for the handling of luggage for the day. Working shifts will vary between 8 and 12 hours per day.
  - 5. **June 10<sup>th</sup>, 2018:** 4 movers at Jean-Lesage Airport for the handling of luggage for the day. Working shifts will vary between 8 and 12 hours per day.

#### 3.4.2 Bagotville/La Malbaie

- a) Cube Vans (16-feet) with drivers :
  - 1. **May 1<sup>st</sup> to June 6<sup>th</sup>:**
    - i. One (1) vehicle and one (1) driver must be available for one (1) practice day; and
    - ii. One (1) mandatory training day will be scheduled for all employees.
  - 2. **From June 7<sup>th</sup> to June 10<sup>th</sup>, 2018:** A maximum of twelve (12) Cube Vans (16-feet) and twelve (12) to remain standby under the SMO services.
- b) Movers (must be available twenty-four (24) hours per day for those three (3) days):
  - 1. **June 7<sup>th</sup>, 2018:** 6 movers at CFB Bagotville for the handling of luggage. Working shifts will vary between 8 and 12 hours per day.
  - 2. **June 8<sup>th</sup>, 2018:** 6 movers at CFB Bagotville for the handling of luggage for the day. Working shifts will vary between 8 and 12 hours per day.
  - 3. **June 9<sup>th</sup>, 2018:** 8 movers at CFB Bagotville for the handling of luggage for the day. Working shifts will vary between 8 and 12 hours per day.

### 3.5 Contractor's requirements

- 3.5.1 The Contractor must guarantee that transportation will be provided according to established schedules.
- 3.5.2 The Contractor must provide proof that all drivers are fully qualified to operate the equipment in question.
- 3.5.3 The Contractor must be able to replace any driver/mover unable to attend work for personal or other reasons. At the request of the Government of Canada, the Contractor agrees to replace any employee who does not meet the requirements in Section 3.4.



- 3.5.4 The Contractor must ensure that all drivers and movers can be reached over a reliable communication system (i.e. cellular network). This expense is at the expense of the entrepreneur.
- 3.5.5 The contractor must not use the vehicles dedicated for the G7 transportation needs to carry-out other non-G7 related contracts at the same time.

### **3.6 Movers/Drivers requirements**

#### **3.6.1 The Movers/Drivers:**

- a) Must be appropriately uniformed, clean and not torn;
- b) Must remain on call between June 7<sup>th</sup> and June 10<sup>th</sup>, 2018 inclusively;
- c) Must abstain to use strong perfume or smoke prior to entering the vehicle;
- d) Must behave appropriately, drive in an secure manner, must not lack courtesy or use abusive language;
- e) Drivers must be bilingual;
- f) Must avail themselves for a minimum period of 2 full days to attend training offered by the (schedule for training to be determined once contract awarded);
- g) Must have the right permit to operate the equipment in question; and
- h) Must have the right to work in Canada.

### **3.7 Environmental requirements**

#### **3.7.1 The contractor must provide the following information after the summit and before the end of the contract:**

- a) Types of vehicles used (make, model, age of each vehicle);
- b) Number of litres of fuel consumed per vehicle (actual amount or reasonable estimates based on consumption information such as billing, etc.)

## **4 SMO responsibilities**

### **4.4 The SMO is responsible to:**

- a) Provide a transportation lead to liaise with the Contractor's employees;
- b) Conduct security/reliability screening for all the employees of the successful Contractor. Note: By participating in the bidding process, the Bidder consents to security/reliability screening in order to obtain accreditation for all of their drivers and movers for the Summit. The SMO reserves the right to reject any application based on this screening process;
- c) Provide the accreditation guidelines to the Contractor's employees once they are available;
- d) Provide training to the drivers and movers; and
- g) Provide scheduled rest periods for drivers and movers while on duty.

## **5 Contractor's responsibilities**

### **5.4 The Contractor is responsible to:**

- a) Ensure the vehicles are fully fuelled before each working shift;
- b) Obtain the right vehicle licensing and insurances and share it with the SMO technical authority before the signature of the contract;



- c) Informing the movers to bring their own food and beverages for the duration of their shift.
- d) Might be asked to ensure the transportation of the movers from and to Jean-Lesage Airport if no parking space available;
- e) Cover the cost of meals for drivers and movers while not on duty;
- f) Cover the cost of accommodation at La Malbaie on June 7<sup>th</sup>, June 8<sup>th</sup> and June 9<sup>th</sup> for drivers while not on duty (estimated at 250\$ per person);
- g) Must avail their drivers and movers to follow mandatory training as established by Government of Canada (schedule to be determined in conjuncture with the Contractor).

**Note:** The exact and final schedules for travel will be established independently by the SMO Transportation Lead and will be communicated once finalized.

## **6 Meetings and Deadlines**

- 6.4 The Contractor must produce for review of security clearances and accreditation requirements the names of the drivers and movers as soon as possible once the contract is granted;
- 6.5 Complete review of proposed drivers to be assigned, with proof of valid driver's license, clean drivers record, and criminal records check, will be completed as soon as possible;
- 6.6 There will be a review of staging areas, secured parking areas, and vehicle parking at all locations prior to the beginning of the event.
- 6.7 There will be a review/identification of pick and drop off zones at all locations prior to to the beginning of the event.
- 6.8 During the course of the contract, pre-event briefing sessions/training for drivers and will take place.

## **7 Modifications to the agreement**

- 7.4 While the SMO will need to respond to unforeseen situations during the event, no changes are to be made to this agreement without the mutual consent of the parties, in accordance with the rates established.
- 7.5 Any change made with the mutual consent of the parties must be in writing and signed by the representatives of both parties.



**Annex B  
Basis of Payment**

Name of Bidder:

Address:

Contact Person:

Phone number: (     )     -

E-mail:

**Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_. Estimative quantities. Any Applicable Tax is extra.

Date	Description <b>Quebec city</b>	Number of hours required per mover/vehicle	Total number of hours	Price per hour for 1 unit (1 mover and 1 vehicle and driver)
June 7 <sup>th</sup>	8 Movers for the handling of luggage. (estimated)	12 hours (estimated)	96 hours (estimated)	_____ \$
	16 Cargo Vans (9-feet) and 16 drivers (estimated)	12 hours (estimated)	192 hours (estimated)	_____ \$
June 8 <sup>th</sup>	8 Movers for the handling of luggage. (estimated)	12 hours (estimated)	96 hours (estimated)	_____ \$
	16 Cargo Vans (9-feet) and 16 drivers (estimated)	12 hours (estimated)	192 hours (estimated)	_____ \$
June 9 <sup>th</sup>	8 Movers for the handling of luggage. (estimated)	16 hours (estimated)	128 hours (estimated)	_____ \$
	16 Cargo Vans (9-feet) and 16 drivers (estimated)	12 hours (estimated)	192 hours (estimated)	_____ \$
June 10 <sup>th</sup>	4 Movers for the handling of luggage. (estimated)	12 hours (estimated)	48 hours (estimated)	_____ \$
	5 Cargo Vans (9-feet) and 5 drivers (estimated)	12 hours (estimated)	60 hours (estimated)	_____ \$



Date	Description <b>Bagotville/La Malbaie</b>	Estimated required hours per movers/vehicle and driver	Total number of hours	Unit price per hour (1 mover and 1 driver /1 vehicle)
June 7 <sup>th</sup>	6 movers for the handling of luggage (estimated)	12 hours (estimated)	72 hours (estimated)	_____ \$
	7 Cube Vans (16- feet) and 7 drivers (estimated) <b>working</b>	8 hours (estimated)	56 hours (estimated)	_____ \$
	7 Cube Vans (16- feet) and 7 drivers (estimated) <b>On call</b>	12 hours (estimated)	84 hours (estimated)	_____ \$
June 8 <sup>th</sup>	6 movers for the handling of luggage (estimated)	12 hours (estimated)	96 hours (estimated)	_____ \$
	2 Cube Vans (16- feet) and 2 drivers (estimated) <b>working</b>	8 hours (estimated)	16 hours (estimated)	_____ \$
	9 Cube Vans (16- feet) and 9 drivers (estimated) <b>On call</b>	24 hours (estimated)	216 hours (estimated)	_____ \$
June 9 <sup>th</sup>	8 movers for the handling of luggage (estimated)	16 hours (estimated)	128 hours (estimated)	_____ \$
	11 Cube Vans (16- feet) and 11 drivers (estimated) <b>working</b>	12 hours (estimated)	132 hours (estimated)	_____ \$
	1 Cube Vans (16- feet) and 1 drivers (estimated) <b>On call</b>	14 hours (estimated)	14 hours (estimated)	_____ \$
June 10 <sup>th</sup>	1 Cube Vans (16- feet) and 1 drivers (estimated) <b>working</b>	8 hours (estimated)	8 hours (estimated)	_____ \$

**B. All other conditions remain unchanged.**