

Request for Information (RFI)

The intent of this RFI is to inform the industry and industry associates of a potential upcoming contract opportunity.

Library and Archives Canada (LAC) is currently constructing a new state of the art preservation and storage facility that will store Canada's documentary heritage in ideal conditions and which will rely on an Automated Storage Retrieval System (ASRS).

LAC's future Request for Proposal (RFP) will solicit the need for a contractor's provision of moving services of the collection material within and between buildings located in Renfrew (Ontario) and Gatineau(Québec).

The purpose of this request for information (RFI) is to:

1. Seek information and feedback from the moving industry in this matter solely for the benefit of Library and Archives Canada.
2. Seek feedback related to the proposed Statement of Work
3. Assess industry interest and readiness; and
4. Better inform the requirements and Scope of work in the RFP for the services required.

Important points to note:

1. This is not a bid solicitation. This RFI will not result in the award of any contract.
2. This RFI will not result in the creation of any source list
3. Responding to this RFI is not a prerequisite or a requirement to participate in a Request for proposal (Bid solicitation Process) if one is undertaken in the future.
4. No answer that is provided within a response to this RFI will disqualify the Service supplier from participating in a potential bid solicitation process.

In order to provide clarity and transparency with regards to LAC's requirements and expectations, our draft statement of work is included. The questions to industry are directly related to the contents of the SOW.

Please provide answers to the following questions in order to help us better understand your industry and refine our approach. Please submit one electronic copy of your response directly to the Contracting Authority, preferably in PDF or Microsoft Word. You are invited to use the template included in this RFI. Documents may be submitted in either official language.

1	General information
	Company Name:
	Company Address:
	Company Website:
	Services offered:
	Contact Name:
	Contact Job title:
	Contact telephone:

	Contact email:	
2.	Questions	Answers
2.1	Do you have experience with Government of Canada procurement processes? (please indicate yes or no)	
2.2	Is your company able to work in both Ontario (Renfrew) and Quebec (Gatineau)?	
2.3	What kind of insurance do you have?	
2.4	Do you hold any certification or are you part of any association that would be relevant to this project? Please list.	
2.5	What additional information would be required in order for you to fully understand and be able to provide a fair bid?	
2.6	The way the SOW is written, were you obligated to make any assumptions in regards to LAC needs? If so, which ones?	
2.7	Do you have any other comment, suggestion, advice in regards to how the needs described could be satisfied?	
2.8	Do you see the need to sub contract some of the work in order to meet the entirety of the work required?	
2.9	Would you currently be able to offer a solution capable of meeting the requirements of our SOW? If not, what would be the downside or point that you might not be able to meet the requirement and why?	
2.10	What is your team's capacity to handle the scope of work? Would you need to hire additional staff for this contract?	
2.11	Do you foresee any issues in developing and submitting a greening strategy? What are some of the industry standard and innovative greening services that your company offers to reduce the impact of the move on the environment?	
2.12	What type of services or systems do you offer to support the move of temperature /humidity sensitive objects?	
2.13	What is your company's response in the event of damage or loss, minor through to substantial? What types of services do you offer to eliminate, minimize or mitigate risk?	
2.14	Our timeline as described in the SOW is inflexible. How do you foresee managing the work within this timeline?	
2.15	All onsite personnel is required to have a government of Canada secret level security clearance. This will include replacement personnel that may be onsite for a short time. Do you foresee any issues obtaining these for your entire team by July 2022?	
2.16	All onsite personnel who access federal government workplace will be required to comply to GoC regulations regarding COVID-19 in effect at the time of contract award**. This will include replacement personnel that may be onsite for a short time. Do you foresee any issues with your entire team complying with the regulations that will be in effect in July 2022?	

	<i>**details on the requirements in effect currently are available on Buy and Sell and will be updated regularly by PSPC</i>	
2.17	Are you able to provide the staff, tools & equipment to perform the tasks as described in the SOW provided?	
2.18	Is there any additional information you feel would be helpful for us?	
2.19	Would you be open to LAC contacting you to follow up with additional questions or clarity?	

Examples of previous, similar contract completed

If you've dealt with clients with similar requirements, could you please provide the following for each:

Examples	
Client:	
Scope/description of contract:	
What was your approach:	
What was the level of complexity:	
Duration? (please define project phases, if applicable (planning phase, execution and close-out phase and any major phases in the work requests (ex. Packing vs moving)	
Value of that contract?	
Did you face any unexpected challenges?	
What are your most valuable lessons learned from that contract?	

LAC will not reimburse any respondent for expenses incurred in responding to this RFI.

Responses will not be formally evaluated. Responses received may be used to modify procurement strategies or any draft document contained in this RFI.

Respondents should indicate if any part of their response is proprietary or confidential. LAC will handle responses in accordance with the *Access to Information Act*.

Enquiries

Because this is not a bid solicitation, Library and Archives Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this LOI/RFI may direct their enquiries to:

Contracting Authority: Anne-Marie Aubry
 Email: receptiondesoumission-bidreceiving@bac-lac.gc.ca
 Telephone: 613-716-2173

Timeline

Service Supplier interested in providing a response to this RFI should deliver them electronically by 2:00pm EST on December 3rd, 2021. Each respondent is solely responsible for ensuring its response is delivered on time.