



November 23, 2023

## ADDENDUM No. 2

**RFQ No: SEN-051 23/24**

**Title: Supply, installation and maintenance of security systems**

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The following shall be read in conjunction with and shall form an integral part of the Bid and resulting Contract documents. All other terms and conditions remain the same.

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### General

The closing date of this RFP is extended to **Thursday, November 30, 2023 @ 11:00am EST.**

### Questions and Answers

**Q1: Annex B, section 2.2, is a pre-installation visit necessary to prepare a quote or will the contractor rely on the Senate's request to prepare a list of costs for each piece of equipment required and estimated hours needed?**

**A1:** The contractor will prepare a list of costs for each piece of equipment required and the estimated hours needed based on the Senate's request.

**Q2: Annex B, section 2.6, will routine maintenance work be scheduled or performed on request, like installation requests? Will the contractor send you a quote before each maintenance task or after, especially in the case of corrective maintenance?**

**A2:** A quote will be required before each maintenance task. All routine maintenance work will be planned and coordinated with the Senate.

**Q3: Annex B, can the quote contain new equipment not listed in Annex E (Table 1)?**

**A3:** If substituted equipment brands are required, a list of the proposed substituted equipment brands must be provided to the Senate Project Officer for approval, **prior to** their purchase and installation in the residence. The list must include what item is being substituted, the brand name, the price of the equipment, the model number and specification.

**Q4: Price List, Table 1, will any other items or required camera license(s) be the customer's responsibility?**

**A4:** The Senate will provide a list of required equipment. However, it is not intended to be an exhaustive list. The contractor is responsible for adding in the necessary peripherals, including licenses and cables, as part of their official quote.

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**Q5: Annex C, section 4, who performs the preliminary assessment, CSD or the contractor?**

**A5:** CSD (Corporate Security Directorate of the Senate)

**Q6: Annex C, section 4, is the contract awarded to the three (3) contractors submitting the lowest bids? Please clarify.**

**A6:** The three (3) lowest bids obtaining the lowest total combined rating per stream shall be awarded a contract.

**Q7: Price List, Table 2, is the extended rate the *firm hourly rate for hardware installation and maintenance/repair (all-inclusive) X estimated hours (for evaluation purposes only)*?**

**A7:** Yes.

**Q8: Price List, Table 2, what do you mean by all-inclusive?**

**A8:** All expenses must be built into the rate.

**Q9: Price List, Table 2, will travelling hours be billed too?**

**A9:** All expenses must be built into the rate.

**Q10: Price List, Table 2, what is the response and intervention time for emergency corrective repairs?**

**A10:** Up to (3) three hours to answer and take corrective action.

**Q11: Price List, Table 1, please provide us with the technical description or reference of the lockable can for the network video recorder and for the cable, its type or reference.**

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**A11:** The box, cables and other peripherals are to be proposed by the contractor for CSD approval.

**Q12: Price List, Table 1, please remove the grounding rod. The security contractor will not be able to install it, as it is outside their scope of activity.**

**A12:** The grounding rod is part of the price list for reference in exceptional cases. The contractor is responsible for providing anticipated costs for activities outside their scope of activity.

**Q13: Price List, Table 2, can you add a column for travel costs relating to installation, maintenance and corrective repair?**

**A13:** All expenses must be included in the rate.

**Q14: Please change or remove the reference HS2ICNRFP9 because this is an exclusive U.S. product that has no equivalent here in Canada.**

**A14:** If substituted equipment brands are required, a list of the proposed substituted equipment brands must be provided to the Senate Project Officer for approval, **prior to** their purchase and installation in the residence. The list must include what item is being substituted, the brand name, the price of the equipment, the model number and specification.

**Q15: Price List, Table 2, can you break down the labour according to specialty (installation, programming (if the software part is not excluded), project management)?**

**A15:** All expenses must be included in the rate.

**Q16: The main mandate states that, for the physical installation, anything related to software is excluded from the project. Please clarify.**

**A16:** The Senate will provide a list of required equipment. However, it is not intended to be an exhaustive list. The contractor is responsible for adding in the necessary peripherals, including licenses and cables, as part of their official quote.



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**Q17: Can you please confirm whether the Senate will reimburse the contractor for travel, accommodation, per diem, etc. If so, can you please provide details on how this will be captured in the contract?**

**A17:** All expenses must be included in the rate.

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