
Addendum Number	One (1)
Addendum Date of Issue	February 19, 2019
RFP Number	19017
RFP Description	Warehousing & Dispatch Services for 4,400 Portable Air Conditioning Units
Page(s):	Five (5)
Attachment(s):	N/A

This Addendum forms part of the above mentioned RFP document and is to be read, interpreted, and coordinated with all other parts. The following revisions supersede the information contained in the original RFP documents issued for the above-named project to the extent referenced and shall become part thereof.

The following information supplements and/or supersedes the RFP document issued on **January 29, 2019**.

1. QUESTIONS AND ANSWERS

- Q1. How high will the pallets be? If there are 18 units per pallet and at 34.92 inches high per layer they might be very high.
- A1. The ACs will be stacked vertically one on top of one another. If the Proponent is able to hold eighteen (18) units per pallet, then the product should be stored in two (2) rows of nine (9).**
- Q2. Units must be stored in racking systems?
- A2. Yes, preferably. Any other solution can be entertained as long as they are stored in an upright position. This is necessary as per manufacturer's specifications. The AC's contain coolant, and storing it horizontally will make it harder to start up after installation.**
- Q3. Please confirm if the ac units will arrive to Proponents warehouse on pallets or not?
- A3. It will either be on pallets or bulk.**
- Q4. Appendix A – Scope of Work, page 4 of 11 refers to 18 units per pallet. Based on dimensions provided, this suggests each pallet to be 110-111 inches high. Is it mandatory for all palletized ac units to be stored in racking, yes or no?
- A4. Yes, preferably. Any other solution can be entertained as long as they are stored in an upright position. This is necessary as per manufacturer's specifications. The AC's contain coolant, and storing it horizontally will make it harder to start up after installation.**
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Q5. Can Proponent adjust the number of ac units per skid to fit racking or is there a reason the documents refer to 18 units per pallet?

A5. Yes, Proponent can adjust the number of AC units per skid to fit racking system as long as they are stored in an upright position. Twelve (12) to sixteen (16) units per skid is acceptable.

Please note: Upright product storage is necessary as per manufacturer's specifications. The AC's contain coolant, and storing it horizontally will make it harder to start up after installation.

Q6. STORAGE – In a previous storage contract that our organization had executed with TCHC, the AC's were delivered to the storage facility in bulk NOT on pallets. Is that the case again, that the delivery container will be floor loaded? As well, all AC's have to be stored on pallets however sets of 18 may cause damage on the boxes; is 12 per pallets more appropriate?

A6. The ACs for RFP 19017 may arrive to the Proponents storage facility(s) either in bulk or on pallets. Yes, Proponent can adjust the number of AC units per skid to fit racking system as long as they are stored in an upright position. Twelve (12) to sixteen (16) units per skid is acceptable.

Please note: Upright product storage is necessary as per manufacturer's specifications. The AC's contain coolant, and storing it horizontally will make it harder to start up after installation.

Q7. SECURITY – In a previous storage contract that our organization had executed with TCHC, the yard of the facility had to be fenced and there needed to be an electronic metal gate with FOB access to limit pedestrian and vehicle access to the building thus reducing the risk of theft. Is this still the case, because it is not listed but was required?

A7. As per the requirements of this RFP, and as specified in Appendix A – Scope of Work, Storage Facility & Security Page 4 of 11; the minimum security feature required is closed circuit television (CCTV) cameras at preferably all entry and exit points of the facility. This is a mandatory requirement and the Proponent must have this feature. In addition to the CCTV cameras, any and all other additional security measures that the Proponent has in place at their establishment is further acceptable.

Q8. RECEIVING – In a previous storage contract that our organization had executed with TCHC, there needed to be a dedicated truck door for this product to ensure it was accessible at all times and there would be no delay. Is this still required?

A8. A dedicated truck door is not required.

Q9. DELIVERY – In a previous storage contract that our organization had executed with TCHC, trucks must come with tail gate to allow for delivery to places without a loading dock. Is this still required?

A9. As per the requirements of this RFP, and as specified in Appendix B – Scope of Work, Delivery and Record Keeping, Page 5 of 11; the Proponent must be equipped to service any Toronto residential high – rise, mid – rise, or low – rise building without the use of a raised loading dock, at a fixed price. It is the responsibility of the Proponent to devise a solution to overcome such an obstacle. TCHC shall not dictate to Proponents any specific strategy.

Q10. TCHC – Are we allowed to use TCHC as a reference? As well, due to privacy agreements with clients we are not supposed to disclose some of our customers, is this acceptable?

A10. As per the requirements of this RFP, and as specified in Submission Form F – Rated Criteria, 6. Project and Client References, if the Proponent has worked with TCHC in the past, then they may only list TCHC as a reference only once. The remaining two (2) references must be

of different clients for whom the Proponent has completed such applicable services. TCHC would like to see the name, title, and contact information of the Proponents clients as references may be contacted either verbally or in writing to validate the information provided.

- Q11. We would need to know the BTU required for the units as well as if delivery is needed in the beginning or end of March?
- A11. TCHC has already purchased the 4,400 units of the AC units which have a specification of 10,000 BTU. The objective of this RFP is to attain a Proponent that has the capacity to receive and store the entire volume of units for a duration of 12 (twelve) months or more if required. Delivery of such units in steady increments to various locations of the TCHC portfolio from the Proponents warehouse may tentatively begin by mid-March; or later depending on TCHC's construction and installation schedule.
- Q12. What does the average day consists of, and how many units are required to be delivered in a day?
- A12. As per the requirements of this RFP, and as specified in Appendix B – Scope of Work, Delivery and Record Keeping, Page 5 of 11; the number of AC's requested for delivery to a TCHC location may be in standard segments of the same amount each time i.e. 100 units; or vary in smaller increments, i.e. 18, 36, and etc. as required. In rare cases, delivery of only one (1) box of the AC may also be required. The units may be on skids or on individual boxed packages when brought to TCHC locations.
- Q13. Item 2.3.4 Submission Form C, part b). Refers to "installation and set - up." Please advise what set up is contemplated as there is no mention of services other than warehousing and dispatch / delivery.
- A13. RFP 19017 – Main Document, Section 2.3.4 Submission Form C, part B (Page 12 of 43) is standard language and refers to all applicable actions that may be required on the part of the Proponent when completing the deliverables of a RFP. For the particulars of this project (RFP 19017), yes, there is no installation and set-up required as the services requested are only of warehousing, dispatch, and delivery.
- Q14. For General Liability Insurance in item 4.1.1, if a Proponent provides this coverage with a combination of general and umbrella liability, is this acceptable?
- A14. The limits of the General Liability Insurance shall be for an amount not less than \$5,000,000 with a deductible of not more than \$5,000. It is acceptable if anything beyond this coverage is under an umbrella liability.
- Q15. What is the value of 1 portable ac unit?
- A15. The market value of one (1) portable AC unit is approximately \$500 CAD excluding HST.
- Q16. 4.7 Requirement for Union Labour. Please advise any part of the Services that are to be performed by union labour as noted in this item.
- A16. There is no union labour required for any portion of the deliverables as required for this RFP.

- Q17. Page 39 of 43, Appendix C – Specifications and Drawings. Please clarify as this page makes reference to Appendix C – Scope of Work.pdf however, the bid includes an Appendix A – Scope of Work.pdf.
- A17. The attached document RFP 19017 – Appendix B – Scope of Work is the only document that has been issued in a complete and comprehensive manner to outline the entirety of the scope of work for this project. Please disregard page 39 of 43 of the Main Document.**
- Q18. Page 39 refers to drawings included in the bid documents but there are no drawings. Is something missing? Were drawings provided and where can they be located?
- A18. Please disregard Page 39 of 43 of the Main Document. There are no drawings and specifications that have been issued with this RFP 19017. All necessary and applicable documentation have already been included in the Main Posting Package as issued to market on Tuesday January 29 2019. All additional documents and information that may be provided for this RFP shall be issued via Addenda and posted publically.**
- Q19. Upon delivery to site, should Proponent expect that all items for each delivery will go to the same room, or might the delivery be split over multiple rooms and multiple floors at destination?
- A19. The delivery may be split over multiple rooms and multiple floors at destination. As further specified in Appendix B – Scope of Work, Delivery and Record Keeping, once the units have been delivered, the products must be stacked in the specified area dictated by the TCHC Project Manager, and/or site supervisor.**
- Q20. Please confirm that pallets are not to be left at any residential delivery site and only the boxed a/c units delivered?
- A20. Correct, the Proponent must also ensure all debris, garbage, packaging and etc. are cleaned up from the delivery location and disposed of in a manner according to all applicable disposal requirements (municipal, provincial, etc.) of such materials.**
- Q21. Understand the desire for monthly invoicing on storage, but will TCHC accept weekly invoicing especially for deliveries when they occur?
- A21. No, TCHC shall only accept monthly invoicing.**
- Q22. Please confirm TCHC's desired payment terms for this project?
- A22. Invoice must be submitted without mistakes and on time. Only after the proper review and approval of the TCHC program manager shall payment be made to the Proponent. Payment terms is net thirty (30) days.**
- Q23. Please confirm delivery times to residential buildings will always be at the convenience of the Proponent, yes or no?
- A23. Delivery times to residential buildings will always be at the convenience of the client (TCHC) between the regular business hours of 8:00am to 5:00pm (Eastern Standard Time) Monday to Friday.**

- Q24. Will residential deliveries always occur during regular business hours only? If weekends or evenings, to what frequency?
- A24. Delivery times shall only occur between the regular business hours of 8:00am to 5:00pm (Eastern Standard Time) Monday to Friday. Delivery beyond business hours, weekends, and statutory holidays shall not be required.**
- Q25. Will there ever be time specific deliveries? If time specific, how will this be accounted for in the Pricing Form?
- A25. Delivery times shall only occur at any time between the regular business hours of 8:00am to 5:00pm (Eastern Standard Time) Monday to Friday. Delivery to any TCHC location shall be done at a fixed price. Time is not a factor.**
- Q26. When are you expecting these units, are they floor loaded in the container, and what is the period of time that you will be storing these units.
- A26. As stated in Appendix B – Scope of Work, Receiving and Storage (Page 3 of 11); the entire shipment (in bulk) shall tentatively need to be received by the Proponents warehouse facility between March 2019 to approximately the end of April 2019. As stated in Appendix B – Scope or Work, Objective/Abstract (Page 2 of 11) and Term (Page 9 of 11), storage is required for twelve (12) months, but may go beyond that if required. The products may arrive to the Proponents facility either in bulk or in pallets.**

All other terms and conditions remain the same.

Shams Umarov
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[End of Addendum #1]