
Addendum Number	1
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RFQ Description	Supply of Portable AC Units at Multiple TCHC Locations –Phase #2
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This Addendum forms part of the above mentioned RFQ document and is to be read, interpreted, and coordinated with all other parts. The following revisions supersede the information contained in the original RFQ documents issued for the above-named project to the extent referenced and shall become part thereof.

The following information supplements and/or supersedes the RFQ document issued on October 19, 2020

1. QUESTIONS AND ANSWERS

Q1. Are the Portable AC units to be delivered and unload at one place at the same time or we need to unload to different location with different dates and times?

A1. All shipments must be delivered to TCHC's warehouse vendor in Toronto. On the rare occasion TCHC will request shipments/units to be delivered to a specific TCHC building location. Note – TCHC building locations do not have loading docks.

The delivery schedule is to be determined by the successful proponent however it is expected that the majority of the units be delivered in March 2021 and the remaining units delivered by mid-May 2021.

Q2 Most of the portable units spec'd on the first phase were 14,000 BTU – why was this changed to a 10,000 or 12,000 for the phase 2?

A2 The majority of units ordered overall have been 10,000 BTU. There is not a requirement for 14,000 BTU units as part of this tender.

Q3 Is there a specific quantity breakdown between 10,000 and 12,000 for phase 2 or is that up to the vendor to decide?

A3 The preference is to supply 10,000 BTU units.

Q4 I see the EER requested in the spec is over 11 EER. The Haier portable AC spec'd in the first phase was a 8.5 EER – why did this change so drastically? I have been in this industry for 10 years and have never heard of a portable AC with an EER that high (they are typically around 9-9.5). Is there a specific brand spec you are referencing to get this?

A4 This statement is inaccurate.

Q5 what are the payment terms of this contract? Do you know what the typical lead time is to receive funds from the day that a shipment has been completed and an accurate invoice sent?

A5 Refer to section 2 of Appendix A – Supply of Goods Agreement posted as part of the RFQ documents for terms and conditions for charges and payments.

Q6 For delivery purposes do you have a breakdown of how many units are being shipped to which buildings? (This effects our delivery costs)

A6 Refer to the response to Q1.

Q7 What are the palletization requirements for this project?

A7 It is not recommended that wooden pallets be stacked on top of any PAC unit. The PAC must be palletized and are required to be stacked vertically with more than two rows on a skid. The requirement is ground loading unless there are racks in the delivery trucks. This will be discussed further the successful proponent.

Q8. What are the payment terms for this project?

A8 Refer to the response to Q5.

Q9. Delivery address: single drop off VS multi-locations: please let me know Delivering to single address would be ideal and most cost effective of course, but awaiting client feedback on what is needed. If multiple addresses, would need break down of delivery addresses and how many units expected per address. Also, would each building have a receiving dock for drop off?

A9 Refer to the response to Q1.

Q10. On Submission Form C: Part 3—is the idea to provide pricing on all parts that make up install kit, or must unit selected have all parts outlined in part 3?

A10 The cost for replacement parts must be included in the AC unit price.

Q11. Will the client accept a washable filter?

A11 Yes, washable filters are acceptable.

Q12 Is the Supplier expected to warehouse the PAC units when they arrive from the manufacturer until they are installed or does THCH have warehousing facilities for the PAC units?

A12 The scope of work for this tender is supply of the air conditioner units and delivery to TCHC's warehouse located in Toronto. Installation is not required.

Q13 Is the Supplier responsible for bringing the PAC's to the building sites or will TCHC handle the delivery from a TCHC warehouse?

A13 Refer to the response for Q1.

Q14 Can the Supplier install onsite storage to stage the PAC units for installation at each site for tools or the PAC units?

A14 Refer to the response for Q12.

Q15 Will THCH have a full-time Project Manager to help the Supplier deal with various project related issues like building access, schedule management, tenants not willing to allow the installers into the apartments, PAC onsite storage & security, etc.

A15 Not relevant to this tender. Refer to the response to Q12.

Q16 Will THCH have a project management control office location somewhere within the GTA?

A16 Not relevant to this tender. Refer to the response to Q12.

Q17 The installation schedule from March 15 – May 17th will require the ability to quickly resolve any onsite issues. Will TCHC have an onsite project coordinator to work with the Supplier install teams to deal with issues to prevent delays?

A17 Not relevant to this tender. Refer to the response to Q12.

Q18 The RFP Project Description states; "The vendor will be responsible for unloading the air conditioners from truck into the premises." Does this mean that the Vendor is "just" responsible for unloading the AC units and THCH personnel will be doing the installations?...or that the vendor is responsible for both unloading and installing the units?

A18 Correct, installation services will be provided by TCHC.

Q19 Does TCHC expect to have PAC units repaired or replaced for warranty claims?

A19 Yes, TCHC expects to have the PAC units repaired or replaced under warranty claims by the supplier of the units (the successful proponent for this tender).

Q20 Given the PAC's will only be used during the summer months, they will need to be stored somewhere during the winter months to avoid damage. The window venting equipment will need to be removed or blocked to avoid cold air entering the apartments during the winter. The window kits & the PAC's will need to be properly re-installed in the spring ensuring proper operation & venting of the exhaust air. This removal & re-installing could cause damage to the PAC units or the window venting or potentially the loss of parts if done by a tenant or not properly managed. The management of this process will impact returns and potential warranty claims.

1. How is or will the winter PAC and window vent decommissioning, storage & spring commissioning be managed by THCH?
2. Where will the units and window venting parts be stored during the winter?
3. How will lost window venting parts be handled by THCH so the proper parts are available for the following spring unit installation?
4. Is the Supplier responsible for supplying additional window venting parts in the event these pieces are lost during the decommissioning and winter storage and are not available for the spring commissioning?

A20 The tenant will take ownership of the unit. It will be their responsibility to manage and maintain their property similar to anyone else buying this product.

Q21. Will there be multiple drop ship locations?

A21 No, refer to the response to Q12.

Q22 How long after the tender has been awarded will the vendor receive the PO?

A22 It is expected that the Purchase Order for this tender will be issued late November 2020. Refer to the Clarification section of this addendum.

Q23 What does the delivery schedule look like moving forward?

A23 Majority of units delivered in March with remainder due by mid-May. Refer to the response to Q1.

Q24 This year our company received the A/C units in our DC, and palletized them in our DC, and shipped them to TCHC. Does TCHC have the ability to receive this product direct import from China?

A24 The location of the receipt of the units is not applicable. The units can be shipped directly from overseas as long as palletizing and shipping requirements are met. Also refer to the response for Q7.

Q25 Can this Tender be billed in USD?

A25 No, the submitted bid along with the invoicing must be in Canadian Dollars.

Q26. Concerning the delivery of the portable AC units to multiple TCHC locations, would you please elaborate on the definition/meaning of "Multiple TCHC Locations."

- a. How many different addresses are the portable AC's to be delivered to?
- b. Are the portable AC's to be delivered to a central storage location on each site or directly to individual suites/townhouses?
- c. Is there sufficient storage space on-site for mass delivery to each site, or will deliveries have to be spaced out?
- d. Will there be a TCHC representative on-site to verify the amount of units received?

A26. Refer to the response for Q1 and Q12. The warehouse will verify the quantity of units delivered for each shipment on behalf of TCHC.

Q27. Are the required replacement parts (replacement hose connector & replacement air filter) to be packaged separately or included within the packaging of each individual portable AC unit?

A27 Refer to the response to Q10. If replacement parts are being shipped at the same time as the PAC units, they must be included in the same box.

Q28. Is the successful proponent to unpackaged and assemble the portable AC units upon delivery?

A28. Refer to the responses for Q1 and Q12.

2. CLARIFICATION

- a. The award of this tender will commence upon budgetary approval. Currently it is expected that a Purchase Order will be issued late November 2020. TCHC reserves the right to amend this timeline if required.

All other terms and conditions remain the same.



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[End of Addendum #1]