



## 710-2018 ADDENDUM 2

### REQUEST FOR PROPOSAL FOR THE PROVISION OF MOVING SERVICES FOR THE CORPORATE RECORDS OFFICES

#### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID OPPORTUNITY**

ISSUED: November 15, 2018  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

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Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Bid may render your Bid non-responsive.

#### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D2.3 to read: Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Proponents are advised that monies have been approved for work up to and including December 31, 2018.

#### **QUESTIONS AND ANSWERS**

##### **General Services Questions:**

Q1: Can the City of Winnipeg provide a breakdown by collection type per floor including box count per collection?

A1: **No, only an approximate number of pallets with boxes.**

**3<sup>rd</sup> floor:**

**Oversize: 28 boxes**

**PB55 (55" long): 69 boxes**

**PB39 (Standard plan boxes): 3,078 boxes**

**File boxes: 5,478**

**2<sup>nd</sup> floor:**

**Oversize: 11 boxes**

**PB35 (35" long boxes): 357**

**PB39 (Standard plan boxes): 4,115 boxes**

**PB39H (Double-high plan boxes): 100**

**File boxes: 991 + 92 pallets**

Q2: Can the City confirm the number of skids of boxes being relocated from the 4<sup>th</sup> and 5<sup>th</sup> floors of 311 Ross Avenue down to the main floor? Are these boxes all barcoded?

A2: **Approximate number is 190 and the boxes are barcoded.**

Q3: Does the City of Winnipeg have a key of their current layout by collection? i.e.; what is on each floor both pallets and shelving?

**A3: The City does not have this information.**

Q4: Please confirm there is a requirement to re-install the existing dust curtain and pegboards around the art mobile.

**A4: Yes, there is a requirement to re-install the dust curtain and pegboards around the art mobile.**

Q5: "Without a factory train mobile installer, dismantling and reinstalling the mobile, you run the risk of a potential injury" Are bidders required to submit their training certification documentation?

**A5: The Contractor shall be responsible for all documentation required to achieve the objective of the Work.**

Q6: Does the City of Winnipeg have an anticipated date for issuing Award Notification?

**A6: The City anticipates award of the Contract by mid-December, 2018.**

Q7: Regarding the "Art Mobile" at 311 Ross Ave. identified in Appendix A-side B OF THE Tab storage needs assessment. I would like to know if there are any restrictions on hanging the curtain for the Art Mobile. I am proposing to either build a frame in order to hang the curtain.....or is it mandatory to be hung from the 24' ceiling. Another option would be to cantilever it from the wall to the metal curtain frame.

**A7: The objective for this item is to cover the Art Mobile. There are no restrictions on how to hang the curtains.**

### **Access to Material Questions:**

Q8: Can the City of Winnipeg provide the Service Level Agreement (SLA) requirements for responding to their client inquiries for the duration of the box and tax roll move? Also, can the City of Winnipeg provide an average number of inquiries we may need to respond to with the SLA timelines?

**A8: The City will be notifying the clients of potential delays/suspension of services while the Work is ongoing. The City will notify the clients when a clear date for the start of the move is available. The City will attempt to fill requests to the best of our abilities as we are tracking boxes to pallets in our inventory system. The City wants to move the "quiet" collections of boxes first and the more active collections of records later. During the month of October the City processed approximately 60 requests. Be advised that the City's business and service requests may increase.**

Q9: Are we responsible to pull files or will the City be assigning someone to pull files upon request?

**A9: The City's staff will pull files/boxes to the best of their abilities. If a file/box is inaccessible the client will be notified.**

Q10: Can the City of Winnipeg give an estimate of how many file requests a day? How often do file requests come in during the day?

**A10: The City received approximately 60 requests in the month of October. Requests can be boxes or files.**

Q11: Can the City of Winnipeg please confirm hours of access to 311 Ross and 1450 Mountain Avenue including days of the week?

**A11: 311 Ross Avenue and 1450 Mountain Avenue can be accessed from Monday to Friday, between the hours of 8:00 am until 4:30 pm.**

Q12: With exception of the freight elevator are there any exceptions on egress?

**A12: There are no exceptions.**

Q13: Can the City of Winnipeg please provide clarification for the types of parking permits required for the project and which locations the vendor requires such permits for?

**A13: The Contractor is responsible for any parking permit required to complete the Work.**

## **Election Material Collection Questions:**

As the scope of work now includes the packing and transport of the City Clerks Elections Materials, we have the following questions:

- Q14: Can the City of Winnipeg confirm that the Elevator at 311 Ross Avenue can be utilized for the transport of all Election Material located on the 2nd floor during the project?
- A14: The elevator at 311 Ross Avenue can be utilized.**
- Q15: Can the City of Winnipeg confirm the security requirements for the transport of the Election Materials (bins and electoral machines)?
- A15: Refer to the RFP and specifically F1, Level 1 Security Clearance is required.**
- Q16: Can the City of Winnipeg confirm if the shelving located in the basement of 311 Ross is to be relocated and installed at 1450 Mountain Avenue?
- A16: Shelving in the basement of 311 Ross Avenue is to be relocated and reinstalled at 1450 Mountain Avenue.**
- Q17: If the shelving is to be installed, can the City of Winnipeg please advise how many openings are required for each shelving unit?
- A17: The setup of the shelving units shall be the same as it is currently.**
- Q18: Currently the Elections area on the 2nd floor of 311 Ross Avenue that all bins/materials located on the floor will be cleaned up, organized, packed and placed on shelving prior to commencement of project?
- A18: The City cannot confirm. Post-election work is ongoing with no confirmed completion date. Staff will work to be finished as soon as possible but those materials not ready for transport may have to be moved at a later date by City Contractors.**
- Q19: Currently there are approximately 700 Black Bins for Elections located in the caged area of the 2nd Floor, 311 Ross Avenue. Can the City of Winnipeg confirm the vendor is to relocate to 1450 Mountain Avenue and how they are to be stored at 1450 Mountain Avenue. i.e.; on pallets or place onto shelving units?
- A19: These items are to be relocated and can be stacked on pallets for moving. These items can be left on pallets at the new location.**
- Q20: Other than the contents that is located on the shelving is there any other furniture that must be relocated? (i.e. desks, sorting tables, chairs)
- A20: No, there are no other items to be relocated outside of the requirements in the RFP.**
- Q21: The RFP mentions the ballot bins at 311 Ross.....and other election paraphernalia and more. Could you please define what "more" may consist of?
- A21: Election paraphernalia and "more" may consist of storage/transfer bins, election signs, supplies in cases, tabulators and ballot bins, election storage shelving. Transfer bins may have surplus ballots in them and tabulator ballot bins will have ballots in them, so these need to be moved securely (locked trucks). The intent is to move as much material as is ready to be moved. Items that are not ready to be moved shall be moved at a later date by the City.**

## **Pricing Questions:**

- Q22: Item #1 – Transporting items to 1450 Mountain Ave: Should this pricing include all materials transported to 1450 Mountain Avenue, inclusive of Boxes, shelving and election materials from 311 Ross Avenue?

**A22: Yes.**

Q23: Item #2 – Disassemble and reassemble box shelving units: Should this pricing also include installation of new shelving?

**A23: Yes.**

Q24: Item #3 – Dismantling, Transporting and Reassembling Art Shelving Units: Should this pricing also include the removal, transport and installation of Art Peg Boards and Dust Curtain?

**A24: Yes.**

Q25: Item #4 – Transportation of Tax Rolls: Should this price also include the packing of tax rolls at 50 Myrtle and placement onto shelving units at 1450 Mountain Avenue?

**A25: Yes.**

Q26: Item #5 – New Storage Units: Should this price only be for cost of new shelving including any freight fees FOB Winnipeg?

**A26: Yes.**

Q27: Where are vendors to include the labour costs for placement of boxes onto shelving at 1450 Mountain Avenue?

**A27: Labour costs for replacement of boxes onto shelving should be included in Item #1 – Transporting items to 1450 Mountain Ave.**

Q28: On page 4 of 4 of the proposal submission, section 5 'new storage units', there are no specifications. The sizing is shown in the drawing and your existing equipment is outlined in the Tab report but there are no specs for these new units that I can find. For example, what are they made of, wood or metal? If metal, what is the gauge of steel, etc. etc

**A28: Refer to 710-2018\_Specifications\_TAB\_Report. The material of the new storage units shall be metal. The shelving units shall be as specified in 710-2018\_Specifications\_TAB\_Report or an approved alternative shall be made in accordance with B7 of the RFP 710-2018.**