



**Addendum Number:** 1  
**Request for Proposal:** ISI Elevator Maintenance and Services RFP 2021-002  
**Date Issued:** April 29, 2021  
**Issued by:** Li Lei

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*Addendum #1 is issued in response to submitted questions and to provide further clarity.*

**Note: If your submitted questions are not included in this Addendum, they will be addressed in Addendum #2.**

**Part 1 – Response to Questions**

**Question 1** – Appendix D – RFP Particulars, **Section 1.2.a.iii**: Can you confirm if the cost associated with testing is to be included in the maintenance price or as an extra to the contract? Question applies for both one-year and five-year testing.

**Answer 1** – Note that Annual Safety Test shall be included in your monthly full maintenance program fee. Five-year testing is an extra to the contract and **is not** included in your monthly full maintenance program fee.

**Question 2** – Please provide copies of any outstanding deficiency reports from the local Authority Having Jurisdiction (AHJ).

**Answer 2** – ISI will collect these deficiency reports from members. If members have any outstanding deficiency reports, ISI will provide them in Addendum #2.

**Question 3** – Not all provinces have adopted 2019 code, please confirm if it is the members’ intent to receive all maintenance in accordance with the 2019 safety code as per Section 4.1 in Appendix D.

**Answer 3** – Appendix D, **Section 4.1**. delete it entirely and replace with the following:

4.1. The Supplier shall provide maintenance service in accordance with the **A17.1/CSA B44/ Safety Code for Elevators & Escalators & CSA-B55 Lifts for Persons with Physical Disabilities** code that is in affect at the member’s jurisdiction and at the time of the commencement date of this agreement.

**Question 4** – Please clarify if calls for service during regular business hours, between regular monthly maintenance visits, are included or excluded from the monthly service fee?

**Answer 4** – See our response below:

- Service calls that fall under the inclusions of the monthly full maintenance program (even if they are between regular monthly maintenance visits) must be included in the monthly service fee during Monday-Friday working hours 8 am – 5 pm inclusive, excluding holidays and weekends.

- After working hours, holiday and weekend calls that fall under the inclusions of the monthly full maintenance program would be charged at different rates. If it is the case, please specify your rates for after working hours, holiday rates under **Section 5.11**.

- Emergency service calls outside regular working hours are not included in the monthly full maintenance program fee. Please specify your emergency service rate under **Section 5.11**.

Appendix D, insert **Section 5.11** below:

5.11. Service calls covered under the monthly full maintenance program, but outside regular working hours.

5.11.1. Complete the following hourly rate tables which will form part of the resulting agreement. **Saturday and Sunday Rates shall be the same as the Overtime Rates.**

**Service calls under the monthly full maintenance program:**

<b>Mechanic Rate</b>	<b>Fixed Price for November 1, 2021 - October 31, 2023 (CAD\$)</b>	<b>Specify below if there is any Helper Rate</b>
Overtime Hourly Rate (Excluding HST)		
Holiday Rate (Excluding HST)		

**Emergency calls outside regular working hours:**

<b>Mechanic Rate</b>	<b>Fixed Price for November 1, 2021 - October 31, 2023 (CAD\$)</b>	<b>Specify below if there is any Helper Rate</b>
Overtime Hourly Rate (Excluding HST)		
Holiday Rate (Excluding HST)		

**Question 5** – Several deficiencies were identified while performing site visits, when awarded, is the Proponent expected to bear the costs to correct these deficiencies?

**Answer 5** – After the new contract is signed, the awarded Supplier will complete the initial elevator survey within one month. Upon the completion, ISI members and the Supplier will assess the situation on a case-by-case basis and achieve consensus regarding the ownership of any correcting costs related to the deficiencies carried over from the previous contract.

**Question 6** – Please clarify if travel time for calls outside of regular monthly maintenance service is chargeable?

**Answer 6** – If there are any travel surcharges for calls outside of regular monthly maintenance service, please clearly list them in the Service Surcharge Table in Appendix D, **Section 5.8.3**.

**Question 7** – Currently NB is the only province with a requirement to complete Category 5 testing. Since the initial contract term is three years, it is possible that none, several, or all units could be due during that time. It is also possible that if optional renewal terms are accepted, some units will require two tests. It is our recommendation that pricing for Category 5 testing be provided separate from the monthly maintenance fee.

**Answer 7** – The Proponents are requested to propose your Category 5 testing price separately from the monthly maintenance fee. Specify your Category 5 Testing Price under **Section 5.12**. below.

Appendix D, insert **Section 5.12** below:

<b>Category 5 Testing Price Proposal (Fixed Price for the First Two Contract Years)</b>		
<b>Member Institution</b>	<b>CAD\$/unit rate</b>	
	<b>\$/Traction Elevator</b>	<b>\$/Hydraulic Elevator</b>
SMU		
MSVU		
AST		
NSCAD		
St. FX		
UdeM		
UPEI		
UNB & St. Thomas		



**Question 8** – Considering the current Covid-19 restrictions in place, and the impact on scheduling site visits, we request an extension of questions and RFP close.

**Answer 8** – Please see the amended deadlines below.

- Deadline for Questions: June 7, 2021 4:00 PM ADT
- Deadline for Issuing Addenda: June 11, 2021 4:00 PM ADT
- Submission Deadline: June 16, 2021 2:00 PM ADT

**Note: All questions must be submitted through the ISI Bonfire Portal Q&A.**

**Part 2 – Other Amendments:**

1. Appendix D, **Section 5.2.** delete in its entirety and replace with the following table to reflect the changes made in this Addendum #1.
  
- 5.2. The award will be based on a review of proposals against all evaluation criteria and will not necessarily be awarded based on the lowest price offered.

Rated Criteria Category	Weighting
<b>Stage I: Mandatory Submission Requirements</b>	<b>Pass/Fail</b>
<b>Stage II: Evaluation</b>	
Company Profile and Qualifications	10
Local Support Structure and Experiences - <b>Appendix E</b>	20
Implementation Plan and Exit Plan	10
Billing and Payment	2
Price Management Mechanism	10
Service Repair Work and Parts not covered under the Monthly Full Maintenance Program	5
Value Adds	5
Additional Rated Criteria (clarity, completeness, and confidence level)	3
Service Calls Rates under the monthly program but outside regular working hours and Emergency Call Rate	5
<b>Stage III: Pricing</b>	
- Updated Appendix C – Part Two - Monthly Full Maintenance Program Fee	25
- Category 5 Testing	5
<b>Total</b>	<b>100</b>
<b>Stage IV: Ranking and Contract Negotiations</b>	
References	20
Interview	30
<b>Total</b>	<b>150</b>

2. The following Appendices have been modified to reflect the changes made in this Addendum #1.  
Proponents are to ensure they use the relevant Appendices:

- Addendum 1 – Updated Appendix C – Part One – Pricing Instructions
- Addendum 1 – Updated Appendix C – Part Two – Volume Report and Rate Bid Table (Note: updated St. FX unit list is in this file). **The Proponents must submit their bidding price in this Updated Appendix C – Part Two.**

**End of this Addendum.**