



Request for Proposals #2025-02 Security Services – 365 Lakeshore Drive

Addendum No. 1

Issued on: **31/01/2025**

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals 2025-02: Security Services – 365 Lakeshore Drive (the “RFP”) is modified as set forth in this Addendum.

The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP.

This Addendum addresses all questions received for RFP 2025-02: Security Services – 365 Lakeshore Drive. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal. Please note that proponents who may have already submitted a proposal may re-submit without issue or penalty prior to the due date of proposals.

ITEM 1:

CORRECTION TO RFP SOLICITATION DOCUMENT: Section 3.7 has been updated and should read:

RESPONSE

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information by e-mail the Procurement Representative at dnssab-contracts@dnssab.com dnssab.contracts@dnssab.ca on or before the Deadline for Questions. Please reach out to contact if questions were returned / unanswered.

ITEM 2:

CORRECTION TO RFP SOLICITATION DOCUMENT: Section 3.1 Timetable has been updated:

RESPONSE

3.1 Timetable

The RFP timetable is set forth to establish submission and response timelines. NDHC reserves the right to change the timetable at any time.

ITEM	DATE	TIME
Issue Date	10-January-2025	1:00 p.m.
Deadline for Questions	24-January-2025 05-February-2025	4:00 p.m.
Deadline for Issuing Addenda	31-January-2025 07-February-2025	4:00 p.m.
Closing Date	07-February-2025 14-February-2025	1:00 p.m.

ITEM 3:

Please release of Bill 7 information.

RESPONSE

Bill 7 / Employment Standards details will be confidentially distributed to those requesting it before the end of the day 05-February-2025, subject to receiving information from the current Security provider. Proponents who have already requested this information will be notified. NDHC has requested this information from the current provider. With this as such, the timelines for this RFP have been extended per **Item 2.**

ITEM 4:

Please confirm that Use of force training (and applicable PPE including stab/bullet proof vest, hand cuffs, duty belt and combat style boots) is not required.

RESPONSE

Use of force training is not required. If incidents arise, Security is instructed to contact North Bay Police and follow up to NDHC with an Incident Report.

ITEM 5:

Please confirm that the use of a vehicle is not a client requirement and is at the discretion of the security provider, if they deem it necessary.

RESPONSE

The use of a vehicle is not a client requirement, as the property is contained and can be patrolled via walking around the perimeter. Proponents may bring a company vehicle if required to transport personnel to and from the building.

ITEM 6:

Please provide an estimate contract start date.

RESPONSE

Pending a Service Agreement being signed, 01-March-2025 is when NDHC would like to initiate the service.

ITEM 7:

Please quantify the anticipated volume of ad hoc service requests.

RESPONSE

This is not yet determined and will be subject to funding available and situations of which may / may not arise.

ITEM 8:

Please confirm whether the current guards force is unionized. If yes, please identify the union.

RESPONSE

NDHC is requesting this information from the current Service Provider and will distribute confidentially upon request.

ITEM 9:

Please confirm whether Nipissing Social Services will be providing a computer, a dedicated “security” email and access to client internal systems (if necessary) to the successful proponent.

RESPONSE

NDHC will not be providing a computer, a dedicated “security” email and access to internal systems. Security Personnel will have access to all security cameras via a computer screen throughout the duration of the shift.

ITEM 10:

Please confirm that reporting is required to be completed digitally and sent to the client via email or through client internal systems

RESPONSE

A daily report will be required to be submitted to NDHC.

ITEM 11:

Please confirm the hours security is required? and does NDHC count Aug 4 and Nov 11 as public holidays, some organizations do some does not?

RESPONSE

Per section 2.2 of the RFP, Security Services will consist of the following on-site times:

- Monday through Friday, 1600 hrs. (4pm) to 0800 hrs. (8am)
- Saturday / Sunday, 0000 hrs. (midnight) to 2359 hrs. (24 hours/day)
- Public Holidays, 0000 hrs. (midnight) to 2359 hrs. (24 hours/day)

Aug 4th (Civic Holiday) and Nov 11th (Remembrance Day) are considered Public Holidays

ITEM 12:

The Reference form provided has less space to fill information, can we submit a separate sheet as list of reference? or edit the outline of your document?

RESPONSE

Yes, Proponents may submit a separate sheet as a list of references and may edit the outline of documents submitted.

ITEM 13:

Would you require a company vehicle on-site?

RESPONSE

Please see response to Item 4.

ITEM 14:

Does this site require a security supervisor

RESPONSE

A Site Security Supervisor is not required to be on-site?

ITEM 15:

Are body armor vests mandatory as part of the security guards' uniforms for this location?

RESPONSE

Body Armor vests are not mandatory as part of the security guards' uniforms.

ITEM 16:

Are there any specific or mandatory training requirements for this location?

RESPONSE

There are no mandatory training requirements, however Proponents are encouraged to outline their training processes within the RFP Responses.

ITEM 17:

Please clarify the "Administrative Staff Costs" and "Administrative Costs" as outlined in Appendix-C of the Financial Submission Form?

RESPONSE

Proponents are not required to isolate Administrative costs and may incorporate into an hourly rate or monthly pricing model. However, they may be identified as required.

ITEM 18:

Does the site require a single guard at a time or two guards simultaneously?

RESPONSE

At this point, NDHC will only requires a single guard at a time.

ITEM 19:

If only a single guard is required at a time, should pricing be provided on an hourly basis or as an all-inclusive cost covering full-time and part-time guards?

RESPONSE

Proponents may propose pricing on an hourly basis, an all-inclusive cost, or a combination of hourly / fixed monthly cost.

ITEM 20:

On page 9 of 32, under Section 3.10 Proposals to be submitted in Prescribed Manner, the paragraph identifies that a signed original copy and backup copy for both the Mandatory Requirements Form and Financial Proposal must be submitted, and that these are to be 'separate files for each'.

RESPONSE

Proponents are encouraged to submit a signed original copy and a backup copy for Mandatory Requirements and Financial Proposals. Please identify as 'original' and 'backup', only in the case there is an issue with the files. Please advise dnssab.contracts@dnssab.ca if there are any issues with submission. Further note, dnssab.contracts@dnssab.ca will advise Proponents of receipt of submission within 48 (business) hours of receipt to ensure the submission has been accepted.

ITEM 21:

How many guards per shift are required?

RESPONSE

At this point, NDHC is expecting to require one guard per shift.

ITEM 22:

What is the expected monthly usage of the vehicle to correctly fill out the pricing form?

RESPONSE

Please see response to Item #4.

ITEM 23:

Will any addenda be posted on Bids&Tenders?

RESPONSE

Per RFP, addenda will be posted to Bids&Tenders as well as the DNSSAB website prior to 31-January-2024 at 4pm.

ITEM 24:

On page 19 I am not quite sure of what you're looking for? Are you asking me to tell you what my cost is and what my bid price is so that the profit margin can be determined?

RESPONSE

NDHC is looking for Proponents to provide a total cost of the Services Required, as described in the RFP, either hourly or monthly. There are no expectations for Proponents to disclose profit margins.

ITEM 25:

Are the reference forms to be attached to the Mandatory or Financial forms or be standalone?

RESPONSE

Reference forms may be attached to the Mandatory form or may be submitted as standalone.

ITEM 26:

When can bidders start to submit bidding documents online?

RESPONSE

Per RFP requirements, documents are to be submitted to dnssab.contracts@dnssab.ca prior to **14-February-2025** at 1:00pm.