

Minutes of Briefing Session

Briefing Session Date:	Wednesday, August 30, 2023 at 11:00 a.m.
Location:	Online – Microsoft Teams
RFP No.:	P73SJ23286
Contract Title:	Supply of Swing Loaders for Streetcars
Copies to:	All Proponents (via Bonfire Public Portal)
Purpose:	The attendees were assembled for bid meeting conducted by the TTC. The following is a summary of events and subjects discussed concerning RFP No. P73SJ23286 – Supply of Swing Loaders for Streetcars.

These minutes are issued for information purposes only and do not amend the RFP requirements.

Item	Discussion						
1.0	<p>BRIEFING SESSION MEETING EVENTS</p> <p>The Briefing Session Meeting commenced with the following commercial requirements being highlighted:</p> <p>.1 Proponents were reminded that all bid inquiries during the RFP and evaluation stages until the award of Contract must be in writing and directed to the Procurement and Contract Specialist indicated in the RFP Documents.</p> <p>.2 The insurance requirements and the specified limits for this Bid were identified as follows:</p> <table><tr><td>i)</td><td>Comprehensive General Liability</td><td>\$3,000,000.00</td></tr><tr><td>ii)</td><td>Motor Vehicle Liability Insurance</td><td>\$1,000,000.00</td></tr></table> <p>.3 SC9 of the Supplementary Conditions indicates a warranty for Work performed under this Contract for a period of one (1) year from the date of final acceptance certificate issued by the TTC.</p> <p>.4 Proponents shall be priced in accordance with the specifications. Proponents were reminded to ensure all submission requirements for Stage 1 - Commercial Confidential Meetings (CCMs) and Stage 2 – Final Submissions.</p> <p>.5 Proponents were walked through the evaluation process in two Stages:</p> <p>Stage 1 - Commercial Confidential Meetings (CCMs)</p> <p>There is no evaluation component to the CCM and participation in these meetings is optional. The CCMs will allow for meaningful dialogue regarding the information provided by the proponents, in the forms listed below.</p> <ul style="list-style-type: none">• The duration and dates of Stage 1 are set out in section 1.7 – RFP Timetable. Proponents are responsible to ensure they and their representatives and advisors are available to attend any planned CCMs.• The CCMs are an opportunity for TTC and each proponent to gain clarity on the following topic areas:	i)	Comprehensive General Liability	\$3,000,000.00	ii)	Motor Vehicle Liability Insurance	\$1,000,000.00
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	<ul style="list-style-type: none"> • Form 1 – Changes and Comments to Appendix C – General Conditions: <ul style="list-style-type: none"> ❖ If the proponent has any comments or proposes any revisions to APPENDIX C – GENERAL CONDITIONS, they are expected to complete and submit Form 1. • Form 2 – Changes and Comments to Appendix D – Supplementary Conditions: <ul style="list-style-type: none"> ❖ If the proponent has any comments or proposes any revisions to APPENDIX D – SUPPLEMENTARY CONDITIONS, they are expected to complete and submit Form 2. • Form 3 – Changes and Comments to Appendix E – Technical Requirements: <ul style="list-style-type: none"> ❖ If the proponent has any comments or proposes any revisions to Appendix E – Technical Requirements, they are expected to complete and submit Form 3. • Form 4 – Proposed Equivalent: <ul style="list-style-type: none"> ❖ All Proposals must conform to the Specifications., If the proponent has any substitutions of products, substitutions to methods or processes, they are expected to complete and submit Form 4. • The proponent should utilize these forms by blacklining the original wording as provided and replace the original wording with the proposed new wording. • Any additional items, in the form of an agenda to be discussed and reviewed by the proponents with TTC.
	<p>Ad Hoc CCM:</p> <ul style="list-style-type: none"> • Ad hoc Commercially Confidential Meetings may be requested by TTC or a Proponent prior to the deadline noted in section 1.7 - RFP Timetable.
	<p>Stage 2 – Final Submissions</p> <p>The proponent shall submit all of the following forms for Stage 2 – Final Submissions:</p> <ul style="list-style-type: none"> ▪ Form 5 – Company Submission Form ▪ Form 6 – Pricing Schedule ▪ Form 7 – Options and Alternatives List
.6	Bonfire Submission Details
.1	CCM forms shall be submitted by September 8, 2023 4:00:00 PM EDT at: https://ttc.bonfirehub.ca/opportunities/69984 .
.2	Proposals shall be submitted by October 30, 2023 2:00:00 PM EDT at: https://ttc.bonfirehub.ca/projects/69981 .

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Item	Discussion
2.0	ADJOURNMENT With no questions raised, the meeting was concluded at 10:15 a.m.


FOR
Stephanie Song
Procurement and Contract Specialist
9-DS-DS