STANTON GROUP LTD.

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REQUEST FOR QUOTATION

Trucking Services

February 20, 2023

1. Request for Quotation

1.1. <u>Summary</u>

This invitation is for the submission of quotations to Stanton Group Ltd. ('SGL') for the provision of trucking services from the Edmonton area to and within Beaufort Delta Region.

Suppliers are welcome to bid on any or all the requested services. SGL reserves the right to accept or reject any or all the submitted quotations based on either price or specified requirements and to enter into multiple contracts with multiple suppliers depending on the quality of submissions.

Provided documents are being made available on the condition that they are used solely in connection with this Request For Quotation (RFQ), and no other purpose.

1.2. <u>Background</u>

SGL is a grocery retailer and wholesale distributor in the Beaufort Delta Region of the Northwest Territories. Founded in 1982, SGL operates three retail grocery store locations in Inuvik, Aklavik and Tuktoyaktuk NT, as well as a wholesale distribution service to camps and corporate customers in the Inuvik area. SGL is a wholly owned subsidiary of the Inuvialuit Development Corporation ('IDC').

1.3. <u>Scope</u>

SGL is seeking various trucking services to supply our three store locations. SGL sources its goods from more than twenty suppliers in the Edmonton region (as well as a handful out of province) and stores them in a vendor supplied, dedicated location in Edmonton prior to shipping. These goods are shipped via highway either less-than-truckload ('LTL') or full truck load ('FTL') from Edmonton and delivered to the warehouse in Inuvik. Annual total shipping weight consistently exceeds 5,000,000 lbs per year and prospective bidders must demonstrate how they will achieve this target.[1]

Because the route between Edmonton and Inuvik requires passage over the Peel and Mackenzie Rivers, twice a year (during freeze-up and break-up) goods may also require shipment from the storage facility in Edmonton to the Edmonton international airport where they are flown to Inuvik.

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[1] This figure is for information purposes only. SGL does not guarantee a minimum amount of freight.

1.4. **Structure of Documents**

The Quotation documents are divided into 4 sections:

- Quotation Requirements
- Appendix A: Specification of Requirements
- Appendix B: Pricing Matrix
- Appendix C: References

2. QUOTATION REQUIREMENTS

2.1. **Conditions of Quotation**

A supplier requiring clarification of the Quotation Request can either email or call SGL: The Primary contacts are:

- Rino Driscoll, General Manager, email address: rino.driscoll@stantongroup.ca phone: (867) 777-4381
- Susie Driscoll, Operations Manager, email address: susie.driscoll@stantongroup.ca phone: (867) 777-4381

SGL will endeavour to answer all enquiries prior to quotations being submitted.

Quotations provided are for a fixed contract term of one year, with two one-year renewal options.

Suppliers are asked to submit their quotation (including Appendix A, B and C) via email, fax or post no later than **5pm on Friday March 17th, 2023**. SGL reserves the right to reject any submission received after this time.

All information contained in the Quotation Request shall be treated by the parties as confidential.

2.2. **Costs and Expenses**

The supplier is responsible for preparing all information necessary for the preparation of its quotation and all costs, expenses, and liabilities incurred shall be the responsibility of the supplier. Further, it is the responsibility of the supplier to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotation.

2.3.   Changes to RFQ

SGL reserves the right to make changes to the RFQ and issue supplementary instructions at any time. Under no circumstances shall SGL incur any liability in respect of such events.

2.4.   Statement of Requirements

The statement (Appendix A) describes the infrastructure requirements to provide the trucking services. The Supplier should detail, in full, their proposals as to how they will provide/supply the trucking services detailed in Appendix A. The responses should be made in bullet points and should outline how each of the requirements will be met.

2.5.   Completion of the Price Schedule

Suppliers may bid on any or all of the trucking services contained in the pricing schedule in Appendix B.

All prices submitted shall be in Canadian dollars, excluding GST.

Price quotations should include all costs (including any fuel surcharges, pickups & drop-offs, reefer charges) in order to fulfil the specific trucking service the supplier is bidding on. Shipping rates will be subject to actual weight (no cubing).

2.6.   References

Please identify three customer references and their contact information who you have provided similar trucking services to in Appendix C.

2.7.   Evaluation and Comparison of Quotations

Priority will be given to those suppliers included in the Inuvialuit Business Listing ('IBL'). SGL and IDC reserve the right to determine how much weighting will be given to inclusion on the IBL in the evaluation process.

SGL does not bind itself to accept the lowest bid or any quote.

The evaluation process will be as follows:

SGL is seeking bidders with a proven track record of supplying goods, via road, to and within the Beaufort Delta Region. Bidders should be reputable firms with at least five years' experience with providing freight services in the North.

Quotations will be assessed in an evaluation process based on quality and price and the Contract will be awarded to the supplier submitting the most economically advantageous offer assessed that fully meets the infrastructure requirements detailed in Appendix A. Suppliers that are unable to meet the infrastructure requirements shall be rejected.

In addition to the above, SGL shall also assess the financial standing of the suppliers and assess the financial and operational risk to SGL. The supplier should be prepared to provide proof of good financial standing upon request.

SGL reserves the right to discuss with bidders post evaluation process.

APPENDIX A – Statement of Requirements

Infrastructure Requirements – Please detail how your company meets the following requirements:

- Trucking terminals in both Edmonton and Inuvik.

- Edmonton Terminal (SGL reserves the right to inspect the facility prior to commencement of contract)
  - Terminal building should be a cross dock facility, staffed 24/7 with a full-service maintenance facility on site
  - Must contain at least 900 sq feet of secure space dedicated to SGL and segregated from the goods of other customers
  - Terminal must contain at least 700 sq ft of freezer space and 700 sq ft of cooler space for products requiring refrigeration. They should be temperature-checked at least daily and have capacity for overflow (such as the utilization of dual reefer trucks)
  - Property must be fully fenced with a lockable gate and a spike belt protecting the entrance
  - Both the exterior and interior of the facility, as well as the dock, must be equipped with a modern video surveillance system. Footage should be saved and accessible for a minimum of 30 days

- 53 ft tri-axel trucks available for full shipments of goods with pickup in Edmonton and delivery in Inuvik (applicable for bidding on Inuvik – Edmonton)
  - Trucks should be equipped with a global positioning system

- Provision of both heater and reefer service for shipments between Edmonton and Inuvik

- Provision of a data encrypted online web portal capable of customized reporting, including: track and trace, invoice history, bill of lading creation and document imaging

- Provision of an Electronic Data Interchange System

- All pallets and crates (milk, pop, bread etc.) to be returned to vendors OCS

Administrative Requirements

- Schedule of grocery pickups and deliveries to be set by SGL. No additional charges for local pickup and deliveries.

- One year contract with two one-year renewal options

- Payment terms will be net 30 days from the time of receipt of goods at the SGL warehouse in Inuvik, or from date of service for other trucking services.

- Trucking company to ensure a price copy invoice is sent with all shipments and all invoices have correct freight rate for required service at time of service.

- Insurance claims for losses due to trucking accidents to be settled by service provider and paid within 30 days.

- All claims for damaged goods during trucking to be settled and paid within 30 days.

APPENDIX B – Pricing Schedule

Category/Item	Departure/Destination	Cost
LTL Groceries	Edmonton to Inuvik, includes pick up in Edmonton and delivery in Inuvik	$_____ per lb
Space availability for pop, water and UHT Milk	Edmonton to Inuvik, includes pick up in Edmonton and delivery in Inuvik	$_____ per lb
LTL Groceries	Whitehorse to Inuvik, includes pick up in Whitehorse and delivery in Inuvik	$_____ per lb
53 Ft tri-axle full truck load – Single Driver	Edmonton to Inuvik, includes pick up in Edmonton and delivery in Inuvik	$_____ per full load
53 Ft tri-axle full truck load – Team Drivers	Edmonton to Inuvik, includes pick up in Edmonton and delivery in Inuvik	$_____ per full load
53 Ft tri-axle full truck load – Single Driver	Whitehorse to Inuvik, includes pick up in Whitehorse and delivery in Inuvik	$_____ per full load
5 ton delivery	Peel River Crossing to Inuvik, includes drop off at the river crossing and delivery in Inuvik	$_____ per hour
Local delivery	Edmonton/Edmonton Airport	$_____ per hour
Local delivery	Inuvik	$_____ per hour

Shipping to be subject to actual weight per pound rates to include all costs including fuel surcharges. All prices for quote purposes to exclude GST, however, will be subject to GST upon invoicing.

APPENDIX C – References

Organisation:	
Address:	
Contract Name:	
Telephone No:	
E-mail Address:	
Approximate yearly freight	

Organisation:	
Address:	
Contract Name:	
Telephone No:	
E-mail Address:	
Approximate :	

Organisation:	
Address:	
Contract Name:	
Telephone No:	
E-mail Address:	
Approximate yearly freight	