

Request for Proposal

Freight Services

Issued by:

Inuvialuit Regional Corporation (IRC)
107 Mackenzie Road
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Deadline for Submissions: March 26, 2025

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Background

Inuvialuit Regional Corporation (IRC) was established in 1984 to manage the settlement outlined in the Inuvialuit Final Agreement (IFA) and to represent the collective interests of the Inuvialuit. IRC's mandate is to continually improve the economic, social and cultural wellbeing of the Inuvialuit through the implementation of the IFA and by all other available means. Today, IRC is made up of 53 organizations with over 400 employees.

The IRC Home Repair Program aims to support a wide range of home improvement needs, including accessibility modifications, safety enhancements and general maintenance to promote community wellbeing and quality of life.

Objective

The Inuvialuit Regional Corporation (IRC) is seeking proposals from qualified vendors to provide freight services. The scope of work includes receiving, storing, consolidating, transporting and unloading consignments. The project aims to begin as soon as possible.

Scope of Work:

1. Service Requirements:

1.1. Receive and Store:

- Receive and store 16 – twenty-foot Equivalent Container (1TEC) HC-C-cans for the duration of the contract.
- Ensure all C-cans are stored in a secure environment.
- Maintain an inventory log of all received C-cans, including condition reports.

1.2. Local less-than-truckload (LTL) Pick-Up:

- Arrange and carry out local pick-ups from up to 10 locations within Edmonton and its surrounding areas, including Sherwood Park, Acheson and Nisku.
- Ensure timely pick-up schedules to avoid delays.
- Provide tracking information for each pick-up.

1.3. Store, Sort & Consolidate:

- Store consignments in a secure facility.

- Classify consignments according to their destination, covering 16 units in Inuvik, N.W.T.
- Consolidate consignments by destination address, ensuring proper labeling and documentation.

1.4. Stuff & Secure:

- Load consolidated consignments into the respective C-cans.
- Ensure all items are securely packed meeting National Safety Code Standard 10 operational requirements, as adopted by various provincial and territorial regulations, to prevent damage during transport.
- Verify that each C-can is properly secured and sealed to meet legal transport requirements and prevent tampering en route.

1.5. Load & Transport:

- Load three C-cans per unit (using tridem or super-b based on weight) for transport from Edmonton to Inuvik.
- Ensure all transport vehicles are compliant with legal weight and safety regulations.

1.6. Unload:

- Arrange for the unloading of C-cans from the transport deck to the ground at the final location, ensuring that the C-cans are not de-stuffed during this process.
- Ensure all unloading activities comply with site-specific safety and personal protective equipment (PPE) requirements.
- Provide a final condition report for each C-can upon delivery.

2. Vehicles and Equipment:

- Specify the types of vehicles and equipment used for transportation, loading and unloading.
- Ensure vehicles are well-maintained and meet all safety standards.
 - The proposal should include your company's maintenance standards and specifications.
- Drivers must have current and valid driver's licenses at the correct class for operation and proper verified training for legal transport, such as transportation of dangerous goods (TDG), load securement, hours of service (HOS), etc.

3. Insurance Requirements:

- Provide proof of current and in-force WCB, WSCC or WorkSafeBC coverage for all workers involved in the contract.
- Provide proof of insurance coverage for the transportation of goods.
- Include details of liability insurance and any other relevant insurance policies.
- Ensure that the insurance coverage meets or exceeds industry standards and regulatory requirements.

4. Subcontracting Policies:

- Clearly state if subcontracting is proposed, including third-party logistics (3PL), trip lease, leased operators, etc.
- Provide details on the subcontracting process and any approval requirements.
- Ensure subcontractors meet or exceed the same standards and requirements as the primary service provider.
- Include information on how subcontractors will be managed and monitored, including but not limited to training, insurance and en route tracking requirements.

5. Company Safety:

- Provide details on the company's occupational health and safety management system (OHSMS).
- Include information on safety training programs and records for employees.
- Outline measures taken to ensure the safety of goods during transportation.
- Provide a copy of the carrier profile cover, including R-factor and any relevant certifications, such as SFC, NSC, PIC, COR, ISO or indigenous partnerships.
- Provide policies on journey management, working alone and communication.

6. Performance Metrics:

- Define key performance indicators (KPIs) to measure the success of the logistics services.
- Include metrics such as on-time delivery rate, transit time, damage rate or claims ratio, WCB, WSCC and WorkSafeBC industry & company rates (discount vs. surcharge), total recordable incident frequency (TRIF), total recordable incident rate (TRIR) and customer satisfaction.
- Provide details on how performance will be monitored and reported.

7. Technology and Innovation:

- Describe the technology and systems used to support logistics operations.
- Include information on tracking and monitoring systems, communication tools and data analysis.
- Highlight any innovative solutions or technologies that enhance efficiency and service quality.
- Provide examples of how technology has improved logistics performance in the past.

8. Environmental Policies

- Provide quality management (QM) and OHSMS policies on the company's environmental practices.
- Include information on efforts to reduce carbon emissions and minimize environmental impact.
- Outline any sustainability initiatives or certifications.
- Describe how the company ensures compliance with environmental regulations.

Spill Protocol:

- Provide policies for handling and reporting spills and imminent release situations.
- Include steps for immediate response, contamination control and remediation, including external contractors, Ram and QM etc.
- Provide details on employee training programs for spill response.
- Ensure policies outline how spills will be documented, reported and followed up with relevant authorities.

9. Pricing and Payment Terms:

- Provide a detailed pricing structure, including any anticipated additional fees or out-of-scope charges.
- Outline payment terms and conditions, including any discounts available for electronic funds transfer (EFT) or settlements within 15 or 30 days of invoice receipt.
- Provide pricing and location of warehousing for interim storage while consolidating consignments by final destination.

10. Experience and References:

- Provide information on the company's experience in logistics and transportation services.
- Include references from previous clients.
- Provide a banking reference and credit worthiness details.

Milestones:

The following milestone schedule must be met to be considered for selection. All deadlines are 4pm MST on the specified dates. Late proposals may be disregarded:

- Bids open: March 13, 2025
- Clarifications and questions due: March 19, 2025
- Bids close: March 26, 2025
- Contract awarded: April 2, 2025

Bidder Qualifications:

To be considered for this RFP, bidders must meet the following qualifications:

- **Experience:** A minimum of [5] year of experience in providing logistics and transportation services similar to the scope of work outlined in this RFP.
- **Licenses and Certifications:** All necessary licenses and certifications required to operate in the regions specified in the scope of work.
- **Financial Stability:** Demonstrated financial stability, with financial statements for the past [2] years.
- **Compliance:** Adherence to all applicable laws, regulations with industry standards
- **Insurance:** Proof of insurance coverage and a certificate of insurance (COI) as specified in the insurance requirements section of this RFP.
- **Safety Record:** A strong safety record, with details on safety policies, procedures and statistics as defined above.

Proposal Submissions:

Interested service providers must submit their proposals by [submission deadline].

Proposals should include the following:

- Company profile and contact information.
- Detailed response to the scope of work.
- Proof of the relevant certifications and licenses.
- References.

Evaluation Criteria:

Proposals will be evaluated based on the following:

- Experience and expertise in logistics services.
- Quality and reliability of transportation services.
- Pricing and overall value.
- References and client feedback.

Contact information

For inquires and proposal submissions, please contact: procurement@inuvialuit.com

Subject line: RFP submission Logistics Services

During the bidding period, and through to when the contract is awarded, the organization/individual shall not contact any employee of IRC, or any of its affiliates, for additional information, except in writing with copy to procurement@inuvialuit.com.

NOTE

This RFQ is not a call for tenders or a request for binding offers and no contractual or other legal obligations shall arise between IRC and any proponent as a result of the issuance of this RFQ or the submission of any proposal in response to this RFQ, until and unless IRC and a proponent enter into a contract for the work sought by IRC under this RFQ. For clarity and without limiting the foregoing, this RFQ does not commit IRC in any way to treat proponents in any particular manner, to select a proponent, to proceed to negotiations with any proponent or to enter into any contract and IRC may reject any or all proposals, re-issue a new RFQ or end this RFQ process at any time, at its sole discretion.