

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Marine Machinery and Services / Machineries et services  
maritimes  
11 Laurier St. / 11, rue Laurier  
6C2, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> BUOY TENDING SERVICES	
<b>Solicitation No. - N° de l'invitation</b> FP999-130002/A	<b>Date</b> 2013-09-03
<b>Client Reference No. - N° de référence du client</b> FP999-130002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ML-016-23986
<b>File No. - N° de dossier</b> 016ml.FP999-130002	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-11-29</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wilkie, Neil	<b>Buyer Id - Id de l'acheteur</b> 016ml
<b>Telephone No. - N° de téléphone</b> (819) 956-0579 ( )	<b>FAX No. - N° de FAX</b> (819) 956-0897
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> (type or print) <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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***BUOY TENDING SERVICES LETTER OF INTEREST***

FP999-130002/A

Wilkie, Neil

Telephone No. - (819) 956-0704

**Subject: LETTER OF INTEREST - BUOY TENDERING SERVICES  
for the CANADIAN COAST GUARD.**

**1. GENERAL**

1.1 A Letter of Interest (LOI) is used when detailed information and feedback are required from suppliers. Such requests might outline a potential requirement and request suppliers to describe their ability to satisfy the requirement and to provide ideas and suggestions on how the eventual solicitation might be structured. Responses are used to assist the client department and PWGSC in finalizing our plans for the requirement and in developing achievable objectives and deliverables.

**The main objectives of this LOI are to:*****allow suppliers time to:***

- (1) assess and comment on the adequacy and clarity of the requirements as currently expressed;
- (2) offer suggestions regarding potential alternative solutions that would meet requirements, such as solution with a lower environmental impact;
- (3) comment on the procurement strategy, preliminary basis of payment elements, and timelines for the project, and
- (4) comment on the draft Annexes associated included with the LOI.

***provide information to assist the client department to:***

- (5) determine whether to proceed with requirements/strategy as planned, and if so, further developing internal planning, approval and solicitation documents that may potentially lead to a solicitation;

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- (6) refine the procurement strategy, project structure, cost estimate, timelines, requirements definition, and other aspects of the requirement;
  - (7) become a more "informed buyer" with an enhanced understanding of industry goods and service offerings in the areas of interest; and
  - (8) assess potential alternative solution concepts that would meet its requirement, such as environmentally preferable solutions.

## 2. BACKGROUND

2.1 The Canadian Coast Guard (CCG), an agency of Fisheries and Oceans Canada, is planning to expand its approach whereby the operation and on-water maintenance of floating aids to navigation, herein known collectively as buoy tending services, are carried out by a separate organization which meets the applicable commercial vessel regulations.

2.2 The CCG currently maintains a network of approximately 11,286 buoys for the purpose of ensuring the safe and expeditious movement of maritime traffic, to protect the marine and freshwater environment, maintain maritime safety and to facilitate maritime commerce and ocean development.

2.3 Using contractors for buoy tending services has proven to be an effective and efficient method of providing aids to navigation without affecting marine safety as evidenced by reliability statistics. Currently, 4,661 buoys are tended by contractors which represents 41% of all CCG buoys.

2.4 The CCG is looking into increasing the use of contractors for buoy tending services by contracting out approximately 4,000 additional buoys.

2.5 The purpose of this Letter of Interest (LOI) is to communicate CCG's initial requirements and solicit information and feedback from industry.

2.6 Industry is requested to provide information regarding the domestic capabilities for the provision of buoy tending services while complying with all appropriate Acts and Regulations for the operation of a commercial vessel, including, but not limited to the Canada Shipping Act, 2001 and its associated regulations. The information may be used to support the Government of Canada's decision-making process such as finalizing its requirements and determining its procurement strategy.

2.7 The information collected will be used to help characterize the expertise and experience available and the representative cost of these services. A Request for Proposal (RFP) package might follow this letter of interest and would contain a complete list of performance and contract requirements.

2.8 The Government of Canada encourages small and medium sized businesses to express interest.

### **3. Buoy Tendering Services**

3.1 Buoy tending services are defined as the suite of services required for the operation and on water maintenance of a network of floating aids to navigation across Canada. Generally, this includes key activities such as:

Commissioning (placing) buoys on position and decommissioning (lifting) them as required;  
Replacing a buoy or any of its components;  
Checking a buoy for proper operation and characteristics;  
Checking and/or re-positioning a buoy;  
Checking and/or replacing the light on a buoy (if applicable)  
Checking and/or replacing the chain, mooring, or anchor;

3.2 Currently, CCG tends 59% of its buoy inventory using government-operated ships and public sector personnel. The remaining 41% is delivered by contractors.

3.3 To ensure quality of service, CCG has policies and procedures for buoy tending services in its Aids to Navigation Administrative Directives. These Directives require the completion of buoy service reports after commissioning, in-service maintenance is performed or after decommissioning. These reports are then submitted to CCG's Aids to Navigation Program which collects and verifies pertinent information regarding tending operations.

### **4. REQUIREMENTS**

4.1 There are two basic requirements required to perform buoy tending services on behalf of CCG:

4.1.1 The core requirement is that commercial vessel(s) used to conduct buoy tending operations must be in full compliance of design, equipment and safety standards defined in Acts and Regulations for the operation of a commercial vessel, including, but not limited to the Canada Shipping Act, 2001 and its associated regulations. This includes, but is not limited to, vessel stability and lifting capacity.

4.1.2 The second requirement is the ability to perform scheduled and unscheduled work within an acceptable time frame. The commissioning, decommissioning and preventative maintenance of

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buoys is defined as scheduled work. Unscheduled work is primarily in response to problems with a buoy such as a malfunction with a light which could require changing the light or a buoy off position which would require repositioning a buoy.

4.2 The CCG is willing to consider awarding several small contracts or a few large contracts. Contracts are generally for a one 4 year term with two (2) one-year options for renewal. The areas and location of buoys available for contracting are listed in Annex A.

## **5. ENQUIRIES**

5.1 All enquiries and communications with the Government of Canada regarding this LOI request shall be directed in writing only to the Public Works and Government Services Canada (PWGSC) Contracting Authority. Any clarifications or information received by other Government of Canada officials will not be reviewed or considered.

## **6. PROCUREMENT MILESTONES**

6.1 The projected timeline for a possible future procurement process is Fall 2013.

6.2 Estimated contract awards to occur Summer 2014.

6.2 In order to obtain the necessary feedback the following schedule is being provided for Nine (9) "Industry Day" sessions across Canada whereby the government of Canada Project Team will meet with Industry participants to discuss the structure and objectives of the LOI.

Industry Day Schedule and Locations:

Solicitation No. - N° de l'invitation

FP999-130002/A

Client Ref. No. - N° de réf. du client

FP999-130002

Amd. No. - N° de la modif.

File No. - N° du dossier

016mlFP999-130002

Buyer ID - Id de l'acheteur

016ml

CCC No./N° CCC - FMS No/ N° VME

<b>Date</b>	<b>City/Province</b>	<b>Location and address</b>	<b>Time (local time)</b>
1/10/13	St.John's, NL	Royal Canadian Legion Walter or Queen Street St.John's Newfoundland A1C 5J2 (709) 753-9820	9:30-12:30
1/10/13	Goose Bay, NL	Royal Canadian Legion 172 Hamilton River Road Goose Bay, Newfoundland (709) 896-3447	9:30-12:30
3/10/13	Charlottetown, PEI	Royal Canadian Legion 99 Pownal Street Charlottetown, PEI C1A 3W4 (902) 892-6022	9:30-12:30
3/10/13	Port Aux Basques, NL	Bruce II Sports Center Hardy's Arterial Port aux Basque, NL A0M 1C0 (709) 695-3592	9:30-12:30
8/10/13	Kenora, ON	Best Western Lakeside Inn & Conference Centre 470 1st Avenue S Kenora, Ontario P9N 1W5 (807) 468-5521	9:30-12:30
9/10/13	Thunder Bay, ON	Current River Community Centre 450 Dewe Avenue Thunder Bay, Ontario  (807) 683-8451	9:30-12:30

10/10/13	Sault Ste. Marie, ON	John Rhodes Community Centre 260 Elizabeth Street Sault Ste. Marie, Ontario P6A 6J3  (705) 759-5387	9:30-12:30
15/10/13	Vancouver, BC	Coal Harbour Community Centre 480 Broughton Street Vancouver, BC V6G 3H4  (604) 718-8222	9:30-12:30
17/10/13	Prince Rupert, BC	North Coast Meeting and convention Centre 240 1st Avenue West Prince Rupert, BC V8J 1A8  (250) 627-5687	9:30-12:30
22/10/13	Moncton, NB	Crossman Community Centre Kay Arena 99 Wynwood Drive Moncton, NB E1A 6X4  (506) 877-7715	9:30-12:30
22/10/13	Yarmouth, NS	South Ohio Community Centre 307 Lake George Road South Ohio, Yarmouth NS BOW 3E0  (902) 742-8538	9:30-12:30

24/10/13	Miramichi, NB	Loggieville Community Centre 19 Highfield Nelson-Miramichi, NB E1N 4J3  (506) 773-4360	9:30-12:30
24/10/13	Sydney, NS	Royal Canadian Legion 101 Dorchester Street Sydney, Nova Scotia B1P 5Z2  (902) 562-3198	9:30-12:30
28/10/13	Halifax, NS	Royal Canadian Legion 5519 Almon Street Halifax NS B3K 3C9  (902) 454-4281	9:30-12:30
29/10/13	St.Catherines, ON	St.Catherines Aquatic Centre 425 Carlton Street St. Catherines, Ontario L2M OA9  Aquatic centre (905) 688-5601 (x1800)	9:30-12:30
30/10/13	Montreal, QC	Royal Canadian Legion 4835, 7E avenue Montreal, quebec H1Y 2M8  (514) 521-5281	9:30-12:30

31/10/13	Parry Sound, ON	Royal Canadian Legion 30 Mary Parry Sound, Ontario P2A 1E2  (705) 746-8832	9:30-12:30
1/11/13	Gaspe, QC	Douglas Community Centre 28 St-Patrick Street Gaspe, Quebec G4X 2Y2  (418) 368-0288	9:30-12:30

## 7. REQUESTED RESPONSE

7.1 In order to facilitate the review of the LOI responses, respondents are requested to provide the information identified within the attached templates (S-1, and S-2) specified below:

Part	Description	Paper/Electronic Copies
S-1	Technical Information	3 paper, One electronic
S-2	Cost Information	3 paper, One electronic
Respondent Format S-3	Company/Managerial Information	3 paper, One electronic

7.2 Part 1 - Technical Information:

7.2.1 Respondents are invited to provide comments, in form S-1, regarding the technical aspects, and feasibility of providing ongoing BUOY TENDERING SERVICES *for all* or *some* of the buoys detailed in Annex "A".

7.2.2 In each case the Respondent should clearly identify:

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- (1) Information on compliance with required certification and regulatory obligations including, but not limited to the Canada Shipping Act, 2001 and its associated regulations
  - (2) The methodology of performing the requirements of the Statement of Work,
  - (3) All assumptions with explanations for why those assumptions were made.

### 7.3 Part 2 - Cost Information:

7.3.1 In responding to this LOI, Respondents are requested to prepare the financial estimates which clearly describes which buoys and areas, detailed in Annex A, are of interest for tending.

7.3.2 The financial estimates should clearly identify:

- (1) The cost to perform activities such as the placing, lifting and servicing of buoys, detailed in of Annex "A"
- (2) The cost to perform the optional activities (if interested) of storing and maintaining an inventory of buoys, as indicated in S-2 of Annex A,
- (3) The hourly rate to perform related tasks that are not included in the Statement of Work on a as required basis
- (4) The financial estimate should be for 2014 for one (1) year.

### 7.3 Part 3 - Company/Managerial Information:

7.3.1 Bidders are asked to provide managerial information including:

- (1) A description of the Company

The company description outlines your company's basic background information and business concept. Consider covering the following in your company description to effectively deliver an accurate overview:

Legal Description  
History of The Company

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**Current Status****Future Goals**

- (2) Respondents office location from where the services will be provided for each CCG base.
- (3) Information on likely Canadian partners or sub-contractors, and
- (4) An authorized point of contact to which all questions and information should be directed.

**8. NOTES TO POTENTIAL BIDDERS**

8.1 The LOI document is not a bid solicitation and no contract will result from it.

8.2 The issuance of this LOI does not create an obligation for the Government of Canada to issue a subsequent RFP and does not bind the Government of Canada legally or otherwise, to enter into any agreement or to accept or reject any suggestions.

8.3 The Government of Canada assumes no responsibility or obligation with respect to the cost of preparing a response to this LOI.

8.4 Participation in this LOI is not a condition or prerequisite for participation in any subsequent RFP. As a result of this LOI there will be no short listing of firms for the purposes of undertaking future work.

8.5 An additional Industry Day may be held further to the receipt of the Letter of Interest responses to hold structured discussions with the bidders to discuss the evolution of requirements and the next steps for the project.

8.6 Should the Government of Canada decide to pursue an RFP, it will likely require bidders to demonstrate that the company has the expertise to meet the essential requirements to be identified in the RFP. The subsequent RFP stage will likely involve the evaluation of bidders' proposals to meet the specifications defined in the Statement of Work (SOW).

8.7 PWGSC reserves the right to meet with industry concerning the feedback, suggestions or alternative approaches related to the project scope.

**9. CLOSING DATE**

9.1 The LOI closing date is November 29, 2013.

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## 10. AUTHORIZATION TO RELEASE INFORMATION

10.1 Bidders shall clearly identify those portions of their response which are proprietary. Information provided in the response to this LOI request will be divulged only to government officials authorized to participate in this activity. However, bidders must be aware that aspects of their response may be used as a basis for modifying the draft documents, as any future procurement for this requirement is prepared.

10.2 The Government of Canada may choose to use non-proprietary information as a basis for preparing an RFP.

## 11. CONTRACTING AUTHORITY

11.1 The single point of contact for this LOI is:

Neil Wilkie  
Supply Team Leader  
Public Works and Government Services Canada  
Machinery & Logistics Support Division  
Marine Systems Directorate

Portage III - Floor: 6C2 - Room: 52  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Canada

Telephone : 819-956-0704  
Fax : 819-956-0897  
Email: neil.wilkie@tpsgc-pwgsc.gc.ca

## 12. DELIVERY ADDRESS

12.1 The bid response receiving address is:

Bid Receiving Unit  
Public Works and Government Services Canada  
Place du Portage, Phase III  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Fax: 819-956-9776

Documents may be submitted in either official language of Canada.

For responses issued out of PWGSC headquarters, enquiries concerning receipt of bids may be addressed to the Bid Receiving Unit, Procurement Operational Support Division, telephone 819-956-3370.

Attachments within LOI:

Annex A: Statement of Work / Technical Requirements, including a listing of buoys by type, size, weight, service, location, region.

S-1: Technical Information template

S-2: Cost Information template

Attachments to the LOI

Annex A	STATEMENT OF WORK / TECHNICAL REQUIREMENTS
Appendix A1	Example of historical outage data
Appendix A2	Example, Buoy Data Card
Appendix A3	Example of Buoy Service Report (Bilingual Document)
Appendix A4	INVENTORY TRACKING WORKSHEET
Appendix A5	Guidelines for Safe Handling of Floating Aids to Navigation
Appendix B	BUOY INFORMATION
Appendix C –	Cover notes List of Buoys by Contract Area.
Appendix C1	WESTERN REGION, W-1 TO W-4: INDEX.
Appendix C2	APPENDIX C.2-CENTRAL and ARCTIC REGION, CONTRACT AREAS, C-1 to C-45: INDEX.
Appendix C3	APPENDIX C.3, ATLANTIC REGION CONTRACT AREAS, A-1 TO A-76, INDEX:

**S-1: TECHNICAL INFORMATION**

## Section 1 : Facility Information

## A: Buoy Lay Down Area

Note: this information relates only to the option of Contractor supplied storage area - reference: reference: Annex A, page 3, Section 1.0, Option 2

**S-1: TECHNICAL INFORMATION****B:Lantern Storage**

<b>Description of Storage Facility</b>	<p><b>Under the care and control of the contractor</b></p> <p><b>Complete darkness</b></p> <p><b>Cool Temperature</b></p>
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Solicitation No. - N° de l'invitation  
FP999-130002/A

Amd. No. - N° de la modif.

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File No. - N° du dossier

016ml

FP999-130002

016mlFP999-130002

CCC No./N° CCC - FMS No/ N° VME

## S-1: TECHNICAL INFORMATION

### Section 2 : Vessel & Crew Information; (provide 1 for each vessel, including sub-contractors vessels)

<b>Name of Vessel:</b> <b>Port of Registry:</b> <b>Official No.:</b> <b>Vessel Licence No.:</b>	
<b>Vessel Characteristics:</b>	<b>Length:</b> _____ <b>Draught:</b> _____ <b>Breadth:</b> _____ <b>Gross Tonnage:</b> _____
<b>Hull Construction:</b>	<b>Wood</b> <b>Fibreglass</b> <b>Steel</b> <b>Fibreglass over Wood</b> <b>Other:</b> _____
<b>Is the vessel equipped with the following electronics?</b>	<b>GPS</b> <b>Radar</b> <b>DGPS</b> <b>Depth Sounder</b> <b>Other:</b> _____

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FP999-130002

File No. - N° du dossier  
016mlFP999-130002

016ml

CCC No./N° CCC - FMS No/ N° VME

<p><b>Describe the Lifting Gear on board the vessel, ie. Type, lifting capacity, etc.</b></p>																
<p><b>Was vessel inspected by Transport Canada? What certificates are held? Date of Issuance?</b></p>	<p><i>Vessels 15 GT and less – Notice of Inspection</i> <i>Vessels greater than 15 GT – Safety Inspection Certificate</i></p> <p><b>Date of Issuance:</b> _____</p>															
<p><b>Does the vessel have the following general Transport Canada Requirements, if applicable?</b></p>	<p><b>Stability Assessment</b> <b>Tackle Regulations (lifting &gt; 1000 lbs)</b> <b>Hull Construction Regulations (applicable if towing)</b></p>															
<p><b>*Is the owner willing to pursue appropriate TC safety certifications?</b></p>	<p><b>Yes</b> <b>No</b></p>															
<p><b>*Has the operator completed certification by Transport Canada?</b></p>	<table border="0"> <tr> <td><i><u>Vessels 0 – 5 GT:</u></i></td> <td><i><u>Vessels 5.01 to 15 GT:</u></i></td> <td><i><u>Vessels &gt;15 GT:</u></i></td> </tr> <tr> <td><b>SVOP</b></td> <td><b>Limited Master&lt;60GT</b></td> <td><b>Limited Master</b></td> </tr> <tr> <td><b>PCOC</b></td> <td><b>MED A3</b></td> <td><b>MED A1</b></td> </tr> <tr> <td><b>MED A3</b></td> <td><b>ROC-MC</b></td> <td><b>RPC-MC</b></td> </tr> <tr> <td><b>ROC-MC</b></td> <td></td> <td></td> </tr> </table>	<i><u>Vessels 0 – 5 GT:</u></i>	<i><u>Vessels 5.01 to 15 GT:</u></i>	<i><u>Vessels &gt;15 GT:</u></i>	<b>SVOP</b>	<b>Limited Master&lt;60GT</b>	<b>Limited Master</b>	<b>PCOC</b>	<b>MED A3</b>	<b>MED A1</b>	<b>MED A3</b>	<b>ROC-MC</b>	<b>RPC-MC</b>	<b>ROC-MC</b>		
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<b>MED A3</b>	<b>ROC-MC</b>	<b>RPC-MC</b>														
<b>ROC-MC</b>																
<p><b>Number of Crew?</b></p>																

Please attach, if available, photos of:  
Vessel (name & vessel # visible),  
Lifting gear, Laydown area

Solicitation No. - N° de l'invitation  
FP999-130002/A

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FP999-130002

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016ml

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**S-1: TECHNICAL INFORMATION**

**Section 3: Buoy, Mooring Loading / Removal Procedure**

<b>Describe the transportation method of buoy equipment to/from the vessel. (Attach narrative, if required).</b>	
<b>Where onboard the vessels are the buoys and moorings stored?</b>	
<b>What would be the total maximum weight of buoys, mooring chain and anchors carried onboard at any one time?</b>	