

**ADVANCE CONTRACT AWARD NOTIFICATION (ACAN)**  
**Sable Island National Park Reserve – Parks Canada**  
**Sea-based Cargo Delivery Operation**

**March 25, 2014**

**Request No.: 5p110-13-1003**

*An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, on or before the closing date, a statement of capabilities that meets the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their statement of capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Boards electronic bidding authorities. However, should a Statement of Capabilities be found to meet the requirements set out in the ACAN, then the contracting authority will proceed to a full tendering process.*

### **1. Requirement Definition**

Parks Canada, Sable Island National Park Reserve, has an urgent and immediate requirement for the delivery of drummed fuel, bulk cargo, and vehicles and/or other mobile equipment to Sable Island, NS by or before the end of April.

### **2. Description of the work:**

Parks Canada requires a resupply operation of cargo and fuel drums departing from Metropolitan Halifax/Dartmouth via vessel to Sable Island and the removal of backload from the island for disposal on the mainland upon return.

It will be the responsibility of the contractor to take delivery of the cargo on the mainland, load it onto the vessel, transport it to Sable Island, and then un-load the cargo on-shore above the high water mark. The point of landing on the North beach will be at the discretion of the operator.

The contractor will provide a safe and secure storage facility for storage of the cargo prior to the commencement of the operation. Cargo will be delivered to the vessel owner's facility in advance of the projected program window and will be stored there, in a secure location, until it is deemed ready for loading and transporting to Sable Island. Upon delivery of cargo to the contractor's mainland facility, the contractor will be responsible to unload the cargo from the delivery vehicle to the storage area and is responsible for any loss or damage to the cargo following receipt.

### **Minimum Qualifications and Experience**

- Firms must comply with the necessary Certifications for a shipping contract as a condition prior to contract award. This includes compliance with all regulations for the shipping of Dangerous
- Goods and the carrying of passengers on a voyage of this class.
- Firms must have a Quality Assurance program in place. The Bidder must describe what system will be used for quality assurance and how this system will be monitored to ensure that delivery schedule times will be met. The proposed procedures to monitor this system and the level and ability to apply quality control procedures should be sufficient to guarantee that the level of service is consistently maintained during the period of the Contract.

- Firms or their parent company must possess a minimum of five (5) years of experience in the receiving, loading, transporting by sea, and delivery of cargo to “above high water mark” at remote sites along the Canadian Atlantic Coast.
- Firms must provide as a minimum, an Operations Manager. This individual must have a minimum of five (5) years experience in shipping of similar scope as described in the statement of work. Firms must have on file a detailed résumé for the Operations Manager. The résumé must clearly indicate the Operations Manager’s qualifications and must include the following: i) name, education and qualifications, ii) years with the bidder’s firm and years experience in Sealift operations, iii) participation in and description of projects similar in scope and for whom the work was done, iv) client references.
- Firms must provide all specialized equipment required to complete the work as described below. The personnel operating this equipment will have had recent experience on similar operations in a remote location.
- Firms will be prepared to respond to any safety or environmental emergencies related to the operation.

### 3. Deliverables

The contractor is required to deliver the following anticipated list of cargo to Sable Island by mid to late April, 2014, weather permitting. The expected length of the trip(s) will be discussed with Parks Canada and agreed upon in advance of departure.

#### Drummed Fuel:

- Up to ~160 drums of diesel fuel

#### Vehicles:

- One tracked skid steer loader
- One crew cab truck
- Two off road utility vehicles with trailers

#### Other:

- Up to ~10 pallets of various materials

#### Back load Cargo may include:

- 1 tracked skid steer loader
- 1 crew cab truck
- 2-4 off road utility vehicles
- 1 tractor and implements
- Waste materials either bagged or palletized

### 4. Intellectual Property

N/A

### 5. Contract Period

Work will commence immediately upon award of a contract, as weather permits, and will be completed by May 2<sup>nd</sup>, 2014.

## **6. Estimated Value**

The estimated value of this work is \$98,043.75

## **7. Exemption to the Government Contract Regulations**

Part 1, Section 6(d) of the Government Contract Regulations is being invoked in this procurement as only one known person or firm is capable of performing the contract.

## **8. Name and Address of Proposed Contractor**

Dominion Diving  
Dartmouth, NS

## **9. Closing Date and time for Submissions:**

Submissions must be received on or by April 08, 2014 @ 2pm (NDT)

## **10. Submission of Statement of Capabilities**

Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a statement of capabilities in writing to the Contracting Officer identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements. Statement of capabilities received after the mentioned delay will not be considered.

The Agency File Number, the Contracting officer's name and the closing date of the ACAN must appear on the outside of the envelope or, in the case of a facsimile transmission, on the covering page.

Responses received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by the Crown for technical evaluation purposes only and will not be construed as a proposal. Your written response must provide sufficient evidence that clearly demonstrates that your service is capable of fulfilling this requirement.

Suppliers that have submitted a response will be notified in writing of Department's decision whether to continue with the aforementioned procurement or to complete the requirement.

## **11. Responsible Contracting Officer**

Colleen Sheehan  
Contracts, Procurement & Materiel Management Advisor  
Finance and Contracting Operations, Chief Financial Officer Directorate

Parks Canada Agency  
John Cabot Building

P.O Box 1268  
St. John's, NL A1C 5M9  
Telephone 709-772-6129  
Facsimile 709-772-3651  
Email: [colleen.sheehan@pc.gc.ca](mailto:colleen.sheehan@pc.gc.ca)