



Transport Canada
Atlantic Region

Transports Canada
Région de l'Atlantique

Finance and
Administration

Finances et
administration

95 Foundry Street, 6th Floor
Moncton, N.B. E1C 5H7

Subject: **Request for Proposal T2062-140044 - Janitorial and Snow Clearing Services for the Wabush Airport, Wabush Newfoundland and Labrador**

The Department of Transport has a requirement to establish a contract for the services that are described in the Statement of Work attached hereto as Appendix "B".

If you are interested in undertaking this project, you are invited to submit a proposal. Please indicate clearly on the envelope or package "**BID/PROPOSAL T2062-140044**", together with the title of the work, name and address of your firm, and address it to:

Transport Canada
Bid Receiving Unit
95 Foundry Street, 6th Floor
Moncton, New Brunswick
E1C 5H7

Tenders must be received at the above noted address **no later than 15:00 hours, (3 p.m.) Moncton local time on Monday December 15, 2014. It is the bidder's responsibility to deliver their tender prior to tender closing. Tenders received after 15:00 hours will not be accepted and will be returned to the sender unopened.**

Tenders submitted by Fax, E-mail or Internet will **not** be accepted.

Please **ensure** that the courier company delivers it **directly** to the above noted Tender Address no later than the time and date specified herein.

Questions with respect to the meaning or intent of the Tender documents, or requests for correction of any apparent ambiguity, inconsistency or error in the documents, **must be submitted in writing** to Annette D'Amour, Senior Contracting Officer, Contracting Services, Transport Canada, fax: 506-851-7331, and must be received **before 12:00 on Monday December 8, 2014**. All answers will be in the form of a written Addendum to the Tender and will be posted for all prospective bidders.

A Mandatory site visit of the Wabush Airport will be held on Tuesday, November 18, 2014 (2:00 p.m. at the Wabush Airport, Newfoundland and Labrador). It is Mandatory that the Contractor, or a representative of the Contractor, visit the site and examine the scope of work and existing conditions. All prospective Bidders are required to become familiar with the site before tendering.

Canada

The lowest or any proposal not necessarily accepted.

Canada reserves the right to:

- a) Cancel the bid solicitation at any time;
- b) Reissue the bid solicitation; and
- c) Negotiate with the sole responsive bidder to ensure best value to Canada
- d) Reject any or all bids received in response to their solicitation

By submitting a proposal, the Bidder acknowledges Canada's rights under this section and waives any right or cause of action, against Canada by reason of Canada's failure to accept the proposal submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

Yours truly

Annette D'Amour
Transport Canada
Senior Contracting Officer
95 Foundry Street
Moncton NB E1C 5H7
Tel.:506-851-2995
Fax:506-851-7331
E-Mail: annette.damour@tc.gc.ca

Canada

CHECKLIST OF DOCUMENTS

INVITATION TO TENDER

OFFER OF SERVICES, INCLUDING ANNEX A
COST BREAKDOWNS

APPENDIX "A"

STATEMENT OF WORK AND
SELECTION CRITERIA

APPENDIX "B"

TERMS OF PAYMENT

APPENDIX "C"

GENERAL CONDITIONS

APPENDIX "D"

INSURANCE CONDITIONS

APPENDIX "E"

FLOOR PLANS

APPENDIX "F"

CONTRACT SECURITY REQUIREMENTS

APPENDIX "G"

INSTRUCTIONS TO TENDERS

APPENDIX "H"

REQUIREMENTS FOR SIGNATURE
INCLUDING THE FEDERAL CONTRACTORS
PROGRAM FOR EMPLOYMENT EQUITY

APPENDIX "I"

CONTRACTORS STATEMENT OF EXPERIENCE

APPENDIX "J"

SECURITY REQUIREMENTS CHECKLIST (SRCL)

APPENDIX "K"

SAMPLE FORM TO BE COMPLETED FOR SECURITY
REQUIREMENTS

APPENDIX "L"