

ADVANCE CONTRACT AWARD NOTIFICATION (ACAN)

CBH Radio Maintenance – Cape Breton Field Unit – Parks Canada

May 6, 2015

Request No.: 10142044

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

The provision of on-going maintenance services and emergency repairs to the radio system at Cape Breton Highlands National Park.

2. Description of the work:

- **Yearly Preventative Maintenance:** Yearly preventative maintenance shall be performed on all equipment. This maintenance shall be performed on-site for all units and will be coordinated with the Park representative to minimize inconvenience and disruption to Parks operations.
- **Breakdown Maintenance - Repeater System:** The technician shall travel to the site at Cape Breton Highlands National Park of Canada to repair repeater equipment and components. The contractor shall respond within six (6) hours regardless of the time or day. Maintenance shall include repairs to all equipment and components excluding transmission lines, antennas, and supporting structures.
- **Breakdown Maintenance - Mobile & Fixed Stations:** The technician shall travel to the site at Cape Breton Highlands National Park of Canada to repair and maintain all fixed equipment, including, in general: mobiles with power supplies used as base stations including associated antenna systems, remote control units, mobile encrypted radios and conventional mobile radios including vehicle antenna systems, connections or wiring harness, etc., and shall respond within seventy-two (72) hours during normal working hours (8am to 5pm) Monday to Friday.
- **Breakdown Maintenance - Portable Radios:** Portable radios will be mailed to the contractor for repairs or picked up on-site by the contractor if he/she is on-site for another service call.

- **Diagnostics and First-line Repairs:**

Parks staff shall provide 1st-line diagnostics according to a fault chart provided with the system. The procedure will allow for external minor repairs such as fuses, mechanical (bracket) repairs or replacing antenna whips, but not any repair requiring the skill of a qualified repair technician.

- **Trouble Calls**

All trouble calls will be reported by the user to the Maintenance Clerk who will in turn notify the contractor. Maintenance procedures shall be complied with to ensure that faults are properly reported and repairs are made within the appropriate time.

For Repeater equipment, service shall be available on site, on a twenty-four (24) hour per day, seven (7) day a week basis. The contractor is required to dispatch a skilled technical rep to the equipment location and make the unit operational within eight (8) hours. Exceptions shall be allowed on account of winter road conditions in the immediate vicinity of the Park, or where access to a radio site requires alternate transportation.

Service for mobile and fixed station radios shall be provided on an (8) hour per day, five (5) day per week basis. The contractor is required to dispatch a skilled technical rep to the equipment location and make the unit operational within seventy-two (72) hours. The technical rep shall be equipped with all the necessary test equipment and spare parts required to make a repair. Such parts shall include spare antennas, cabling, fuses, electronic components and assemblies necessary to provide a complete "on site" repair service. The contractor may alternately choose, at his own expense, to provide complete spare units to facilitate repair.

- **Maintenance Service Based on the Following:**

Standards

The standard of repair and service shall be to maintain the equipment to the operating condition as specified by the original equipment manufacturer.

Reports

Each month a written report detailing the activities of repairs, trouble calls, etc., shall be delivered to the CBHNP of Canada.

System Data

Complete documentation of the existing radio system is available at Cape Breton Highlands National Park of Canada. The documentation consists of in general:

- 1) System diagrams,
- 2) System test procedures,
- 3) Fault diagnostic charts,
- 4) Maintenance and repair manuals, and;
- 5) Inventory of equipment and serial numbers.

Equipment Requiring Service and Repairs

<u>Item</u>	<u>Equipment</u>	<u>Qty</u>
1	VHF Repeater Stations c/w antenna, and power supplies	5
2	UHF link Stations c/w antenna, and power supply	3
3	French Mountain Propane Power Plant	1
4	French Mountain Solar Power Panels (Existing)	1
5	Mobile units (repair on site) Motorola Encrypted	12
6	Mobile units (repair on site) Icom	18

7	Mobile Midlands	1
8	Portable units c/w accessories Motorola Encrypted	15
9	Portable units c/w accessories Vertex	10
10	Portable units c/w accessories Tait 5010	14
11	Portable reprogrammed units (Various)	19
12	Portable units c/w accessories ICOM	6
13	Base stations (Mobile Encrypted Motorola)	3
14	Base stations (mobile c/w power pack) c/w antenna	3
15	Telemetry (Broad Cove water controls)	1

- **Older Equipment:**

Any equipment purchased prior to the year 2000 is the responsibility of the Park to replace if repairs are no longer available or economical. However, every effort should be made to repair this equipment. Maintenance to equipment such as the link to Louisbourg, radio equipment purchased prior to 2000, and any additional equipment not listed on page 5, will be invoiced at the quoted labour rate prices. All new radio additions not covered under this contract will be inspected and inventoried and will not be covered in this contract and maintenance will be billed at the quoted hourly rates.

- **Other**

Contractor to have spare parts for any equipment that he may supply.

Cape Breton Highlands National Park of Canada will be considered the Prime customer and will have priority over any other customer. Normal, average response time for an emergency to be within 4 hours. On site next day for non catastrophic calls. (Reasonable circumstances would apply).

Note: The following are not included in the basic maintenance part of this contract:

1. The furnishing of supplies, parts and/or materials
2. Making specification changes
3. Performing services connected with relocation of equipment
4. Adding or removing accessories, attachments or other devices or alteration of the equipment
5. Addition or deletion of radio frequencies or alterations to radio programs
6. In addition, maintenance service does not include repair of equipment or replacement of parts necessitated by accident or abuse, improper operation of the equipment, acts of a third parties, alteration of equipment, additions or attachments not supplied by the contractor.

Note: Such repairs or replacements will be undertaken only on the client's approval of additional charges.

- **Repeaters**

Repeater/Links covers testing and alignment of all electronic components including transmitters, receivers, power amplifiers, control cards, and system monitors. Power supplies will be checked for output voltage and charge current. Batteries will be checked for correct fluid levels, electrolyte specific gravity, and load tested. All power connections will be cleaned and contacts checked and tightened. Also included will be the time required for fault finding to isolate any problems to the antenna or multi-coupling systems. Repair parts are to be billed at the specified mark-up rate.

- **Towers and Antennas**

Work on antennas / towers to be done by qualified rigger and are not covered under this contract. Antenna related problems only cover as they relate to radio equipment. **Example:** If technician is required to shut down equipment power while rigger is on tower.

- **Structures**

Building insulation and ventilation must be examined to minimize temperature induced failure. Radio repeater problem occur when the buildings are too hot in summer and too cold in winter.

- **CBHNP of Canada Radio Relocation Advisory**

In the event that it becomes necessary to relocate a mobile radio, the Radio Relocation Advisory form must be completed by the contract and forwarded by mail, fax or email to the Maintenance Clerk. This will assist in keeping accurate updates on the radio inventory and location and status of each mobile. See attachment for Radio Relocation Advisory Form.

- **Minimum Qualifications and Experience**

The contractor shall have a minimum of 10 years experience in the radio communications industry with a minimum 5 years direct hands on experience installing and maintaining radio systems similar to that existing at CBHNP of Canada. The contractor shall have a service and repair facility located within Nova Scotia, and shall have all the tools, test equipment required to support the radio system at CBHNP of Canada

In order to ensure that adequate service is available throughout the year, only service shops located within 4 hours maximum vehicle travel time of CBHNP of Canada will be considered to meet the response time criteria (6 hours) required for this contract.

As part of the required response, contractors shall provide a brief but detailed overview of their capability with regards to providing maintenance service to this type of radio communications system, including a detailed list of test equipment (make/model) that they now have available. Also, as some of the repeater sites are only accessible by 4 wheel/all-wheel drive transport, the contractor will advise what service vehicles they have available.

The contractor shall indicate the location at which the radio equipment that cannot be repaired on-site will be serviced.

3. Intellectual Property

N/A

4. Contract Period

The work will begin on June 1, 2015 and will be for a period of 3 to 5 years.

5. Estimated Value

The estimated value of this work is \$100,000.00

6. 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.

7. Name and Address of Proposed Contractor

GV Communications
73 Maple Hill Dr.
Big Bras d'Or, NS
B1X 1Y3

8. Closing Date and time for Submissions:

Submissions must be received on or by May 22, 2015 at 10:00am (EDT).

9. 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.

10. Responsible Contracting Officer

Annie Roy
Contracting Officer, National Contracting Services

Parks Canada Agency
Contracting Operations, Chief Financial Officer Directorate
111 Water Street E.
Cornwall ON K6H 6S3

Telephone : 613-938-5752
Facsimile: 1-866-246-6893
annie.roy@pc.gc.ca