

# **ADVANCE CONTRACT AWARD NOTIFICATION (ACAN)**

## **Costume Maintenance, Fortress of Louisbourg NHSC Parks Canada Agency**

**November 6, 2015**

**Request No.: 5P300-15-5180/A**

*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**

To complete the winter maintenance of the reproduction costume collection. At the close of each visitor season, all of the reproduction costumes that were worn by interpreters at the Fortress of Louisbourg, must be sorted, cleaned, repaired and stored in preparation for the following season.

All work done by the contractor must be done on site, at the Fortress of Louisbourg NHS, Louisbourg, NS. The work location is at the Fortress of Louisbourg.

### **2. Description of services**

2.1 The work to be done includes: sorting costumes for laundry or dry-cleaning; preparing costumes for dry-cleaning; laundering and pressing costumes; assessing a variety of reproduction garments and determining necessary repairs, then completing these repairs; storing the costumes in an organized manner in preparation for the following visitor season; and noting any garments that are missing from the collection.

2.2 The contractor will sort costumes that can be laundered from those that can be dry-cleaned based on the types of garments and the materials that the costumes are made from. Costumes that can be dry-cleaned will then be sorted as follows:  
-upper and lower class costumes will be separated and all of the upper class garments

will be sent to the drycleaner separately from the bulk of the other costumes;

- heavily soiled garments, such as military coats, must be separated out from less soiled costumes;
- costumes will be sorted into piles of like garments, for example, all of the lower class and military breeches will be placed together;
- all pockets must be checked and emptied;
- once they are sorted from the rest of the dry-cleaning, military and civilian (both upper and lower class) coats must be prepared in the following manner before being sent to the cleaner: the side and back pleats must be folded along the correct fold lines and basted together; the back vent opening must be basted closed and the front buttons must be fastened;
- once sorted, the garments must be folded and placed in bags to be sent to the cleaner.

**Note: Once garments are prepared and readied for dry cleaning, all arrangements for dry cleaning services will be handled directly by Parks Canada.**

- 2.3 The contractor will launder and press the garments that are not sent to the drycleaner. The Fortress of Louisbourg will provide laundry facilities and supplies.
- 2.4 The contractor will assess each garment for necessary repairs. All garments must be checked carefully both inside and out for missing buttons, buckles, tears, holes, etc. Repairs will vary greatly from garment to garment.
- 2.5 The contractor will use appropriate construction techniques when repairing the costumes. Hand sewing, using historically appropriate stitches, must be used on any part of the garment that a visitor might see. For example, patches must be sewn on by hand.
- 2.6 The final decision about which garments are no longer able to be repaired, and must be written off, is made by the Curator of Textiles, FOL.
- 2.7 Any patterns that are required, appropriate fabrics, buttons and threads used to repair garments will be provided by the Fortress of Louisbourg. The Fortress will also provide working space for the contractor's employees or subcontractors.
- 2.8 Once all of the garments are cleaned and repaired, the contractor will organize their proper storage as follows:
  - garments must be organized by type;
  - then, the garments must be tagged and arranged chronologically, by accession number; the tag will have the accession number marked on it;
  - when the accession labels that are sewn into the garments are no longer legible, they must be replaced; the garment size, if it is included on the original tag, must also be included on the replacement tag;
  - missing items must be noted.
- 2.9 The Parks Canada Project Authority will be available for consultations with the contractor, subcontractors or the contractor's employees at regular periods and will monitor the quality of the work at fixed periods.

### 3. Intellectual Property

N/A

**4. Contract Period**

The work will begin on November 30, 2015 and will be for a period of 1 to 5 years.

**5. Estimated Value**

The estimated value of this work is \$214,500.00 for a 5-year contract, the longest possible contract period.

**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**

Fortress of Louisbourg Association  
265 Park Service Road  
Louisbourg, NS  
B1C 2L2

**8. Closing Date and time for Submissions:**

Statement of Capabilities must be received no later than **November 25, 2015, at 2 p.m. (EST)**.

**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 Advisor, National Contracting Services

Parks Canada Agency  
Contracting Operations, Chief Financial Officer Directorate  
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