

SENATE



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REQUEST FOR QUOTATIONS (RFQ)

Subject:

Granite Removal and Installation

For further details, please refer to the Statement of Requirement at Part 2 of this document.

Issue Date:

January 21st 2016

Closing Date and Time:

February 29th 2016 @ 10:00am EST

RFQ No:

SEN-006 15/16

SENATE INFORMATION

For delivery and all inquiries:

Contact: Micah Ruest

Title: Contracting Officer

Telephone no: 613-947-1932

E-mail: micah.ruest@sen.parl.gc.ca

BIDS MUST BE DELIVERED ELECTRONICALLY TO: micah.ruest@sen.parl.gc.ca

PLEASE MARK ALL CORRESPONDANCE WITH THE RFQ NUMBER INDICATED ABOVE.

QUOTES SUBMITTED BY MAIL OR FASCIMILE WILL NOT BE ACCEPTED.

SUPPLIER SIGNATURE BLOCK

The bidder offers and agrees to sell to the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document the goods listed herein and on any attachment at the prices set out therefore.

PLEASE COMPLETE, SIGN AND RETURN ALL DOCUMENTS ENCLOSED WITH YOUR RESPONSE.

Name of Firm: _____

Authorized Signature: _____

Name: _____

Position Title: _____

E-mail Address: _____

Date: _____ **Telephone no.** _____ **Fax:** _____



PART 1 – INSTRUCTIONS TO BIDDERS

1. The Senate of Canada (Senate) invites the submission of quotations for the supply of the goods stated in this document and in accordance with the stated mandatory requirements set forth in this Request for Quotations (RFQ).
2. Quotations must be received by the Senate of Canada on or before the stated closing date and time. Quotations received after the stated closing date and time will be rejected and not evaluated.
3. All specifications stated in this document are mandatory and no substitutes are allowed.
4. Unless otherwise indicated herein by the Senate of Canada, all prices are to be in Canadian funds and include applicable Canadian custom duties and excise taxes, packing and packaging.
5. HST/GST will be paid on the Total Proposed Price; however, it should not be reflected in the RFQ.
6. The Senate is seeking to establish up to 2 contracts as a result of this RFQ. The responsive bids will be ranked in ascending order of evaluated prices for each line item listed in Part 2 – Statement of Requirement as demonstrated by the bidder in Part 3 – Quantities and Pricing. The Bidder with the lowest quote for a line item will be recommended for contract award for that particular line item.
7. Failure to sign the cover page will result in the disqualification of the proposal.
8. Bidders must attend a Site Visit hosted by the Senate Project Authority on Parliament Hill. The Site Visit details can be found below in Part 2 – Statement of Requirement.
9. The Senate requests that its suppliers demonstrate and develop good environmental practices. In the event that the price quoted by more than one bidder is the same, consideration will be given to the bidder whose environmental practices are identified in their quotation. Therefore bidder should indicate in their quotation in what way they promote a safe environment in their manufacturing, administrative and / or purchasing practices. Preference will be given to suppliers for this criterion who have implemented formal programs and received certification such as ISO 14001. In the event that no bidders meet the formal certification requirement, consideration to suppliers who have implemented a formal environmental policy that includes environmental audits and review programs may be exercised. This policy and program should include some or all of the following: packaging, recycled or remanufactured content, take-back programs, renewable and / or sustainable resources, non-hazardous products, reusable and recyclable packaging, etc.



PART 2 – STATEMENT OF REQUIREMENT

1. Purpose

The objective of this project is to acquire specialized third-party services to remove existing granite pieces from the Senate East Block security desk, manufacture new pieces, and install these new pieces onto the desk.

2. Scope

The Contractor will be required to perform the following tasks:

- Cut and remove granite top, front, and bottom from the desk. The Contractor will be responsible for removing the granite from the facility and disposing of the material.
- Measure the desk after the Senate adds new material.
- Present a selection of samples of granite to the Project Authority for approval. The selected granite must match the original colour and quality as much as possible.
- Manufacture new granite pieces for the desk.
- Deliver and install new granite counter top, front, and bottom. The Contractor must ensure that the condition and cleanliness of the work area is the same after installation as it was during the Site Visit.

3. Project Schedule

The work is anticipated to begin in March 2016.

| Schedule Item | Duration |
|---|----------|
| (Contractor) Cut and remove granite | 1 day |
| (Senate) Install new material to desk | 2 days |
| (Contractor) Measure new desk size | 1 day |
| (Contractor) Manufacture new pieces | 3 days |
| (Contractor) Deliver and install new pieces | 1 day |

4. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the East Block building on Parliament Hill at 111 Wellington Street, Ottawa, ON, K1A 0A4 on Friday, February 12th 2016 at 10:00AM EST.

The meeting point will be at the East Block Loading Dock. Parking cannot be provided to Bidders.

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Bidders who do not attend or send a representative will not be given an alternative appointment and will be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the Site Visit will be included as an amendment to the solicitation and be provided to the Bidders who attend or send a representative by e-mail.

Diagrams and charts of the work to be completed will be distributed to bidders during the site visit. Due to the sensitive nature of the information, these documents will not be published on buyandsell.gc.ca.

All Bidders who are planning to attend the Site Visit must contact Micah Ruest no later than February 10th at 3:00PM at micah.ruest@sen.parl.gc.ca to register and confirm their presence with the following information:

- Company Name and Address
- Full name of the Bidder's Representative
- E-mail Address
- Phone Number

All Bidders must bring one (1) piece of Photo ID in order to obtain a Visitor's Pass. Bidders who do not register by the deadline above will not be allowed to obtain a Pass or participate in the Site Visit.



PART 3 – QUANTITIES AND PRICING

| Line Item | Requirement | Firm Price |
|------------------------------------|---|------------|
| 1 | Removal of existing Granite (including dust protection) | |
| Total Price for Line Item 1 | | |
| 2 | Fabrication, delivery, and installation of new Granite (including cost of Granite material) | |
| Total Price for Line Item 2 | | |

Please note that up to 2 contracts may be awarded, each to the bid with the lowest Total Price for a particular Line Item above.