



Fisheries and Oceans  
Canada

## INVITATION TO TENDER NOTICE

**Solicitation #:** FP802-160129

**Closing Date:** Tuesday, August 16 2016

**Time for solicitation closure:** 14:00 EDT

This Invitation to Tender is for the department of Fisheries and Oceans Canada.

**Title:** Upgrade of mechanical and ventilation systems

**Work site location:** Mactaquac Biodiversity Facility in Kingsclear, New Brunswick

**This Invitation to Tender Package includes the following:**

1. Invitation to Tender Notice
2. Specifications (includes Drawings)
3. Construction Tender Form (**Mandatory - to be completed by Bidder**)

**CLOSING LOCATION(S):**

**Location #1** – For electronic submissions **ONLY**

Please send your electronic proposal to: [Julie.Michelle.Tremblay@dfo-mpo.gc.ca](mailto:Julie.Michelle.Tremblay@dfo-mpo.gc.ca)

**Location #2** - For hard copy submissions **and bid bonds**

Fisheries and Oceans Canada,  
Attention: Julie Michelle Tremblay  
Procurement Hub – Ottawa Office,  
Station 9W071, 9th Floor,  
200 Kent Street,  
Ottawa, Ontario K1A 0E6  
Telephone: (613) 998-1614

**Please Note:**

All bids bonds are to be submitted in hard copy **by the bid closing date** and time to the mailing address indicated above whether the bid submission is sent via Location #1 or Location #2.



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## **DELIVERABLES / SCOPE OF WORK**

This project is to get a mechanical contractor to rectify the deficiencies or upgrade the existing mechanical systems including,

- Washroom ventilation upgrade in the Administration Building
- Mechanical deficiency rectification in the Chemical Storage Room of Administration Building
- Installation of cooling system in the Electrical Room of Administration Building
- Formaldehyde Room ventilation improvement
- Janitor Room faucet repair
- Fish Pond Right and Left Wing ventilation system installation
- Washroom ventilation improvement in the Spawning Building

## **FAMILIARIZATION WITH SITE**

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 on **August 5<sup>th</sup>, 2016**.

Bidders must communicate with the Contracting Authority no later than **August 3<sup>rd</sup>, 2016** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

## **EXPECTED START AND COMPLETION DATES**

The services of the Contractor will be commencing upon contract award. The expected completion date of this project is **October 30<sup>th</sup>, 2016**.

## **MANDATORY REQUIREMENTS:**

- The minimum acceptable amount of Public Liability and Property Damage Insurance is **\$2,000,000.00** per occurrence. All tenders **must** be accompanied by confirmation from the tenderer's insurance company that the required insurance will be available upon contract award;
- The tenderer must provide tender security, at the tenderer's own cost, in accordance with the document entitled "Tender Security Requirements" as Bid Security is required for bids over \$100,000. Under these circumstances, the Tender and **original signed Bid**



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**Bond** must be delivered to the Closing Location prior to the closing date.

**Note:** All tender securities (Bid Bond) will be returned except that of the successful tenderer (Bidder), which will be retained until the successful tenderer (Contractor) has completed the said contract.

**Question and Answer period:** DFO will accept questions from Bidders **until Wednesday, August 10<sup>th</sup>, 2016**. These are to be sent **directly and only** to the contracting Officer listed below.

**Enquiries** regarding this Invitation to Tender are **ONLY** to be submitted in writing by emailing to the following:

**Julie Michelle Tremblay**  
Senior Contracting Officer  
**E-mail:** [Julie.Michelle.Tremblay@dfo-mpo.gc.ca](mailto:Julie.Michelle.Tremblay@dfo-mpo.gc.ca)  
**Telephone:** (613) 998-1614