

**RETURN BIDS TO:**  
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 Bid Receiving - PWGSC / Réception des  
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 11 Laurier St. / 11, rue Laurier  
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 Gatineau, Québec K1A 0S5  
 Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
 Raison sociale et adresse du  
 fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**  
 Science Procurement Directorate/Direction de  
 l'acquisition  
 de travaux scientifiques  
 11C1, Phase III  
 Place du Portage  
 11 Laurier St. / 11, rue Laurier  
 Gatineau, Québec K1A 0S5

<b>Title-Sujet</b> Sample Collection, Testing and Analysis, and Consulting Services for Crude Oil and Petroleum Products	
<b>Solicitation No. - N° de l'invitation</b> T8121-160031/A	<b>Date</b> August 19, 2016
<b>Client Reference No. - N° de référence du client</b> T8121-16-0031	
<b>File No. - N° de dossier</b> 075.ssT8121-160031	<b>CCC No./N° CC - FMS NO. / N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b>  at - à 2:00 PM on - le 7 September 2016	<b>Time Zone</b> Fuseau horaire  Eastern Daylight Time EST
<b>F.O.B. - F.A.B</b>  Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> April Campbell	<b>Buyer Id - Id de l'acheteur</b> 075ss
<b>Telephone No. - N° de téléphone</b> 873-469-4794	<b>FAX No. - N° de FAX</b> 819-997-2229
<b>Destination of Goods, Services and Construction:</b> Destinations des biens, services et construction :  Specified Herein Précisé dans les présentes	

**Instructions : See Herein**  
**Instructions : voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de telephone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> (type or print)	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de</b> <b>l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
Signature	Date



**LETTER OF INTEREST (LOI)  
T8121-160031/A**

**Sample Collection, Testing and Analysis, and Consulting Services  
for Crude Oil and Petroleum Products**

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## 1. PURPOSE

This Letter of Interest (LOI) seeks information from industry on its interest, capacity and ability to provide professional services for the sample collection, testing and analysis, and consulting services related to crude oil and petroleum products, and to provide industry with the opportunity to give feedback on the procurement strategy and respond to specific questions that will assist in the definition, evaluation and costing of the requirement.

## 2. BACKGROUND

The Transport Dangerous Goods Directorate (TDG) of Transport Canada (TC), as part of the Safety and Security Group at Transport Canada serves as the major source of regulatory development, information, and guidance on dangerous goods transport for the public, industry and government employees. The transportation of petroleum crude oil in Canada is regulated under the *Transportation Dangerous Goods Act, 1992 and Regulations* (TDG Regulations).

TDG is undertaking a number of research projects on the various properties and behaviours of crude oil in different situations, including fire properties, behaviour in containers exposed to fires, and physical properties surveys. While these research projects will be governed and conducted under separate contracts and agreements, they all require that crude oil be obtained for use in a variety of tests.

## 3. REQUIREMENT

The services will be provided on an “as and when requested” basis through Task Authorizations. The requirement addresses two areas:

- a) The sample collection, testing and analysis of crude oil and petroleum products in a manner that preserves its integrity and composition, including all dissolved gasses; and,
- b) Consulting services on:
  - selecting crude oil types and sample sites,
  - proper sample collection and handling,
  - development and selection of means of containment for transport,
  - testing procedures,
  - general knowledge on industry practices

## 4. ACQUISITION STRATEGY

Canada may release a competitive Request for Proposal (RFP) for the required work. The draft RFP is provided with this LOI. Following the RFP process, it is intended to award a single contract. The period of the contract will be from date of contract award to 31 March 2018 with three option periods of one year each. Services will be delivered to the National Capital Region.



## 5. REVIEW OF THE LOI

Canada reserves the right to request additional information for clarification during the review of the responses to this LOI.

No payment will be made for costs incurred in the preparation and submission of a response to the LOI. Costs associated with preparing and submitting a response, as well as any costs incurred by the respondent associated with the evaluation of the LOI, are the sole responsibility of the respondent.

## 6. NO OBLIGATION

The issuance of this LOI does not create an obligation for Canada to issue a subsequent bid solicitation and does not bind Canada legally or otherwise, to enter into any agreement or to accept any suggestions from industry.

This industry consultation process is not a bid solicitation and a contract will not result from this request.

Potential respondents are advised that any information submitted to Canada in response to this industry consultation process may be used by Canada in the development of a subsequent competitive RFP. However, Canada is not bound to accept any expression of interest or to consider it further in any associated documents such as a RFP.

## 7. CLOSING DATE

Responses to this LOI should be submitted directly to the Contracting Authority on or before 31 August 2016 at 2:00 p.m. eastern daylight time.

## 8. CONTRACTING AUTHORITY

All enquiries and other communications related to this LOI shall be directed to the Contracting Authority as follows:

April Campbell  
Contracting Authority  
Public Works and Government Services Canada  
Acquisitions Branch, SSSP Directorate  
11 Laurier Street  
Gatineau, Quebec K1A 0S5

Telephone: 873-469-4794  
E-mail: [april.campbell@tpsgc-pwgsc.gc.ca](mailto:april.campbell@tpsgc-pwgsc.gc.ca)



## 9. INDUSTRY ENGAGEMENT - FORMAT

The questions contained in the Sections below are intended to elicit feedback of interest to Canada. It is not expected that all questions will elicit a response, neither should submissions be constrained by the questions.

Respondents are encouraged to submit a response to the Industry Engagement Questions in electronic format (MS Word or Adobe PDF preferable as long as copy/paste or printing of text functions are not restricted in any way) by the LOI closing date.

### **Response Format**

The Respondent's name, company, address, and contact information and the LOI number should be clearly visible in the response.

The response is to be submitted by e-mail to the Contracting Authority at the following address: [april.campbell@tpsgc-pwgsc.gc.ca](mailto:april.campbell@tpsgc-pwgsc.gc.ca).

The inclusion of general marketing material is discouraged unless used to provide specific information relevant to a response. In this instance, it is requested that supporting text cross-reference the marketing material to the appropriate area of the LOI.

Responses will not be returned.

The number of pages of your response is not limited. However, the expected length should not exceed 5 pages double sided standard letter business format.

### **Language of Response**

Responses may be in English or French, at the preference of the Respondent.

### **Response Parameters**

Respondents are reminded that this is an LOI and not an RFP and, in that regard, Respondents should feel free to provide their comments and concerns with their responses. Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this LOI, either by telephone, in writing or in person.

### **Confidentiality**

Respondents are requested to clearly identify those portions of their response that are company confidential or proprietary in nature. The confidentiality of each Respondent's response will be maintained. Items that are identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.



## 10. QUESTIONS

### SECTION 1: General

- 1.1 Please provide the name and contact information of a person who is able to answer questions and provide clarifications.
- 1.2 Please provide a statement regarding your interest and capability to meet the requirements.
- 1.3 Do you have a relationship with various petroleum producers' that would allow you to access their sites for the purpose of sample collection?
- 1.4 Would you be interested in either: a) responding in writing only; or b) one-on-one face-to-face meetings; or both to further discuss the requirements for the Request for Proposal? Please indicate your interest.

### SECTION 2: Statement of Work (SOW)

- 2.1 Are any aspects of the Statement of Work unclear?
- 2.2 Does the Statement of Work have enough information for Bidders to submit a quality bid?
- 2.3 What, if any, additional information would you need to see included in the Statement of Work?
- 2.4 Do you currently have the resources to perform the work (i.e., materials, equipment, skilled personnel)? If not, are you willing to make the necessary investment to obtain the resources?
- 2.5 What Resource Categories will be required to perform the work defined in the Statement of Work at articles 5.1 to 5.6?
- 2.6 Is it feasible to collect high viscosity crude oils in a means of containment that will not release potential light end components?
- 2.7 Is the sampling procedure outlined in the Statement of Work article 5.9 clear?
- 2.8 How long would it take to be able to begin work under the contract? Within one month, three months, six months?

### SECTION 3: Evaluation Criteria

- 3.1. Is it clear how Canada proposes to evaluate the bids?
- 3.2 Is it clear what information you must provide in your proposal to obtain the maximum points?
- 3.3 Are there any elements you believe should be included in the evaluation?
- 3.4 Are there any elements that you believe do not add value to the evaluation process?
- 3.5 Will you be able to achieve the minimum required score?
- 3.6 Should the minimum required points be increased, or decreased?



3.7 Provide any suggestions that, in your opinion, could improve the evaluation.

#### **SECTION 4: Basis of Selection**

4.1 Does the Basis of Selection seem fair and reasonable?

4.2 Do you understand the methodology to be utilized to determine ranking?

4.3 Provide any suggestions that, in your opinion, could improve the contractor selection methodology.

#### **SECTION 5: Basis of Payment / Method of Payment**

5.1 Is the proposed Basis of Payment reasonable?

5.2 Is the Method of Payment reasonable?

5.3 Are there any other elements that should be included?

5.4 Canada may require the delivery of samples to a government location for in-house testing; in such an event, the sample must remain in the means of containment. Will you agree to temporarily loan the means of containment to Transport Canada for internal testing for up to 3 months?

5.5 If not, how do you propose to be compensated? For example, a percentage rate of the task value; a firm weekly rate, rate to be negotiated? Actual cost if the means of containment is a subcontractor? Actual cost if the means of containment is rented. Please define.

5.6 Do you have any other comments on the Basis of Payment?

#### **SECTION 6: Contract Terms**

6.1 Is the Task Authorization Process clear?

6.2 Do you understand the contractor obligations for reporting?

6.3 Did you review the referenced general conditions and supplemental terms and conditions? Are they acceptable?

6.4 Do you understand the option to extend the contract process?

#### **SECTION 7: Other**

7.1 Please identify any other issues, concerns, recommendations not addressed above.

7.2 Will you submit a proposal for this requirement? If not, why?