

## **REQUEST FOR INFORMATION (RFI) REGARDING UNIT COSTING OF LABORATORY EQUIPMENT RELOCATION FOR THE GOVERNMENT OF CANADA**

### **1. Purpose and Nature of the Request of Information (RFI)**

Health Canada (HC) is requesting industry feedback regarding the costs associated with relocation of existing laboratories into a new facility for the Government of Canada.

The objectives of this RFI are:

- To collect information on costs for the packing, relocation and reinstallation of specialized scientific equipment
- To determine the cost of pre and post move preparation required for said scientific equipment, based on the distance of the move (including specific identification of equipment that may need crating, if any)
- To assist in the development of a potential Request for Proposal (RFP) for the relocation project

This RFI is neither a call for tender nor a Request for Proposal (RFP). No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein. The procurement of any of the services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Respondents are asked to identify if their response, of any part of their response, is subject to the Controlled Goods Regulations.

Participation in this RFI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

Respondents will not be reimbursed for any cost incurred by participating in this RFI.

The RFI closing date published herein is not the deadline for comments or input. Comments and input will be accepted any time up to the time when/if a follow-on solicitation is published.

### **2. Background Information**

Preparations are currently underway to relocate existing Government of Canada laboratories into a newly renovated laboratory facility in the Nation Capital Region (NCR). This is a complex, local move involving 21 laboratories and is unique in that the equipment to be moved consists of much specialized, delicate and expensive scientific equipment. Given the complexity of the move, it will likely be staged, lab by lab, over a period of approximately three months.

There are a variety of additional factors that we foresee affecting the cost of such a move, as follows:

- The distance between facilities is approximately 1.3 kilometers
- The existing facility has four floors including basement, one elevator and loading dock at basement level (tailgate lift required)
- The new facility has four floors, a service elevator and loading dock at tailgate height. The equipment will be relocated to the third and fourth floors.

A list of the major scientific equipment to be moved has been included (Annex A). We require unit costing for relocation of all the scientific equipment, to include:

- Pre-shipment preparation, as necessary
- Dismantling and packing, including crating if required
- Safe transportation between facilities
- Post-shipment unpacking
- Installation in the new facility
- Testing of functionality and calibration after relocation, as necessary
- Additional costs for technicians to perform the work (such as travel, hotel, etc.), if any

### **3. Enquiries**

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Name: Lynn Thibert

Title: Chief Procurement Officer

Health Canada

Material and Assets Management Division

Address: 200 Eglantine Driveway, Tunney's Pasture, Ottawa, Ontario K1A 0K9

Telephone: 613-957-3819

E-mail: [lynn.thibert2@canada.ca](mailto:lynn.thibert2@canada.ca)

### **4. Submission of Responses**

Interested Respondents may submit their responses to the HC Procurement Authority, identified above, preferably by e-mail.

A point of contact for the Respondent should be included in the package.

Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System. Canada asks Respondents to visit [Buyandsell.gc.ca](http://Buyandsell.gc.ca) regularly to check for changes, if any.

#### **5. Closing date for the RFI**

Responses to this RFI are to be submitted to the HC Procurement Authority identified above, on or before December 12, 2016.

#### **6. Annexes**

Please see the following annexes to help with preparation of your response:

**Annex A:** Equipment List