

MINUTES - Proponent's Site visit

March 14, 2017 (11:00 AM)

File #201700569

Project: Fire Protection System Inspections (Granville Island)

1. Introductions

- a) Chad Washington, Operations Manager (at off-site meetings)
- b) Tony Barrow, Acting Maintenance Supervisor
- c) Kyle Robertson, Operations Coordinator
- d) Camille Attia, Procurement Advisor in Ottawa, primary point of contact during procurement process

2. Project Description

- a) Provide all labour, parts, tools, and equipment necessary to test, inspect, service, and repair fire protection and safety equipment on Granville Island.

3. Key Dates:

- a) Submission Deadline: **March 21, 2017 (2PM EDT / 11AM PDT)**
- b) Don't wait until the deadline to submit
- c) All questions to Camille Attia at: cattia@cmhc.ca

4. Submission instructions:

- a) All documents MUST be sent to ebid@cmhc-schl.gc.ca; no exceptions.
- b) Max 10MB per e-mail, please break up files into multiple e-mails if they are too large.
- c) Subject of all transmissions must state "RFQ, File# 201700569"
- d) Please refer to page 6 for submission instructions

5. Mandatory Criteria (Page 4):

- a) Company must have minimum 5 years experience
- b) Company must have 3 recent comparable projects completed in the province of British Columbia
 - i. CMHC will contact each project reference; a poor reference is grounds to disqualify a tender

6. Questions regarding the tender instructions and criteria

- a) No questions taken. Gave direction that all questions are to be sent to Camille Attia.