



INVITATION TO TENDER NOTICE

Solicitation #: FP802-170131
Closing Date: Thursday, November 10, 2017
Time for solicitation closure: 02:00 PM, Eastern Standard Time (EST)
Title: Harry Hachey Conference Center fit-up construction
Work site location: St. Andrews Biological Station, 531 Brandy Cove Road,
St. Andrews, NB

THIS INVITATION TO TENDER PACKAGE INCLUDES THE FOLLOWING:

1. Invitation to Tender Notice;
2. Construction Tender Form (**Mandatory - to be completed by Bidder**);
3. Specification (Description of the required work), including Plans and other related documents; and
4. Appendix "A" Mandatory Criteria (**Mandatory - to be completed by Bidder**)

CLOSING LOCATION(S):

Location #1: For electronic submissions **ONLY**, please send all electronic proposals to:
beverly.shawana@dfo-mpo.gc.ca

Location #2: For printed submissions and Bid Bonds ONLY (via Canada Post or by Courier), please send to:

**Fisheries and Oceans Canada,
Attention: Beverly Shawama
Procurement Hub – Ottawa Office,
Station 9W072, 9th Floor
200 Kent Street,
Ottawa, Ontario K1A 0E6**

The onus is on the bidder to ensure that the bid is delivered on time to the location designated.

LATE TENDER:

Any tender received after the above noted time will be considered late and will be returned to the sender unopened. Tenders may be revised by email, provided the tender and revision(s) are both received prior to Tender Closing Time.



BID SECURITY:

For bids **greater than 100K**, the Bidder shall submit bid security with the tender in the form of a bid bond or a security deposit, with original signature(s). **Fax or photocopies are NOT acceptable.** The Bid Security shall be submitted in accordance with section G109 – Bid Security Requirements of DFO Instructions to Bidders ([DFO Instructions to Bidders](#))

Notes:

- (a) *The Bid Security is to be submitted in hard copy with original signature(s) and by the bid closing date, time and mailing address as indicated above.*
- (b) *The Bid Security will be returned except that of the successful Bidder, which will be retained until the successful Contractor has completed the said contract.*

SCOPE OF WORK / DELIVERABLES:

Location:

St Andrews Biological Station
531 Brandy Cove Road
St Andrews, NB
E5B 2L9

Project Description

Harry Hachey Conference Center was built in 1910 originally as Cottage #1 and #2, and has been deteriorating for the last 100 years. The main floor now consists of a large conference room, a kitchenette, an equipment room, and a male and female washroom located at the northeast and southeast corner of the building. This building will be renovated to relocate the male washroom to adjacent to the female washroom, to improve the function of other rooms, and to make the Harry Hachey Conference Center at St Andrews Biological Station up to building standard architecturally, mechanically and electrically, also the heating system will be upgraded.

Scope of Work

- Remove existing doors, frames and all associated hardware as indicated on the drawings.
- Install new doors and associated hardware as shown on the drawings.
- Disconnect, remove and replace domestic hot and cold water piping, remove and replace all existing radiant heaters, all plumbing fixtures, thermostat, etc as indicated on the drawings.
- Install 11 new floor boxes complete with duplex electrical receptacles, data outlets and associated wiring as indicated on the drawings.
- Other minor architectural, electrical and mechanical work shown on the drawings.



- Testing and commissioning the electrical and mechanical system as required in the Specifications.
- Provide temporary supports as necessary
- Provide structural remediation where indicated on the drawings
- Remove surplus materials, waste products, clean any/all areas involved in the contract daily and upon completion of construction.

FAMILIARIZATION AND ACCESS TO SITES

FAMILIARIZATION WITH SITE

Before submitting a bid, bidders can visit the site and its surroundings, at their own expense, to review and verify the form, nature, and extent of the work, materials needed for the completion of the work, the means of access to the site, severity, exposure, and uncertainty of weather, soil conditions, any accommodations they may require, and in general shall obtain all necessary information as to risks, contingencies, and other circumstances which may influence or affect their bid. No allowance shall be made subsequently in this connection on account of error or negligence to properly observe and determine the conditions that will apply.

Contractors, bidders, or those they invite to site are to review specification Section 01 35 29.06 – Health and Safety Requirements before visiting site. Take all appropriate safety measures for any visit to site, either before or after acceptance of bid.

SCHEDULE FOR SITE VISITS

DATE: October 30, 2017
LOCATION: Harry Hachey Conference Centre at St Andrews Biological Station (531 Brandy Cove Road, St Andrews, NB)
TIME: 10:00 a.m. ADT

DATE: November 01, 2017
LOCATION: Harry Hachey Conference Centre at St Andrews Biological Station (531 Brandy Cove Road, St Andrews, NB)
TIME: 10:00 a.m. ADT

PLEASE NOTE FOR SITE VISITS”

The Bidders who wish to visit the site must send an email to Beverly.shawana@dfo-mpo.gc.ca to facilitate access to the site (s) and must provide the following information.

1. Business name
2. Business address
3. Business phone number
4. Bidder’s representative name
5. Bidder’s representative email address



PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:

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.

ENQUIRIES

DFO will accept Enquiries from Bidders until **2:00 PM Eastern Standard Time (EST) on Thursday, November 06, 2017**. Bidders must send their enquiries by email to:

beverly.shawana@dfo-mpo.gc.ca

EXPECTED START AND COMPLETION DATES:

Start Date: Upon contract Award
Completion Date: March 16, 2018

SECURITY REQUIREMENTS:

1. The Contractor/Offer or, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, **MUST NOT** access PROTECTED and/or CLASSIFIED information or assets.
2. The Contractor/Offer or personnel **MAY NOT ENTER NOR PERFORM WORK ON** sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
3. The Contractor/Offer or **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offer or must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
5. The Contractor/Offer or must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b. *Industrial Security Manual* (Latest Edition).

ACCEPTANCE OF TENDERS:

Fisheries and Oceans Canada will not necessarily accept the lowest or any of the tenders received and reserves the right to reject any and all tenders received which shall be final and at the sole discretion of the Department.



Regards,

Beverly Shawana

Procurement and Contracting Consultant

Procurement Hub, Materiel and Procurement Services, 9W072

Fisheries and Oceans Canada

200, Kent Street, Ottawa, ON, K1A 0E6, CANADA

Telephone: 613-949-1490

Fax: 613-991-4545

Email: beverly.shawana@dfo-mpo.gc.ca