



Transport Canada  
Atlantic Region

Transports Canada  
Région de l'Atlantique

Finance and  
Administration

Finances et  
administration

95 Foundry Street, 6<sup>th</sup> Floor  
Moncton, N.B. E1C 5H7

Subject: **Request for Proposal T2065-170050  
Janitorial and Snow Clearing Services for the St. Anthony Airport  
St. Anthony, Newfoundland and Labrador**

The Department of Transport has a requirement to establish a contract for the services that are described in the Statement of Work attached hereto as Appendix "B".

If you are interested in undertaking this project, you are invited to submit a proposal. Please indicate clearly on the envelope or package "**BID/PROPOSAL T2065-170050**", together with the title of the work, name and address of your firm, and address it to:

Transport Canada  
Bid Receiving Unit  
95 Foundry Street, 6<sup>th</sup> Floor  
Moncton, New Brunswick  
E1C 5H7

Tenders must be received at the above noted address **no later than 15:00 hours, (3 p.m.) Moncton local time on Tuesday January 30, 2018. It is the bidder's responsibility to deliver their tender prior to tender closing. Tenders received after 15:00 hours will not be accepted and will be returned to the sender unopened.**

Tenders submitted by Fax, E-mail or Internet will **not** be accepted.

Please **ensure** that the courier company delivers it **directly** to the above noted Tender Address no later than the time and date specified herein.

Questions with respect to the meaning or intent of the Tender documents, or requests for correction of any apparent ambiguity, inconsistency or error in the documents, **must be submitted in writing** to Contracting Services, Transport Canada, by e-mail at [atfincontractunit@tc.gc.ca](mailto:atfincontractunit@tc.gc.ca), or by fax at 506-851-7331, and must be received **before 12:00 on Friday January 19, 2018**. All answers will be in the form of a written Addendum to the Tender and will be posted for all prospective bidders.

A Mandatory site visit of the St. Anthony Airport will be held on **Monday, January 15, 2018 (2:00 p.m. at the St. Anthony Airport, Newfoundland and Labrador)**. It is Mandatory that the Contractor, or a representative of the Contractor, visit the site and

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examine the scope of work and existing conditions. All prospective Bidders are required to become familiar with the site before tendering.

**The lowest or any proposal not necessarily accepted.**

Canada reserves the right to:

- a) Cancel the bid solicitation at any time;
- b) Reissue the bid solicitation; and
- c) Negotiate with the sole responsive bidder to ensure best value to Canada
- d) Reject any or all bids received in response to their solicitation

By submitting a proposal, the Bidder acknowledges Canada's rights under this section and waives any right or cause of action, against Canada by reason of Canada's failure to accept the proposal submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

Yours truly

Kristen Scott  
A/ Senior Contracting Officer  
Tel.:506-961-8243  
Fax:506-851-7331  
E-Mail: [atfincontractunit@tc.gc.ca](mailto:atfincontractunit@tc.gc.ca)

**Canada**

## CHECKLIST OF DOCUMENTS

INVITATION TO TENDER

OFFER OF SERVICES, INCLUDING ANNEX A  
COST BREAKDOWNS

APPENDIX "A"

STATEMENT OF WORK AND  
SELECTION CRITERIA

APPENDIX "B"

TERMS OF PAYMENT

APPENDIX "C"

GENERAL CONDITIONS

APPENDIX "D"

INSURANCE CONDITIONS FOR SERVICE CONTRACTS

APPENDIX "E"

FLOOR PLANS

APPENDIX "F"

HOLDBACK – ADDITIONAL TERM OF PAYMENT

APPENDIX "G"

INSTRUCTIONS TO TENDERS

APPENDIX "H"

THE FEDERAL CONTRACTORS  
PROGRAM FOR EMPLOYMENT EQUITY

APPENDIX "I"

CONTRACTORS STATEMENT OF EXPERIENCE

APPENDIX "J"

SECURITY REQUIREMENTS CHECKLIST (SRCL)

APPENDIX "K"

SAMPLE FORM TO BE COMPLETED FOR SECURITY  
REQUIREMENTS

APPENDIX "L"