



INVITATION TO TENDER NOTICE
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Solicitation #: FP802-180047
Closing Date: Tuesday May 29, 2018
Time for solicitation closure: 12:00 PM, Eastern Daylight Time (EDT)

Title: Supply and Install three (3) new Mini split AC Units

Work site location: Lark Harbour Newfoundland and Labrador

THIS INVITATION TO TENDER PACKAGE INCLUDES THE FOLLOWING:

1. Invitation to Tender Notice;
2. Construction Tender Form (**Mandatory - to be completed by Bidder**);
3. Specifications (Description of the required work); and
4. Annex "A" Security Requirements Check List (see attached)

CLOSING LOCATION(S):

Location #1: For electronic submissions **ONLY**, please send the electronic proposal to:
Laurent.Hotte@dfo-mpo.gc.ca

The maximum size per email (including attachments) is **limited to 10MB**. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing date and time indicated in the RFP.

DFO will not be responsible for any failure or delays attributable to the transmission or receipt of the email tender. For all submissions received by the tender closing date and time, DFO will send an email confirming receipt of the tender to the bidder.

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

**Fisheries and Oceans Canada,
Attention: Larry Hotte
FP802-180047
Procurement Hub – Ottawa Office,
Station 9E246, 9th Floor
200 Kent Street,**



Ottawa, Ontario K1A 0E6

The onus is on the bidder to ensure that the tender documents are delivered on time to the location designated.

SECURITY REQUIREMENT

The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid SITE ACCESS Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada** (PWGSC). Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

The Contractor/Offeror must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Annex A.

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.

Notes:

(a) All bids bonds are to be submitted in hard copy by the bid closing date and time to the mailing address indicated above whether the bid submission is sent via Location #1 or Location #2.

(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:

The contractor is to supply and install three (3) new Mini split AC Units. The AC Units are to be secured to new concrete housekeeping pads. Power is to be fed from new Panel 'B' in the electrical room. Installation of the AC Units is to include the power connections, refrigerant connections, controls, and insulation. The AC unit controls are to be tied into and control the



existing electric baseboards. Cut, patch, and make finishes like-new as needed. Seal all new exterior wall penetrations water-tight.

The Contractor is to supply and install a new electrical panel labelled 'B' in existing Mech/Elec Room. The new panel 'B' is to be fed from existing panel 'A' located in the Mech/Elec Room. The existing RO unit to be rewired and fed from new breaker in panel 'B'.

LOCATION OF WORK SITE

Lark Harbour SAR,
Lark Harbour Newfoundland and Labrador

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.

29 maiRIES

DFO will accept all Enquiries from Bidders until **12:00 PM (EDT) on Thursday May 24, 2018**. Bidders must send their enquiries **directly by email only** to Laurent.Hotte@dfo-mpo.gc.ca.

FAMILIARIZATION WITH SITE

Before submitting a bid, bidders can visit the site and its surroundings 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, 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 or costs to do the work. 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 the specification Section 01 35 29 "Health and Safety Requirements" before visiting site.

Bidders wishing to visit the site must contact the DFO Contracting Authority **directly by email only** at Laurent.Hotte@dfo-mpo.gc.ca. **no later than 12:00 PM Friday May 18, 2018 EDT** in order to make the necessary arrangements. Any clarifications or changes to the bid solicitation resulting from a site visit will be included as an amendment to the bid solicitation.

EXPECTED START AND COMPLETION DATES:

Start Date: Upon contract Award
Completion Date: July 24, 2018



BASIS OF SELECTION:

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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.

Kind regards,

Larry Hotte

Procurement and Contracting Consultant
Procurement Hub, Materiel and Procurement Services, 9E246
Fisheries and Oceans Canada
200, Kent Street, Ottawa, ON, K1A 0E6, CANADA
Email: Laurent.Hotte@dfo-mpo.gc.ca