



INVITATION TO TENDER NOTICE

Solicitation #: FP802-180116
Closing Date: Tuesday, October 30, 2018
Time for solicitation closure: 02:00 PM, Eastern Daylight Time (EDT)

Title: Expansion (Construction) and upgrade of the mezzanine at the welding shop of the administrative building of the Canadian Coast Guard base in Sorel.

Work site location: Sorel, Quebec

THIS INVITATION TO TENDER PACKAGE INCLUDES THE FOLLOWING:

1. Invitation to Tender Notice;
2. Construction Tender Form (**Mandatory - to be completed by Bidder**);
3. Mandatory Criteria – Appendix A (**Mandatory - to be completed by Bidder**)
4. Devis (*Description of the required work*);
5. Plans Existing (E0-1);
6. Plans Mechanical (M01-5)
7. Plans Welding (S1-S2); and
8. Plans Architectural (A1-11).

CLOSING LOCATION(S):

Location #1: Please send your completed “Construction Tender Form” via email ONLY, as an attachment to: Lynda.Coulombe@dfo-mpo.gc.ca

Location #2: Should your submitted bid be over \$100,000.00 you are required to provide a Bid Bond. This Bid Bond must be in its original version and sent via Canada Post or by Courier by closing time and date to:

**Fisheries and Oceans Canada,
Attention: Lynda Coulombe
Procurement Hub – Ottawa Office,
Station 9N089A, 9th Floor
200 Kent Street,
Ottawa, Ontario K1A 0E6
Telephone: 613-327-9911**



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:

Objective:

Produce the expansion and upgrade of the mezzanine at the welding shop of the administrative building of the Coast Guard base in Sorel.

Background:

The Sorel base is located on the south shore of the St. Lawrence River at the mouth of the Richelieu River. The site is approximately 60,753 square metres and consists of four (4) buildings for a total of 4,455 square metres, a dock and outdoor storage areas. The Real Property Assets, Environment, Safety and Security (RPASS) manage and maintain these facilities.

Scope:

The request consists of retaining the services contractor the expansion and upgrade of the mezzanine at the welding shop at the Coast Guard base in Sorel.



Requirements:

The contractor must review the guidelines, procedures and restrictions issued by RPESS:

- 1) Deadlines to complete work;
- 2) Security requirements;
- 3) Environmental protection concerns;
- 4) The procedure to follow and other modality such as: working in small spaces, crawling in conduits ...
- 5) Hours of work.

The firm will submit a bid to carry out the work in accordance with market requirements.

Work must be performed in compliance with the National Building Code and all applicable provincial and municipal regulations.

SITE VISIT:

A mandatory site visit is organized by the technical authority. Bidders must contact the Fisheries and Oceans Canada Procurement Officer whom will contact the Canadian Coast Guard Project Authority to arrange a visit. **Only one visit will be organized** by the Ministry. Submission of a tender will be evidence that the tenderer has prepared his / her proposal with full knowledge of the facts and is aware of the inherent risks arising from the work of the project.

Bidders that wish to visit the site must send an email to Lynda.Coulombe@dfo-mpo.gc.ca no later than **Monday, October 22, 2018** and provide the following information:

- a. Business name
 - b. Business address
 - c. Business phone number
 - d. Bidder's representative name
 - e. Bidder's representative email address
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- **Date:** **Tuesday October 23, 2018**
- **Time:** 10 am
- **Location:** Canadian Coast Guard Base in Sorel
15 Price Street
Sorel (Quebec) J3P 4J4



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 **5:00 PM Eastern Daylight Time (EDT) on Wednesday, October 24th, 2018**. Bidders must send their enquiries by email to Lynda.Coulombe@dfo-mpo.gc.ca.

EXPECTED START AND COMPLETION DATES:

Start Date: Upon contract award
Completion Date: March 31st, 2019

SECURITY LEVEL REQUIREMENTS:

Reliability clearance is required by the contractor otherwise all access to the site will and must be escorted by DFO.

The Contractor and its employees and subcontractors will be required to comply with the Security Requirements Check List. Depending on the nature of the job, there may be more than one level of security. Security clearances are granted for access to particular sites.

Tenderers must provide a copy of their safety clearances as soon as possible after the award of the contract.

During the site visit, bidders must wear their own personal protective equipment in accordance with the health and safety policy of the Sorel Coast Guard Base.

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,

Lynda Coulombe

Procurement and Contracting Consultant
Procurement Hub, Materiel and Procurement Services
Fisheries and Oceans Canada
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