

Letter of Interest

This Letter of Interest (LOI) does not constitute a commitment by the Government of Canada. The Government of Canada does not intend to award a contract on the basis of this notice or otherwise pay for the information solicited.

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1.0 ENGAGEMENT PROCESS

In order to ensure a successful Procurement for the rental of Office furniture, Infrastructure Canada invites suppliers to describe their ability to satisfy the requirement and to provide ideas and suggestions on how the eventual solicitation might be structured. Responses are used to assist the client in finalizing plans for the requirement and in developing achievable objectives and deliverables.

Industry is requested to participate in an early engagement process as part of the procurement strategy. The early engagement process includes a Letter of Interest, a Bidders Conference, and a Site Visit - followed by the conventional Request for Bids process.

Letter of Interest (LOI)

- The main objectives of this LOI are to:
 - allow suppliers time to:

- I. assess and comment on the adequacy and clarity of the requirements as currently expressed;
 - II. offer suggestions regarding potential alternative solutions that would meet requirements, such as solution with a lower environmental impact;
 - III. comment on the procurement strategy, preliminary basis of payment elements, and timelines for the project, and
 - IV. comment on the draft solicitation included with the LOI.
- provide information to assist the client to:
 - I. determine whether to proceed with requirements/strategy as planned;
 - II. refine the procurement strategy, project structure, cost estimate, timelines, requirements definition, and other aspects of the requirement;
 - III. become a more "informed buyer" with an enhanced understanding of industry goods and service offerings in the areas of interest; and
 - IV. assess potential alternative solution concepts that would meet its requirement, such as environmentally preferable solutions.
 - Industry is invited to review Annex A - C of this LOI package.
 - Those interested in participating in this engagement process are expected to register for, and present their comments at a Bidders Conference regarding the information in the RFI.
 - Following the closing of the LOI, the RFB will be posted incorporating participants' feedback.

Bidder's Conference

A bidders' conference will be held at 180 Kent Street, on June 25, 2019. The conference will begin at 10:00 EDT, in Ottawa, ON where the draft Request for Bid document will be available for discussion. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Procurement Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Procurement Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than June 24, 2019 at 17:00 EDT.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

Video conferencing and teleconferencing can be made available to allow suppliers to participate either directly or indirectly to the conference. Video or audio recordings of the conference could be made and distributed to suppliers who were not able to

attend, as the conference includes a short site visit; participants are not permitted to record the conference for their own purposes.

Bidders are requested to communicate with the Procurement Authority no later than June 24, 2019 at 17:00 EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.0 SCOPE

Office furniture purchasing is a mandatory commodity as set out by Treasury Board. However, as this is a procurement for the rental of furniture, Infrastructure is exempt from using the tools put in place by PSPC to procure their office furniture needs.

The products required to meet this requirement are aligned to PSPC's Workplace Standards.

The requirement includes the following types of systems furniture:

- Interconnecting Panels and Freestanding Systems
- Freestanding Height Adjustable Desk / Table Products
- Metal Filing and Storage Cabinets
- Wood Veneer – Freestanding Products
- Ancillary and Lighting Products
- Collaboration furniture
- Task chairs

It also includes Product Related Services such as:

- Presentation of options including 3D renderings and floorplans
- Delivery and Installation timelines (i.e. after regular working hours)
- Project phasing details
- Selection of finishes
- Deficiencies, to be resolved in a timely manner
- Site visit from representative during installation

This engagement phase will focus on the procurement for the lease of office furniture. Participants will be given the opportunity to provide options for consideration in order to help refine the RFP and subsequent contract(s).

The LOI and Early Engagement process serves as an important step in achieving those goals.

3.0 AUTHORITIES:

Procurement Authority:
INFC Procurement Services
infc.procurement-approvisionnement.infc@canada.ca

4.0 COMMUNICATION

All enquiries and any other communication must be directed to INFC Procurement Services at: infc.procurement-approvisionnement.infc@canada.ca INFC Procurement Services is responsible for the oversight of the Early Engagement. Non-compliance with this condition during the Early Engagement process may (for that reason alone) result in disqualification of an Industry member from the Early Engagement process.

All questions regarding the information presented in the documents found at Annex A - C of this package are expected to be posed as part of the Bidder's Conference or by written submission in advance, no later than June 24, at 16:00 EDT. Questions submitted by the industry prior to the bidder's conference will be answered during the conference. Any follow up, if required, will be done after the closing date of the LOI.

5.0 INDUSTRY ENGAGEMENT: REGISTRATION

Industry members who wish to participate (Participants) in the Early Engagement process and Bidder's Conference are to register in writing by notifying INFC Procurement Services via email, by **June, 24, 2019 at 5pm**. Participants must identify themselves by their legal business name, corporate address, and the names of representatives attending by their respective title as well as their office address, telephone number and e-mail address.

In submitting their registration email, the Participant agrees to all terms and conditions of the LOI.

Please note that:

- Although Industry may register as many representatives as desired, no more than two (2) representatives, from the company, dealer representative or any other affiliated representative, may attend at any given time due to space limitation.
- All attendees have to register in advance with the Procurement Authority and will be required to sign-in upon arrival at the venue for security reasons. It is requested that participants arrive at least 15 minutes in advance.
- The Procurement Authority will notify the Participants of any changes to the designated meeting time.
- The Bidder Conference will be a maximum of 2 hours in length.
- Attendees are responsible for their own transportation, accommodation, meals, parking and all other arrangements and expenses.
- Participation is not a mandatory requirement. Choosing not to attend will not preclude an interested participant from submitting a proposal for the RFB or any other procurement.

- Media cannot participate.

6.0 Next Steps

1. Bidder conference and Site Visit
2. Post final RFB
3. Evaluate and Award

7.0 Rules of Engagement

The Rules of Engagement will require registration via email of by participants in order to attend the Bidder Conference.

1. An overriding principle of the industry early engagement is that it be conducted with the utmost of fairness and equity between all parties. No one person or organization shall not receive nor be perceived to have received any unusual or unfair advantage over the others.
2. These Rules of Early Engagement will apply beginning with the registration to attend the Bidder's Conference and conclude with the release of the Request for Bid on Buy and Sell.
3. All Crown documentation, provided throughout the industry engagement process, will be provided to All Participants who have registered by email.
4. A draft RFB for participant review and feedback before the official RFB is published on Buy and Sell will only be made available to Participants.
5. The Engagement Process will consist of a Bidder's Conference and any other processes deemed necessary by the Procurement Authority.
6. The topics and questions for discussion can be found in Request for Information found at Annexes A - C of this LOI.
7. In order to maximize the benefits of the Engagement Process, Canada will endeavor to solicit comments from Participants on various issues raised.
8. Any solutions, ideas or issues raised will be analyzed for further consideration by Canada;
9. Any issues, recommendations, solutions or ideas raised and accepted by Canada shall be communicated to all participants;
10. Canada will not disclose proprietary or commercially sensitive information concerning a Participant to other Participants or third parties except and only to the extent required by law.
11. The content of all documents and information shared prior to and during the Bidder's Conference are confidential.

8.0 Dispute Resolution

1. By informal discussion and good faith negotiation, Infrastructure Canada and the Participant shall make all reasonable efforts to resolve any dispute, controversy or claim, arising out of or in any way connected with this Industry Engagement.

9.0 Signature

Name of Participant Company:

Name and Title of Company Individual:

Signature: _____ Date: