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Bid Receiving/Réception des soumissions
Royal Canadian Mounted Police (RCMP)
 Procurement & Contracting Services
 Bid Receiving Unit, 5th Floor, 10065 Jasper Avenue NW
 Edmonton, AB T5J 3B1 / **Réception des soumissions**
Gendarmerie royale du Canada (GRC)
 Services des acquisitions et des marchés
 Unité de réception des soumissions
 5e étage, 10065, avenue Jasper N.O.
 Edmonton, AB T5J 3B1

Please note: If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit. / **Veillez noter :** Si vous faites parvenir vos documents de soumission par l'entremise de Postes Canada, vous devez demander les « services avec signature et preuve d'identité » de Postes Canada afin de vous assurer qu'il y aura une remise de main à main entre Postes Canada et l'Unité de réception des soumissions de la GRC.

REQUEST FOR QUALIFICATIONS / DEMANDE DE QUALIFICATION

Comments: - Commentaries :

THIS PROCESS HAS A SECURITY REQUIREMENT / LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Renovations - Fairview, AB		Date : 27 September 2019
Solicitation No. – N° de l'invitation : M5000-19-7203/A		
Client Reference No. - No. De Référence du Client: 201907203		
GETS Reference No. - No. De Référence du SEAG: PW-TBD		
Solicitation Closes – L'invitation prend fin		
At /à :	2:00 p.m. 14:00	MDT (Mountain Daylight Time) HAR (heure avancée de Rocheuses)
On / le :	October 16th, 2019	
Destination of Goods and Services – Destinations des biens et services – See herein — Voir aux présentes		
Instructions : See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Sandra E. Robinson, SR Procurement Officer/ agente principale d'approvisionnement - sandra.robinson@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 780-670-8626		Facsimile No. – No. de télécopieur 780-454-4523
COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER		
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :		
Complete GST or Business # - Complet GST ou de nombre D'affaires nombre : _____ The entire BN or GST has 15 characters. (ex: 123456789 RT0001)		
Email: _____		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature		Date



IMPORTANT NOTICE TO BIDDERS

TWO PHASE SELECTION PROCESS

This is the first phase (Phase one) of a two-phase competition: the first phase will evaluate the qualifications of all bidders; second phase (Phase two) will invite the qualified bidders to provide a financial bid on the project based on the specifications and drawings. Upon award of contract in Phase Two the pre-qualification list will be terminated, no additional contracts will be awarded.



INSTRUCTIONS TO BIDDERS

1. This is a two phase selection process. Bidders responding to this selection process are requested to submit a bid in two phases. Phase One bid covers only the qualifications and experience of the Bidder. Following the evaluation of the submissions, Bidders will be advised of their standings. Phase Two Bidders will be provided an Invitation to Tender (ITT) for the financial evaluation in relation to the specifications and drawings. Please refer to sample ITT attached.

2. **ENQUIRIES:** All enquiries are to be submitted to the Contracting Authority:

Sandra E. Robinson, Telephone: [780- 670-8626](tel:780-670-8626) or by email at sandra.robinson@rcmp-grc.gc.ca

Enquiries are to be made in writing and should be received no less than seven (7) working days prior to the closing date to allow sufficient time to respond.

3. Appendix 1 – Phase One Qualification Form must be submitted **ONLY** to the RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Qualifications. The RCMP will not assume responsibility for submissions directed to any other location.

Submissions received by fax will be accepted as official and must meet the following requirements:

- a. Must be completed on Appendix 1 - Phase One Qualification Form **and sent along with the completed front page of the Request for Qualifications.**
 - b. Must indicate:
 - Solicitation number; and
 - Name of Bidder.
4. Appendix 1 – Phase One Qualification Form, **front page of the Request for Qualifications** and any required associated document(s) submitted by courier, shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
 - Phase One Qualification Form;
 - Solicitation Number; and
 - Name of Bidder.

Due to the nature of the Request for Qualifications, ORIGINAL submissions transmitted by e-mail to the RCMP will not be accepted.



APPENDIX 1 – PHASE ONE QUALIFICATION FORM

Description: Upgrading multiple building systems to prolong the life of the asset. Upgrades include enlarging, scarifying and re-topping the parking lot; upgrading all light fixtures inside and out; non-invasive upgrade of cells for interim compliance (grilles, fixtures); re-purposing two smaller rooms into one larger room; conversion of one room to a different room purpose; dividing up one large mechanical area into 3 rooms (2 contain furnaces) and a corridor; fitting up a room for 3 occupants; various other security and fire upgrades in Fairview, AB.

Bidder Instructions: The Bidder is requested to respond to the Phase One Evaluation Criteria using the tables below.

MANDATORY REQUIREMENTS:

At Phase One bid closing time, the Bidder must:

- a) comply with the following Mandatory Requirements; and
- b) provide the necessary documentation to support compliance.

Phase One – Qualification Form mandatory requirements, as described below, all mandatories **MUST** be included with the bidder's submission at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the submission will be deemed non responsive.

The same projects can be used for multiple mandatory requirements providing each response is relevant to the requirement.

The evidence provided by the bidder may be verified. RCMP reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.



#	Mandatory Requirements	MET (Yes/No)
M1	<p>By the closing date of this pre-qualification, the Bidder must have completed two commercial tenant** improvement projects in the last five years</p> <p><u>*Note: Bidder to provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below.</u></p> <p>**Changes made to the interior of a commercial or industrial property by its owner to accommodate the needs of a tenant such as floor and wall coverings, ceilings, partitions, air conditioning, fire protection, security, etc.</p>	

PROJECT 1:	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____Yes or _____No	
Was this a commercial construction project? _____Yes or _____No	
Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.	
Name:	
Email:	
Phone #:	
Briefly describe the project (ie: cost, scope, size, distinguishing characteristics, etc.)	



PROJECT 2:	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____Yes or _____No	
Was this a commercial construction project? _____Yes or _____No	
Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented. Name: Email: Phone #:	
Briefly describe the project (ie: cost, scope, size, distinguishing characteristics, etc.)	



#	Mandatory Requirements	MET (Yes/No)
M2	<p>By the closing date of this pre-qualification, the Bidder must have completed two commercial construction projects in the last five years in an occupied space.</p> <p><u>*Note: Bidder to provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below.</u></p>	

PROJECT 1:

Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
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Project Location:

Project Title:

Was this project 100% completed in the past 5 years? _____ Yes or _____ No

Was this a commercial construction project? _____ Yes or _____ No

Was this project completed in an occupied space? _____ Yes or _____ No

Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.

Name:

Email:

Phone #:

Briefly describe the project (ie: cost, scope, size, distinguishing characteristics, etc.)



PROJECT 2:	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____Yes or _____No	
Was this a commercial construction project? _____Yes or _____No	
Was this project completed in an occupied space? _____Yes or _____No	
Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.	
Name:	
Email:	
Phone #:	
Briefly describe the project (ie: cost, scope, size, distinguishing characteristics, etc.)	



#	Mandatory Requirements	MET (Yes/No)
M3	<p>By the closing date of this pre-qualification, the Bidder must have completed two commercial construction projects in the last five years where they acted as General Contractor responsible for at least two major (ie: Structural, Mechanical, Electrical) sub-trades</p> <p><u>*Note: Bidder to provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below.</u></p>	

PROJECT 1:	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____ Yes or _____ No	
Was this a commercial construction project? _____ Yes or _____ No	
Was your company the General Contractor for this Project? _____ Yes or _____ No	
Name the Electrical and Mechanical sub-trades who sub-contracted to your company on this project:	
Electrical: _____	
Mechanical: _____	
Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented for the above noted project.	
Name:	
Email:	
Phone #:	
Briefly describe the project (ie: cost, scope, size, distinguishing characteristics, etc.)	



PROJECT 2:	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____ Yes or _____ No	
Was this a commercial construction project? _____ Yes or _____ No	
Was your company the General Contractor for this Project? _____ Yes or _____ No	
Name the Electrical and Mechanical sub-trades who sub-contracted to your company on this project: Electrical: _____ Mechanical: _____	
Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented for the above noted project. Name: Email: Phone #:	
Briefly describe the project (ie: cost, scope, size, distinguishing characteristics, etc.) 	



**APPENDIX 2 – Sample ITT
(attached separately)**