



RETURN BIDS TO: / RETOURNER LES SOUMISSIONS A:

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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

or

Facsimile : 780-454-4523

**REQUEST FOR QUALIFICATIONS /
 DEMANDE DE QUALIFICATION**

Comments: - Commentaires :

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

Title – Sujet: Front Counter Renovations Beiseker, AB		Date : 5 January 2021
Solicitation No. – N° de l’invitation : M5000-21-0551/A		
Client Reference No. - No. De Référence du Client: 202100551		
GETS Reference No. - No. De Référence du SEAG: PW-21-00940369		
Solicitation Closes – L’invitation prend fin		
At / à :	2:00 p.m. 14:00	MST (Mountain Standard Time) HNR (heure normale de Rocheuses)
On / le :	21st January 2021 / 21 janvier 2021	
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.

LIST OF INTERESTED SUPPLIERS (LIS):

During the first Phase of the solicitation all bidders/suppliers/sub-contractors are encouraged to self-identify their interest in a specific tender notice through the List of Interested Suppliers (LIS), which we have provided step by step instruction below. By registering on the LIS this enables suppliers and sub-contractors to identify who may be bidding on a project or for bidders to see suppliers and sub-contractors who may be interested in providing a quote. Once the tender closing date has passed, the LIS is closed but will still remain visible for reference. The LIS will no longer be visible when the tender notice is archived (i.e. the tender is cancelled or awarded).

Follow these steps to add your name to the List of Interested Suppliers

1. Go to the tender notice, that you are interested in becoming a supplier for, on www.Buyandsell.gc.ca.
2. Click on the tender notice of interest. Under "find out who is interested in this tender" click the link that is listed below "access the list of interested suppliers for this tender"
3. Click on the link under "Become an interested supplier".
4. Provide the following mandatory contact information in the form:
 - Name
 - Title
 - Company Name
 - Email (this will be verified as active)
5. Add the following voluntary contact information:
 - Phone number
 - Twitter handle
 - Facebook profile
 - LinkedIn address
6. Submit the completed online form.
7. A confirmation email will be sent immediately to your email address asking you to confirm your interest in joining the LIS. **Note:** You must conserve this confirmation email as it contains information that will allow you to remove your business contact information from an active LIS at a later date.

For further information, refer to: <https://buyandsell.gc.ca/procurement-data/tenders/get-started/join-a-list-of-interested-suppliers>



DEBRIEFING:

Should a bidder desire a debriefing, the bidder should contact the person identified on the front page of the RFP within 15 working days of the notification of the results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

LIST OF PRE-QUALIFIED BIDDERS:

A list of pre-qualified bidders from Phase One will not be released. Contract award notice of the successful bidder of Phase Two will be posted on buyandsell.gc.ca



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 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.

The first page of all amendment(s) that have been duly signed/initialed verifying proof of receipt or written acknowledgement of receipt of amendments should be submitted with the bid but may be submitted afterwards. If any amendment(s) are not acknowledged as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the documentation within the time frame specified will render the bid non-responsive.



APPENDIX 1 – PHASE ONE QUALIFICATION FORM

Description:

Replace existing front counter with new, accessible front counter. New counter to contain three secure public access windows, with built-in cabinetry on secure side. Relocate office from second floor to main floor (add wall and door to enclose the existing space on the main floor). Enclose the back entrance of the building to create a vestibule; new roof and canopy. This will allow circulation through the back of the building. Relocate existing vestibule wall to expand the vestibule, close the two (2) side doors (one to admin space, one to office space), and add a wall mount shelf for public.

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.

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.

Select a **maximum** of two (2) reference projects undertaken by the Bidder within the last 5 years for each **mandatory** requirement. A response to each **mandatory requirement** is required. Only the first two (2) projects listed for each, in sequence, will receive consideration and any others will not receive consideration.

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* construction projects in the last five years.</p> <p>*Commercial construction is defined as any construction of an exclusively non-residential nature, where the final purpose of the structure is for either:</p> <p>a) commerce - whether public or private; or b) service -whether public or private.</p> <p>Commercial construction includes all structures sub-defined under the definition of an institutional structure.</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	
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>*Commercial construction is defined as any construction of an exclusively non-residential nature, where the final purpose of the structure is for either:</p> <p>a) commerce - whether public or private; or b) service -whether public or private.</p> <p>Commercial construction includes all structures sub-defined under the definition of an institutional structure.</p> <p>** Occupied space refers to any dwelling or structure, whether residential, commercial or otherwise, which contained the intended occupants of that space concurrent with the project which had been completed in that 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):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____ Yes or _____ No	
Was this project 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.)	



APPENDIX 2 – Sample ITT - (attached separately)



APPENDIX 3 - BID SUBMISSION CHECK LIST

Submission of Bid:

- Front page of the Request for Qualifications** - completed and signed
- Appendix 1 – Phase One Qualification Form** - completed
- Front page of Amendment(s) (if applicable)** - signed or initialed
- Outside of Envelope** - Phase One Qualification Form; Solicitation Number; and Name of Bidder, if applicable. Solicitation Number, Bidder, Return Address, Closing Date and Time

To be submitted to the following address or facsimile, on or before solicitation closing date and time:

Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1

or

Facsimile: 780-454-4523