



**RETURN BID TO:
RETOURNER LES SOUMISSIONS A:**

RCMP / GRC

Bid Receiving
c/o Commissionaires, F Division
Procurement and Contracting Services
6101 Dewdney Avenue
Regina, SK S4P 3K7

or

Facsimile: 306-780-5232

**REQUEST FOR QUALIFICATIONS
DEMANDE DE QUALIFICATION**

Comments – Commentaires

Title-Sujet: Radio Tower Repair and Maintenance/Inspection Project, Various Locations in Saskatchewan		Date September 10, 2021
Solicitation No. – N° de l'invitation M5000-22-1325/A		
Client Reference No. - No. De Référence du Client 202201325 – WO # 471737		
Solicitation Closes –L'invitation prend fin		
At/à:	2:00 pm	Central Standard Time
On/le :	September 27, 2021	
Destination of Goods, Services and Construction – Destinations des biens, services et construction See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Enquiries to - Adresser toute demande de renseignements à Cindy Glover cindy.glover@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 639-625-3217	Facsimile No. – No. de télécopieur: 306-780-5232	
Delivery Required - Livraison exigée: See herein — Voir aux présentes	Delivery Offered - Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
E-mail-Courriel		
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:
 - o Name
 - o Title
 - o Company Name
 - o Email (this will be verified as active)
5. Add the following voluntary contact information:
 - o Phone number
 - o Twitter handle
 - o Facebook profile
 - o 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 Request for Qualifications 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:

Cindy Glover, Senior Procurement Officer
Telephone: (639) 625-3217
Facsimile: (306) 780-5232
Email: cindy.glover@rcmp-grc.gc.ca

Enquiries are to be made in writing and should be received no less than five (5) 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, must 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:

The RCMP "F" Division has a requirement for repairs and inspection/maintenance of 16 communication tower sites located at the following locations within the province of Saskatchewan.

Locations:

- Black Lake
- Bodmin Hill
- Denholm
- Divide
- Fond du Lac
- Krydor
- Meadow Lake
- Mt. Nebo
- Paradise Hill
- Prince Albert SaskPower
- Rabbit Lake
- Resource
- Saskatoon East
- Spruce Home
- St. Phillips
- Winter

The Contractor is responsible for repairing and completing a repair and inspection/maintenance report of the 16 towers identified. Work will involve, but is not limited to the supply of all labour, materials, tools, equipment, transportation and supervision necessary to complete the repairs and inspection/maintenance of the towers.



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 to meet any of the following mandatory requirements 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 information 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:	
M1: The Bidder must validate in writing they have a minimum 5 years’ experience within the last 10 years in communication tower maintenance and/or communication antenna removal and install. Contact information for the Bidder’s 2 most recent projects of this nature must be provided with their bid.	
How many years’ experience does your company have in communication tower maintenance and/or communication antenna removal and install? _____ Years	
PROJECT 1:	
Project Start Date (YYYY/MM/DD):	Project Completion Date (YYYY/MM/DD):
Project Location:	
Project Title:	
Was this a communication tower maintenance project or a communication antenna removal and install project? _____Yes _____No	
Provide an Owner’s or Owner’s Representative’s name, email and phone number for authentication/verification of information presented. Name: Email: Phone #:	



PROJECT 2:	
Project Start Date (YYYY/MM/DD):	Project 100% Completion Date (YYYY/MM/DD):
Project Location:	
Project Title:	
Was this a communication tower maintenance project or a communication antenna removal and install project? _____ Yes _____ No	
Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented. Name: Email: Phone #:	



APPENDIX 2

SAMPLE INVITATION TO TENDER

(attached separately as pdf)



APPENDIX 3

BID SUBMISSION CHECK LIST

Submission of Bid:

- | | |
|--|--|
| <input type="checkbox"/> Front page of the Request for Qualifications | - completed and signed |
| <input type="checkbox"/> Appendix 1 – Phase-One Qualification Form | - completed |
| <input type="checkbox"/> Front page of Amendment(s) (if applicable) | - signed or initialed |
| <input type="checkbox"/> Outside of Envelope | - Solicitation Number, Name of Contracting Authority, Bidder Name and Contact Information, Bidder Return Address, Solicitation Closing Date and Time |

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

**RCMP – F Division
Procurement and Contracting Services
c/o Commissionaires F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7**

Facsimile No.: 306-780-5232