



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

**Tender To: Public Works and Government Services  
Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Soumission aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada -  
Pacific Region  
800 Burrard Street, Room 219  
800, rue Burrard, pièce 219  
Vancouver  
British C  
V6Z 0B9

<b>Title - Sujet</b> Install Screw Piles	
<b>Solicitation No. - N° de l'invitation</b> EZ011-230185/A	<b>Date</b> 2022-07-07
<b>Client Reference No. - N° de référence du client</b>	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-050-9147
<b>File No. - N° de dossier</b> PWY-2-45020 (050)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Pacific Daylight Saving Time PDT <b>on - le 2022-07-25</b> Heure Avancée du Pacifique HAP	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Klyne, Brandie	<b>Buyer Id - Id de l'acheteur</b> pwy050
<b>Telephone No. - N° de téléphone</b> (778) 772-9426 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PSPC – km 133 to km 968 – Alaska Highway, BC	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **INVITATION TO QUALIFY**

Install Screw Piles, Km 133 to Km 968  
Alaska Highway, BC

### **IMPORTANT NOTICE**

#### **TWO PHASE SELECTION PROCESS**

This is the first phase (Phase One) of a two-phase process: the first phase will evaluate the qualifications of all interested suppliers; the second phase (Phase Two) will invite the qualified suppliers to provide a financial bid on the project based on the specifications and drawings. The qualification list will expire within 60 days or upon award of a contract in Phase Two, whichever is earlier, and the prequalification list will not be used in any other solicitation.

#### **DEBRIEFING:**

Should a supplier desire a debriefing, the supplier should contact the person identified as the Contracting Authority below within 15 working days of the notification of the results of the qualification process. 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 QUALIFIED SUPPLIERS:**

A list of qualified suppliers from Phase One will be released in Phase Two to all qualified suppliers at time of solicitation. Contract award notice of the successful bidder of Phase Two will be posted on [buyandsell.gc.ca](http://buyandsell.gc.ca)

## INSTRUCTIONS TO SUPPLIERS

### 1. TWO PHASE SELECTION PROCESS

Suppliers responding to this selection process are requested to submit in two phases. Phase One qualification covers only the qualifications and experience of the supplier. Following the evaluation of the submissions, suppliers will be advised of their qualification result and the status of the Phase Two tender. Phase Two suppliers will be provided an Invitation to Tender (ITT) for the financial evaluation in relation to the specifications and drawings.

Documents may be submitted in either official language of Canada.

### 2. ENQUIRIES:

All enquiries are to be submitted to the Contracting Authority:

Name: Brandie Klyne

Telephone: 778-772-9426

Email: [brandie.klyne@pwgsc.gc.ca](mailto:brandie.klyne@pwgsc.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. SUBMISSION OF BID

#### 1. Electronic Bid Submission by CPC Connect Service

- a. Bids must be submitted by using the Canada Post Corporation's (CPC) Connect service provided by. Faxed and hard copy bids (submitted in person or via mail/courier) will not be accepted for the subject bid solicitation.
- b. The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC is:

[TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Bids emailed directly to this email address will be rejected and deemed non-compliant. This email address is to be used to open a CPC Connect conversation, as detailed in c., or to send proposals through a CPC Connect message if the Bidder is using its own licensing agreement for CPC Connect.

- c. To submit a bid using CPC Connect service, the Bidder must either:
  - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for CPC Connect; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- d. If the Bidder sends an email requesting CPC Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate a CPC Connect

conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

- e. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least thirty (30) business days after the solicitation closing date and time.
- f. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- g. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- h. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the CPC Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the CPC Connect service.
- i. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- j. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- k. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder.

#### 4. SUPPLIER'S CONTACT INFORMATION

Legal Name: \_\_\_\_\_

Operating Name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name and title of person authorized to sign on behalf of Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

#### 5. LANGUAGE PREFERENCE

Preferred Language:

English ☐ French ☐

#### 6. JOINT VENTURES

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - a. the name of each member of the joint venture;
  - b. the Procurement Business Number of each member of the joint venture, if applicable;
  - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

#### 7. LIMITATION OF SUBMISSIONS

1. A Bidder may not submit more than one bid. This limitation also applies to the persons or entities in the case of a joint venture. If more than one bid is received from a Bidder (or, in the case of a joint venture, from the persons or entities), all such bids shall be rejected and no further consideration shall be given.

2. A joint venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
3. An arrangement whereby Canada contracts directly with a Contractor who may retain subcontractors to perform portions of the services is not a joint venture arrangement. A Subcontractor may, therefore, be proposed as part of the bidder team by more than one Bidder. The Bidder warrants that it has written permission from such Subcontractors to propose their services in relation to the services to be performed.
4. Notwithstanding paragraph 3. above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Bidder shall not include in its submission another Bidder as a member of its team, as a Subcontractor.
5. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the Province or Territory in which the project is located.

## PHASE ONE QUALIFICATION FORM

### PROJECT DESCRIPTION:

The work comprises of the installation of screw piles to support signs, gates and wing walls at entrances to gravel pits, sign posts in areas where difficult to install standard posts, large 2-3 post message signs, which may require new installations, or replacements due to corrosion, vandalism or impact. Screw piles will be provided by Canada. The overall objective of this requirement is to protect and preserve the Highway assets, and the health and safety of the travelling public.

General work to be performed:

- Installing Screw Piles, security gates and wing walls for gravel pits and maintenance camps  
Installing Screw Piles for large 2 to 3 post message signs  
Installing Screw Piles for single sign posts where difficult to install standard posts.

Work to be completed by December 31, 2022.

### CONDITIONS TO QUALIFY:

At Phase One closing, the supplier must:

- a) comply with the following Mandatory Requirements

Mandatory Requirements:

- M1 – M5

Failure by the supplier to provide the required documentation in Phase One will result in the supplier being disqualified and no further consideration will be given to the supplier and the submission will be deemed non-responsive.

### BASIS OF QUALIFICATION:

A bid must comply with the mandatory requirements to be declared responsive in Phase One. Responding “no” to any of the mandatory requirements below will render your bid non-compliant and no further consideration will be given to the bid.

#	Mandatory Requirements	MET (Yes/No)
M1	The contractor has experience installing screw piles for security gates, wing walls, and message signs/sign posts.	
#	Mandatory Requirements	MET (Yes/No)
M2	The contractor has knowledge on torque requirements when installing screw piles.	
#	Mandatory Requirements	MET (Yes/No)
M3	The contractor understands torque requirements for installation areas (geographical).	
#	Mandatory Requirements	MET (Yes/No)
M4	The contractor has experience or knowledge with the manual of uniform traffic control devices for Canada (TAC Canada).	
#	Mandatory Requirements	MET (Yes/No)
M5	The contractor has continuous WorkSafe BC coverage on the health and safety or all health & Safety violations, if any, have been cleared off by WorkSafe BC. The contractor is familiar with the requirements specified in the Canada Labour Code-Part II (as amended) and Canadian Occupational Health and Safety Regulations (as amended).	