



**RETURN BIDS TO /
RETOURNER LES SOUMISSIONS Á:**

**Parks Canada Agency, Bid Receiving Unit
National Contracting Services**

BID FAX : 1-855-983-1808

Bid Email / Courriel de soumission:
soumissionsami-bidsrpc@pc.gc.ca

This is the only acceptable email address for responses to bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUALIFICATIONS
DEMANDE DE QUALIFICATION

Proposal to: Parks Canada Agency

We hereby offer to sell to His Majesty the King 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.

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

Issuing Office :

Parks Canada Agency
National Contracting Services
Calgary, AB

Title-Sujet Phase 1 - Winter Abrasives Production - Highway Operations Unit		
Solicitation No. - No. de l'invitation 5P468-23-0016/A		Date: March 9, 2023
GETS Reference No. – No de référence de SEAG PW-23-01029551		Client Ref. No. – No. de réf du client.
Solicitation Closes – L'invitation prend fin :		
at – à 2:00 PM	on – le March 23, 2023	Time Zone - Fuseau horaire MDT - HNR
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à : Jen Maheu jennifer.maheu@pc.gc.ca		
Telephone No. - No de téléphone 587-432-8458		Fax No. – No de FAX: 1-855-983-1808
Destination of Goods, Services, and Construction: Destinations des biens, services et construction :		
See Herein – Voir aux présentes		

TO BE COMPLETED BY THE BIDDER
À ÊTRE COMPLÉTÉ PAR LE SOUMISSIONNAIRE

Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur	
Address - Adresse	
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur	
Titale - Titre	
Telephone No. - N° de téléphone: _____	
Email Address – Courriel : _____	
Signature	Date

REQUEST FOR QUALIFICATIONS

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 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 <https://canadabuys.canada.ca/en>

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to bid solicitations is soumissionsami-bidsrpc@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsami-bidsrpc@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-855-983-1808.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

DIRECT DEPOSIT

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

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 (Appendix 2)

ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 at e-mail address jennifer.maheu@pc.gc.ca. Enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, PCA will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed **ONLY** to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the bid being declared non-compliant.

BIDDERS' CONFERENCE

A bidders' conference will be held via teleconference on **March 16, 2023**. The conference will begin at **10:00 AM PST**. 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 participate.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm participation and obtain the dial-in coordinates. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be participating and a list of issues they wish to table no later than March 15, 2023 at 12:00 PM MDT.

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 participate will not be precluded from submitting a bid.

PHASE 1

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

Submissions received by fax and email 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.

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.

COMPLETION OF SUBMISSION

The Bidder shall base the Bid on the applicable bid documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

DEBRIEFINGS

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

APPENDIX 1 – PHASE ONE QUALIFICATION FORM

DESCRIPTION:

Parks Canada requires the crushing and preparation of 12,000 m³ abrasives for winter maintenance within Banff National Park. Work is to take place at Mannix Pit just west of Castle junction on the Trans-Canada Highway

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, should be completed and submitted prior to bid closing with sufficient detail to demonstrate compliance. Failure to demonstrate compliance with all mandatory requirements via the original submission, may result in the bid being deemed non-responsive. At any time in the bid evaluation stage should PCA officials identify any minor irregularities or omissions the Contract Authority may inform the bidder of a time frame within which to provide a clarification or missing information. Failure to comply with the request of the Contracting Authority within the time frame provided will render the bid 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. PCA 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 substantially completed two (2) construction projects in the last five (5) years for the crushing of abrasives. The projects preferably but need not necessarily have been in the public sector (i.e. work completed for a federal, provincial/territorial or municipal government client).</p> <p>For at least 1 (one) of the project examples, the Bidder must have been the Prime Contractor and not have been retained to complete the work under sub-contract.</p> <p>The component of the project completed by the bidder related to crushing abrasives must have been at least \$100,000 in value (excluding taxes)</p> <p>Note: The Bidder must provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below (use extra pages if necessary).</p>	

PROJECT 1:		Met (Yes/No)
Project Title:		
Project Location:		
Client (Owner or General Contractor if sub-contract):		
Project Start Date(YYYY/MM/DD):	Project Substantial Completion Date (YYYY/MM/DD):	
Was this project substantially completed in the past 5 years? ____ Yes or ____ No		
Was this project a crushing abrasives project? ____ Yes or ____ No		
Provide a client reference. This can be an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented. Where the work was done under sub-contract, the contact information for the General (Prime) Contractor is acceptable. Name: Email: Phone #:		
Cost of project work related to crushing abrasives \$ _____ (must be at least \$100,000 excluding cost)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)		

PROJECT 2:		Met (Yes/No)
Project Title:		
Project Location:		
Client (Owner or General Contractor if sub-contract):		
Project Start Date(YYYY/MM/DD):	Project Substantial Completion Date (YYYY/MM/DD):	
Was this project substantially completed in the past 5 years? ____ Yes or ____ No		
Was this project a crushing abrasives project? ____ Yes or ____ No		
Provide a client reference. This can be an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented. Where the work was done under sub-contract, the contact information for the General (Prime) Contractor is acceptable. Name: Email: Phone #:		
Cost of project work related to crushing abrasives \$ _____ (must be at least \$100,000 excluding cost)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)		

Solicitation No. - N° de l'invitation
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Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Jen Maheu

Client Ref. No. - N° de réf. du client

File Name - Nom du dossier
Phase 1 - **Winter Abrasives Production - Highway Operations Unit**

APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)

(ATTACHED SEPARATELY)