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## **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.

### **TERMS OF USE FOR INTERESTED BUSINESSES LISTES:**

Learn more about the terms of use for a list of businesses that are interested in partnering on an active tender opportunity.

CanadaBuys provides a way for businesses to let others know if they are interested in partnering on an active tender opportunity. Businesses do this by adding their contact information to a list of interested businesses. Their contact information is published and publicly available on the CanadaBuys website. Consult the guide on how to signal your interest in partnering for an active tender to learn more <https://canadabuys.canada.ca/en/support/signaling-your-interest-partnering-active-tender> .

This service is only available on CanadaBuys. It only includes businesses that have viewed tender opportunities and expressed their interest on this website and not businesses that may have done so through a third-party service provider (such as MERX or biddingo). A list of interested businesses is not part of the official tender solicitation package and is not available in the open tenders data file.

The list of interested businesses for a specific tender opportunity does not replace or affect the processes in place for that opportunity. Businesses must still respond to bid solicitations and compete based on established bid criteria.

### **Participating in a list of interested businesses**

Public Services and Procurement Canada (PSPC), on behalf of the Government of Canada, manages the lists of interested businesses. The self-identified businesses acknowledge and agree that PSPC reserves the right, at its sole discretion and without notice, to remove or exclude businesses from the lists that:

- provide or are likely to provide sexually exploitative or sexually explicit entertainment, products or services
- market products or services that are illegal or restrained by court order (e.g., court order on the right of a company to use a trademark)
- misrepresent the company name or first and last name fields and/or include superfluous marketing material
- may be, or whose activities may be, inconsistent or not compliant with federal or provincial legislation, policies or programs

### **Removing or editing a business listing**

Businesses can only edit or remove their business name and contact information from the list of interested businesses while the associated tender is active. When the tender closing date has passed, the list remains visible but cannot be changed. No contacts can be added or removed. The list will be unpublished once the tender is awarded, cancelled or expired and the tender notice is archived. Archived information cannot be altered or updated according to Government of Canada standards.

Businesses complete an online form to submit their information to join the list of interested businesses for a specific tender. After the form is submitted businesses receive a confirmation email with a link to they can use to



view, edit or remove their interested business listing. Businesses should keep this email so they can edit or delete their listing at a later date.

Learn more about how to edit a business listing.

Businesses that no longer have the original confirmation email can contact the Service Desk.

#### **Accuracy of information**

Businesses provide information on a voluntary basis and are responsible for ensuring it is accurate and reliable. PSPC is not responsible for the accuracy or the reliability of the contents in any of the lists of interested businesses.

#### **No endorsement**

Businesses voluntarily add their contact and social media information on a list of interested businesses. The list is provided solely for the convenience of businesses. PSPC does not:

- offer any guarantee in that regard, or any other regards and is not responsible for the information found through these links
- endorse businesses that are found on any lists
- take any responsibility for the re-use of the information by any organization or entity

#### **Accepting these terms of use**

Businesses access to, and use of, the list of interested businesses associated to any active tender notice is subject to their acceptance of the above terms of use.

PSPC may, at its sole discretion, change, add, or remove all or any part of the terms of use from time to time. These changes shall become part of the terms of use and shall be effective as soon as the revised version is published on CanadaBuys.

PSPC will inform businesses when a revised terms of use is published by posting a news article and sending an email notification.

#### **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.

**NOTE:** Canada Buys is the new official source for Government of Canada tender and award notices. Buy and Sell remains as a source for information, procurement policy and guidelines.

#### **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>.



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## 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](mailto: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.



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## APPENDIX 1 – PHASE ONE QUALIFICATION FORM

### Description:

HVAC system replacement at Government of Canada Building located in Slave Lake, Alberta. The project involves removing and disposing of the existing furnace and air-conditioning system, including peripheral equipment, and installation of a new HVAC system in the 770 square meter building. Replacement system must include on energy- efficient, multizone furnace system and HVAC air supply must be installed to two rooms. Thermostats to be relocated to exterior rooms.

The Contractor must perform and complete the Work by December 31, 2023.

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: a) commerce - whether public or private; or b) ***service – whether public or private; or</p> <p>***Service is defined as a system, program or method satisfying a public or private need, and which complies with the definition of commercial construction above.</p> <p>Commercial construction includes all structures sub-defined under the definition of an institutional structure.</p> <p>Institutional is defined as any publicly-owned building designed for the purpose of a public service or function. Publicly-owned can apply to any level of government, whether municipal, provincial, territorial or federal.</p> <p><b>Note:</b> Bidder to provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below.</p>	
<b>PROJECT 1:</b>		
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		
<p>Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.</p> <p>Name:</p> <p>Email:</p> <p>Phone #:</p>		
Briefly describe the project (i.e.: 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 project 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 (i.e.: 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,  
6th Floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

or

**Facsimile:** 780-454-4523