



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-866-246-6893
 Bid E-mail Address:
soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the 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. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

INVITATION TO QUALIFY

Proposal to: Parks Canada Agency

Comments:

Issuing Office:
 Parks Canada Agency
 National Contracting Services
 Calgary, AB

Title: Stage 1 – Snowshed Lighting Maintenance – Rogers Pass, BC	
Solicitation No.: 5P420-23-0397/A	Date: May 15, 2024
Client Reference No.: n/a	
GETS Reference No.: n/a	

Solicitation Closes: At: 14:00 On: June 11, 2024	Time Zone: MDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Daniel Nguyen	
Telephone No.: 403-836-2352	Fax No.: 1-866-246-6893
Email Address: daniel.nguyen@pc.gc.ca	
Destination of Goods, Services, and Construction: Rogers Pass, BC	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Email Address:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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Daniel Nguyen

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Snowshed Lighting Maintenance – Rogers Pass, BC

2 STAGE SELECTION PROCESS

IMPORTANT NOTICE TO BIDDERS

TWO STAGE SELECTION PROCESS

This is the first stage (Stage one) of a two-stage competition: the first stage will evaluate the qualifications of all bidders; second stage (Stage 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 Stage Two the pre-qualification list will expire and will not be used in any other solicitation. The qualification list will expire within 180 days or upon award of a contract in Stage Two, whichever is earlier, and the prequalification list will not be used in any other solicitation.

Parks Canada reserves the right to re-issue Stage One via a /B solicitation if it is determined there is insufficient competition to proceed with Stage Two. Bidders that have qualified in Stage One /A will not be required to resubmit on the Stage One /B. Bidders that failed to demonstrate compliance on the Stage One /A may resubmit and will be considered in Stage One /B.

Stage Two Bidders will be provided a REQUEST FOR QUOTATION (RFQ) for the financial evaluation in relation to the specifications and drawings. The attached sample is only being provided for bidders to reference the General Conditions.

LIST OF PRE-QUALIFIED BIDDERS:

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

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 soumissionsouest-bidswest@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsouest-bidswest@canada.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

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. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

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

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SPECIAL INSTRUCTIONS TO BIDDERS (SI)

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 daniel.nguyen@pc.gc.ca. Enquiries should be received no later than seven (7) calendar 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.

STAGE 1

Appendix 1 – Stage One Qualification Requirements must be submitted **ONLY** to the PCA Bid Receiving Unit by the date, time and place indicated on page 1 of the Invitation to Qualify. 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 satisfy Appendix 1 - Stage One Qualification Requirements and should include the completed front page of the Request for Qualifications.
- b. Must indicate:
 - Solicitation number
 - 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 submission on the applicable 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 or by telephone.

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APPENDIX 1 – STAGE ONE QUALIFICATION REQUIREMENTS

DESCRIPTION:

5P420-23-0397/A Snowshed Lighting Maintenance – Rogers Pass, BC

Parks Canada Agency requires a contractor to maintain the electrical infrastructure at five snow sheds located on the Trans-Canada Highway (Highway 1) in Glacier National Park between Revelstoke and Golden. The electrical infrastructure consists of power, lighting, and control systems dedicated to keeping the snow-shed lighting systems operational.

The scope of work includes preventative and corrective maintenance to the following electrical systems

- a) High Voltage System
- b) Protective Relaying System
- c) Low Voltage Power Distribution
- d) Snowshed Lighting including all interior and exterior lighting
- e) Snowshed Lighting Control System
- f) Snowshed Lighting Out Warning System including overhead signage adjacent to the snowsheds
- g) Uninterruptible Power Supplies (UPS)

Bidder Instructions: The Bidder is requested to respond to the Stage One Evaluation Criteria using the tables below.

BASIS OF SELECTION:

A submission must comply with the mandatory requirements to be declared responsive in Stage One.

MANDATORY REQUIREMENTS:

At Stage One bid closing time, the Bidder must:

- a) comply with the following Mandatory Requirements; and
- b) provide the necessary documentation to substantiate compliance.

All Mandatory requirements should be completed and submitted prior to closing with sufficient detail to demonstrate compliance. Failure to demonstrate compliance with all mandatory requirements via the original submission, may result in the submission being deemed non-responsive. At any time in the evaluation stage should PCA officials identify any minor irregularities or omissions the Contract Authority may inform the proponent 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 submission non-responsive.

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.

Bidders are requested to indicate (Yes/No) in the right column below, however simply stating Yes is not sufficient. The Bidder must provide substantiation as outlined in the mandatory requirements.

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#	Mandatory Requirements	Met (Yes/No)
M1	<p>By the closing date of this pre-qualification, the Bidder must submit three (3) projects substantially completed or ongoing by the Bidder within the last ten (10) years with electrical work valued over \$100,000.00.</p> <p>For at least two (2) of the project examples, the Bidder must have been responsible for obtaining the annual Technical Services BC electrical permit(s).</p> <p>The bidder must provide a client reference (name of client, name of client representative and their position, contact information) for each project. The client references will be used for fact verification only.</p> <p>Note: The Bidder must provide substantiation of above Mandatory Requirement using Project 1, Project 2, and Project 3 Tables below (use extra pages if necessary).</p>	
M2	<p>The Bidder must propose an individual who is a Class A Field Safety Representative (FSR) to oversee any work done on the high voltage system as required per Technical Safety BC. The bidder must prove with certifications that the proposed individual is a Class A FSR.</p>	

PROJECT 1:	
Project Title:	
Project Location:	
Was the Bidder the Prime Contractor for this project? ____ Yes or ____ No	
Client (Owner or General Contractor if sub-contract):	
Responsible for obtaining annual high voltage electrical permits: ____ Yes or ____ No	
Dollar value of electrical work (must be at least \$100,000 excluding taxes):	
Project Start Date (YYYY/MM/DD):	Project Substantial Completion Date (YYYY/MM/DD):
Was this project substantially completed or in progress within the past ten (10) years? ____ Yes or ____ No or ____ Ongoing	
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 #:	

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Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)

PROJECT 2:

Project Title:

Project Location:

Was the Bidder the Prime Contractor for this project? ____ Yes or ____ No

Client (Owner or General Contractor if sub-contract):

Responsible for obtaining annual high voltage electrical permits: ____ Yes or ____ No

**Dollar value of electrical work
(must be at least \$100,000 excluding taxes):**

**Project Start Date
(YYYY/MM/DD):**

**Project Substantial Completion Date
(YYYY/MM/DD):**

**Was this project substantially completed or in progress within the past ten (10) years?
____ Yes or ____ No or ____ Ongoing**

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 #:

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Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)

PROJECT 3:

Project Title:

Project Location:

Was the Bidder the Prime Contractor for this project? ____Yes or ____No

Client (Owner or General Contractor if sub-contract):

Responsible for obtaining annual high voltage electrical permits: ____Yes or ____No

**Dollar value of electrical work
(must be at least \$100,000 excluding taxes):**

**Project Start Date
(YYYY/MM/DD):**

**Project Substantial Completion Date
(YYYY/MM/DD):**

**Was this project substantially completed or in progress within the past ten (10) years?
____Yes or ____No or ____Ongoing**

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 #:

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Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)

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APPENDIX 2 – EXAMPLE REQUEST FOR QUOTATION (RFQ)
(ATTACHED SEPARATELY)