



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Parks Canada Agency, Bid Receiving Unit  
National Contracting Services

**Bid Fax:** 1-855-983-1808

**Bid Email:** [soumissionsami-bidsrpc@pc.gc.ca](mailto: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.

## INVITATION TO QUALIFY INVITATION À SE QUALIFIER

**Proposal to: Parks Canada Agency**

### Issuing Office :

Parks Canada Agency  
Winnipeg, MB

<b>Title-Sujet</b> Stage 1 - Tunnel Mountain Village 2 (TMV2) Shower Building HVAC Renovation, Banff National Park		
<b>Solicitation No. - No. de l'invitation</b> 5P468-24-0028/A		<b>Date:</b> May 31, 2024
<b>Client Ref. No. – No. de réf du client.</b> N/A		
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> June 18, 2024	<b>Time Zone - Fuseau horaire</b> MDT – HAR
<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 Inquiries to: - Adresser toute demande de renseignements à :</b> John Umuerrri <a href="mailto:john.umuerri@pc.gc.ca">john.umuerri@pc.gc.ca</a>		
<b>Telephone No. - No de téléphone</b> (431) 335-6240		<b>Fax No. – No de FAX:</b> 1-855-983-1808
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction :</b>  See Herein – Voir aux présentes		

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

<b>Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>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</b>	
<b>Title - Titre</b>	
<b>Telephone No. - N° de téléphone:</b> _____	
<b>Email Address – Courriel :</b> _____	
<b>Signature</b>	<b>Date</b>

## 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 an INVITATION TO TENDER (ITT) 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](http://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 [soumissionsami-bidsrpc@pc.gc.ca](mailto: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](mailto: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.

## **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 [john.umuerri@pc.gc.ca](mailto:john.umuerri@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.

### **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.

## **APPENDIX 1 – STAGE ONE QUALIFICATION REQUIREMENTS**

### **DESCRIPTION:**

5P468-24-0028/A Stage 1 - Tunnel Mountain Village 2 (TMV2) Shower Building HVAC Renovation, Banff National Park

Parks Canada requires the supply, installation, and commissioning, of an HVAC system in a campground shower building. The building is a 4-season shower building, approximately 102m<sup>2</sup> (1,100 f<sup>2</sup>) in size, circa 1981, and consists of 14 shower stalls, 2 washrooms, and 1 mechanical room spaces. The new HVAC system will provide heating, exhaust, air circulation/dehumidification and an automated control system.

Contractor must perform and complete the Work no later than September 30, 2024

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 same projects can be used for multiple mandatory requirements providing each response is relevant to the requirement.

#	Mandatory Requirements
M1	<p>Select two (2) reference projects of similar size with scope including the supply, installation, controls, and commissioning of an engineered HVAC system substantially completed by the Bidder within the last 5 years.</p> <p>Only the two (2) reference projects, in sequence, will receive consideration and any other provided projects will not receive consideration.</p> <p>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 HVAC supply, installations, controls and commissioning must have been at least \$60,000 in value (excluding taxes).</p> <p>The bidder must provide a client reference (name of client, name of client representative and their position, contact information) for each project. PCA reserves the right to verify information for completeness and accuracy and to verify the information presented only.</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>

<b>PROJECT 1:</b>	
<b>Project Title:</b>	
<b>Project Location:</b>	
<b>Was the Bidder the Prime Contractor for this project? ____ Yes or ____ No</b>	
<b>Client (Owner or General Contractor if sub-contract):</b>	
<b>Project Start Date(YYYY/MM/DD):</b>	<b>Project Substantial Completion Date (YYYY/MM/DD):</b>
<b>Was this project substantially completed in the past 5 years? ____ Yes or ____ No</b>	
<b>Was this project an engineered HVAC system including supply, installation, controls, and commissioning? ____ Yes or ____ No</b>	
<p>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.</p> <p><b>Name:</b></p> <p><b>Email:</b></p> <p><b>Phone #:</b></p>	

Cost of project work related to civil construction \$ \_\_\_\_\_

(must be at least \$60,000 excluding taxes)

**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):**

**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 an engineered HVAC system including supply, installation, controls, and commissioning?  
\_\_\_\_\_ 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 #:**

Solicitation No. - N° de l'invitation  
5P468-24-0028/A

Amd. No. - N° de la modif.

Contracting Authority - Autorité contractante  
John Umuerrri

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

File Name - Nom du dossier  
Stage 1 - Tunnel Mountain Village 2 (TMV2) Shower Building HVAC Renovation, Banff National Park

Cost of project work related to civil construction \$ \_\_\_\_\_

(must be at least \$60,000 excluding taxes)

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

Solicitation No. - N° de l'invitation  
5P468-24-0028/A

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Contracting Authority - Autorité contractante  
John Umuerrri

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

File Name - Nom du dossier  
Stage 1 - Tunnel Mountain Village 2 (TMV2) Shower Building HVAC Renovation, Banff National Park

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**APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)**

**(ATTACHED SEPARATELY)**