

## INVITATION TO TENDER

**RETURN BIDS TO:**

**Bid Receiving / Agriculture and Agri-Food Canada**

**Address:** Western Service Centre

**TENDER TO:**

**Agriculture and Agri-Food 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 construction listed herein and on any attached sheets at the price(s) set out therefor.

Comments

RETURN BIDS TO:  
 aaafc.wscprocurement-  
 csoapprovisionnement.aac@agr.gc.ca  
 with a cc to desta.kissack@agr.gc.ca

Title Roof Replacement, Carpenter Shed Building #20, Agassiz Research and Development Centre		
Solicitation No. 01R11-25-085	Date 2024-07-08	
Client Reference No.		
File No. WSC-2024-2025-085		
Solicitation Closes:		
F.O.B <input type="radio"/> Plant <input checked="" type="radio"/> Destination <input type="radio"/> Other		
Address Enquiries to: Desta Kissack		
Title: Senior Contracting Officer		
Email: desta.kissack@agr.gc.ca		
Telephone Number	Ext.	Fax Number
204-583-8127		
Destination Agriculture & Agri-Food Canada Agassiz Research & Development Centre 6947 Highway 7, Agassiz BC V0M 1A0		

**Instructions: See Herein**

Delivery Required December 01, 2024	Delivery Offered	
Vendor / Firm Name and Address		
Telephone Number	Ext.	Fax Number
Name and title of person authorized to sign on behalf of Vendor / Firm (type or print)		
Signature		Date

**Select Issuing Office:** Western Service Centre

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## INVITATION TO QUALIFY

### 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 180 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 on page 1 within 15 working days of the notification of the result of the assessment of their bid. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing or by telephone.

#### LIST OF QUALIFIED Suppliers:

The responsive Phase One Bidders will be advised that their bid was responsive, sent the Phase Two documentation, and have the opportunity to decide whether or not to continue their participation by submitting a Phase Two bid.

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## 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 the result of the assessment of their bid 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: Desta Kissack

Telephone: (204) 583-8127

Email: [desta.kissack@agr.gc.ca](mailto:desta.kissack@agr.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 QUALIFICATIONS

Qualifications must be submitted only to the Agriculture and Agri-Food Canada (AAFC) Bid Receiving Unit specified below by the date and time indicated on page 1:

1. The Phase One electronic bid must be received on or before the date and time set for the Phase One solicitation closing. The Bidder should ensure that the following information is included in the main body of the Phase One electronic bid submission email:
  - a. Solicitation number;
  - b. Name of Contracting Authority;
  - c. Bidder name and contact information (contact name, contact email, contact telephone number);
  - d. Bidder return address; and
  - e. Phase One solicitation closing date and time.
2. The Phase One Qualifications Form, and any required associated document(s), should be in PDF format. The Bidder should ensure that the following information is included in the electronic title of the Phase One Qualification Form PDF document and in the body of the Qualification Form PDF document:
  - a. PHASE ONE QUALIFICATIONS;
  - b. Solicitation number; and
  - c. Name of Bidder.
3. Bids sent in hard copy or transmitted by facsimile will not be accepted.
4. Electronic Bid Submission by Canada Post Corporation (CPC) Connect service
  - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the Connect service provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is: [aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

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Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in "c." below of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

- b. To submit a bid using CPC Connect service, the Bidder must either:
  - i. send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; 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 AAFC 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.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC 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.
- d. 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 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. 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 AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. 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.
- h. AAFC 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 AAFC 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.
- i. Bidders must ensure that that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder.
- k. Alternate arrangements of bid receipt can be made by contacting the Contracting Authority identified on page 1 of the solicitation package no later than one (1) business day prior to bid closing.

#### 4. SITE VISIT

There will be an mandatory site visit scheduled during Phase 2 for the bidders that qualified in Phase 1

**PROJECT DESCRIPTION:**

Agriculture and Agri-Food Canada owns and operates a research centre in Agassiz, BC that has a collection of various buildings to support research objectives. One such building is Building 20 – Carpenter Shed which requires a full roof replacement. Design plans have been prepared to replace the roof and the work includes

- Removal of the existing metal roof, underlay, gutters, flashing and cupolas
- Replacement of all damaged or missing sheathing;
- Installation of new underlay, interlocking metal roofing, flashing, gutters and downspouts.
- Location of the work: Agassiz Research and Development Centre, 6947 Highway 7, Agassiz, BC
- Key target completion dates: All work to be completed by December 1, 2024
- Work on the roof shall not impact the adjacent buildings and / or roads

**CONDITIONS TO QUALIFY:**

At Phase One closing, the supplier must:

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

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 qualification submission must comply with the mandatory requirements to be declared responsive in Phase One.

#	Mandatory Requirements	MET (Yes/No) and page reference(s)
M1	Supplier must provide two (2) reference projects undertaken by the supplier within the last 5 years relating to installation of a metal roof. The supplier is requested to use the below table to provide the response (replicate as required for each project).	



<b>PROJECT 2 :</b>			
<b>Project Start Date(YYYY/MM/DD):</b>		<b>Project Completion Date(YYYY/MM/DD):</b>	
<b>Project Location:</b>			
<b>Project Title:</b>			
Was this project completed in the last 5 years?		<b>Yes</b>	<b>or</b>
			<b>No</b>
Was this project a metal roof construction project?		<b>Yes</b>	<b>or</b>
			<b>No</b>
<b>Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.</b>			
<b>Name:</b>			
<b>Email:</b>			
<b>Phone #:</b>			
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>			

**PHASE ONE QUALIFICATION FORM**

<p><b>Bidder Legal Name:</b> (In the case of a joint venture or partnership include the legal names of all members or partners.)</p>	
<p><b>Bidder Operating Name (if any):</b> (In the case of a joint venture or partnership include the operating names of all members or partners.)</p>	
<p><b>Bidder Address:</b> (In the case of a joint venture or partnership include the addresses of all members or partners.)</p>	
<p><b>Name of Contact Person:</b> (In the case of a joint venture or partnership include only the contact person of the lead member or partner.)</p>	
<p><b>Telephone # of Contact Person:</b></p>	
<p><b>Email Address of Contact Person:</b></p>	
<p><b>Bidder requires Phase #2 documentation, specifications and drawings, and resulting contract in the following language:</b> (Bidder must only select one language, either English or French)</p>	<p>English <input type="checkbox"/>                      <b>OR</b>                      French <input type="checkbox"/></p>