

EXPRESSION OF INTEREST (including Pre-Qualification Requirements)

Supply of Facilities Management – Office Services

Reference: WS# WS2019779

BIDS Categories: 9468

Issue Date: November 7, 2011

Closing Date: November 21, 2011

Overview:

- Hibernia Management and Development Company Ltd. (HMDC) and ExxonMobil Canada Properties, a partnership (ExxonMobil) are in the process of pre-qualifying companies who can supply Facilities Management – Office Services for their onshore Newfoundland and Labrador requirements.
- Contractor shall provide all management, personnel, processes, materials, tools, equipment, applicable certifications and facilities as may be required.
- The intention is to have this scope of work cover the requirements of the Hibernia Project* and the Hebron Project. For clarity, the scope of work includes not only the foregoing, but all future work in which ExxonMobil or HMDC may engage in Newfoundland and Labrador, including but not limited to seismic, drilling, development and operations.
- While not planned, it should be noted that the resulting contract may require inclusion of and/or extension to other operators in the area, project co-venturers, contractors and/or affiliated companies.
- For work related to the Hibernia Project*, HMDC supports providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Contractors expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire at the bid stage.
- For work related to the Hebron Project, ExxonMobil supports providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Contractors expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire at the bid stage.
- Hibernia Management and Development Company Ltd. (HMDC) and ExxonMobil Canada Properties, a partnership (ExxonMobil) encourage the participation of members of designated groups, and corporations or cooperatives owned by them, in the supply of goods and services.

Scope of Work Overview:

The scope of work/supply includes facility management services which includes, but is not limited to:

- Reception
- Mail
- Office administration
- Office maintenance and operation
- Other related services

Additionally, the selected contractor will be required to meet all technical and Safety, Health, Environmental, and Security (SHE&S) specifications and safe work practices of ExxonMobil and HMDC and their affiliates as appropriate.

Current Locations/Foot Print .(while not planned, could change in the future)

Cabot Place, 100 New Gower St., St John's

Population: 300
Rentable Sq.ft: 80,000
Floors: 9

The Hebron Project – 215 Water St., St. John's

Population: 85
Rentable Sq.ft: 13,000
Floors : 1

Minimum Technical Requirements

- Experience providing services above-noted in multiple corporate and industrial locations.

Submission Requirements

Vendor submissions in response to this Expression of Interest (including pre-qualification) **must** include the afore-mentioned reference number as well as the following information:

1. Completed questionnaires. (Available through by contacting HMDC or ExxonMobil – see below.)
2. Information demonstrating qualification for the Scope of Work detailed above.
3. Information demonstrating vendor can meet minimum technical requirements detailed above.
4. Describe your experience operating under and familiarity with, the benefits provisions of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Acts and your experience with any similar regimes in other parts of Canada or internationally. At the RFP/ITT stage, bidders will be required to indicate how they comply with the above.
5. Please acknowledge that responsible management personnel have read, understand and will support requirements to comply with the following
 - i) Section 45 of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Acts
 - ii) The Hebron Benefits Agreement work requirements

The data submitted in response to the aforementioned questionnaires will be used to evaluate your company's ability (and those of your preferred sub-contractors / vendors where applicable) to perform these services or provide these materials. It will focus primarily on:

- past safety performance
- applicable experiences
- project execution skills
- project management skills & integration skills
- available technologies with proven performance
- current capability
- system lifecycle support capabilities and proven lifecycle programs
- work-load
- personnel qualifications
- financial capacity

We will evaluate this data and develop a final group of vendors who will be asked to submit formal competitive bids. We reserve the right to make the final determination of which contractors will receive the Request for Proposals (RFP) or Invitation to Tender (ITT) and which contractor will be awarded the final contract.

This Expression of Interest (including pre-qualification) is not a pre-qualification of contractors for other ExxonMobil /HMDC work but is limited to the scope aforementioned. In addition, participation in this Expression of Interest (including pre-qualification), including any statements whether oral or written between ExxonMobil / HMDC and your company shall not create or be deemed to create any binding legal relationship or contract, or be construed to do so between ExxonMobil / HMDC and your company. All costs associated with the preparation of your response to this expression of interest shall be at your expense.

Finally, it should be clearly understood that this Expression of Interest (including pre-qualification) may or may not result in the issuance of an RFP/ITT and may or may not result in the award of a contract. Further, it should be clearly understood that if you respond to this Expression of Interest (including pre-qualification) and your company is selected to be on the bidders list that your company name and contact information may be posted on public websites. Similarly, if you are selected for award, the same information may also be posted indicating that the work has been awarded to your company.

* It should be assumed that the Hibernia Project includes but is not limited to the ongoing evaluation and potential development / operation of Hibernia Southern Extension/HSE.

Responses must be submitted electronically by the closing date, to all of the ExxonMobil or HMDC e-mail addresses noted below:

Hibernia Project
Hibernia Management & Development Company Ltd. (HMDC)
Attention: Aimee Ryan
Aimee.E.Ryan@exxonmobil.com
Phone: (709) 778-7531

Hebron Project
ExxonMobil Canada Properties
Attention: Judy Edwards
Judy.V.Edwards@exxonmobil.com
Phone: (709) 752-6484

Finally, potential vendors, if they have not already done so, should register with BIDS at the following:

Newfoundland and Labrador
Phone: (709) 738-6500
1-800-397-0393
Fax: (709) 738 7015
E-mail: bids@nfld.net