

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0A1/Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Alternative Service Delivery/Autres modes de prestation  
des services  
11 Laurier/11 rue Laurier  
7C2, Place du Portage Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> CENTRAL HEATING AND COOLING PLANT	
<b>Solicitation No. - N° de l'invitation</b> 39903-130125/A	<b>Date</b> 2012-07-25
<b>Client Reference No. - N° de référence du client</b> 39903-130125	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PSD-002-23011
<b>File No. - N° de dossier</b> 002psd.39903-130125	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-09-12</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drouin, Chris	<b>Buyer Id - Id de l'acheteur</b> 002psd
<b>Telephone No. - N° de téléphone</b> (613) 944-5190 ( )	<b>FAX No. - N° de FAX</b> (613) 943-7944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>    <b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>   <b>Signature</b>   <b>Date</b>	

Solicitation No. - N° de l'invitation

39903-130125/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

002psd

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

39903-130125

002psd39903-130125

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Attached are the Engagement Process Details and Statement of Requirements.

**This Letter of Interest (LOI) does not constitute a commitment by the Government of Canada. The Government of Canada does not intend to award a contract on the basis of this notice or otherwise pay for the information solicited.**

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## 1.0 NEW ENGAGEMENT PROCESS

- a. In order to ensure a successful procurement for the provision of Operations and Maintenance Services of the Canadian Food Inspection Agency (CFIA) Central Heating Plant at 3851 Fallowfield Road in Ottawa, Ontario, Industry shall be engaged in an engagement process as the first step in this solicitation. The engagement process includes an “Industry Engagement Session” followed by one-on-one “Industry Meetings” and Industry “Working Group Meetings”, followed by the conventional Request for Proposal (RFP) process.
- b. The Industry Engagement Session is scheduled for August 20, 2012 from 9am to 12 pm in the 2nd floor boardroom of Building 201 Ottawa Laboratory Fallowfield, 3851 Fallowfield road ,Ottawa Ontario K2H 8P9. This will be followed by a visit of the plant to allow potential bidders to visually assess the plant condition. One-on-one Industry Meetings will follow this session on the following days, if required.
- c. Canada anticipates that Working Group Meetings may be scheduled in July/August 2012, if required.
- d. It is desirable that Industry provide comments and recommendations to the Public Works Government Services Canada (PWGSC) Contracting Authority on the Draft Rules of Engagement and Dispute Resolution Process by 4 pm on August **15**, 2012 to allow the Crown to prepare for the One-on-One sessions. The Draft Rules of Engagement and Dispute Resolution Process will be discussed and finalized at the Industry Engagement Session.
- e. To participate in the Engagement process, including the Industry Engagement Session, one-on-one meetings, Working Group Meetings and a review of the final DRAFT RFP, Industry must sign and agree to the Industry Engagement – “Rules of Engagement and Dispute Resolution Process” which is attached at Annex B and will be presented at the Industry Engagement Session.
- f. Also, in order to facilitate the one-on-one meetings, Industry is encouraged to provide written comments and recommendations on the proposed topics attached at Annex C, for discussion as well as any additional topics Industry may wish to discuss.
- g. All Industry engagements will be documented and this information is subject to the Access to Information Act. Canada shall not reveal any designated proprietary information to third parties.
- h. **Industry Engagement Session:** The purpose of the Industry Engagement Session is to provide Industry and other interested parties with general information on the procurement and engagement process, finalize the Draft Rules of Engagement and obtain industry comments on the engagement process timeline.

- i. **One-on-One Industry Meetings (if required):** Following sign off by Industry of the Rules of Engagement and Dispute Resolution Process Canada will meet with Industry participants individually to listen to their concerns, recommendations and solutions. Canada will analyze and summarize industry input, identify topics that need to be discussed at Working Group meetings and revise solicitation document(s), if applicable.
- j. **Working Group Meetings(if required):** The objective of the Working Group Meetings is to resolve industry issues and secure an open competitive procurement process. Industry will be invited to Working Group Meetings comprised of representatives from CFIA and PWGSC to discuss specific issues, potential solutions and revised solicitation document(s), if applicable. Canada will finalize the solicitation document(s) following these meetings.
- k. **Draft-RFP:** Following the Working Group Meetings, Canada will document all industry issues, positions and actions. A revised draft-RFP will only be made available to all participants who have signed and complied with the Rules of Engagement for a final review before the official RFP is published on MERX.
- l. **Third Party Consultation:** Third parties such as Industry Associations will be consulted on an as and when required basis to discuss industry issues and recommendations on industry standard practices.
- m. **LOI Closing Date:** The LOI closing date published on the first page is not the deadline for comments or inputs. The purpose of industry engagement is to accept inputs and comments at any time up until the formal Request for Proposal (RFP) is posted.

## **2.0 SCOPE**

The Canadian Food Inspection Agency requires the services of a contractor to operate the Central Heating and Cooling Plant at its Fallowfield Campus, Ottawa. It is the intention of this solicitation to obtain qualified services for operation and maintenance of the central heating and cooling plant at the CFIA complex at 3851 Fallowfield Road by means of a combination fixed-price and cost-plus service contract.

Provisions will also be included in the Contract for the possible addition of other facilities if required at the discretion of Canada.

The Contract is expected to be for a duration of 3 years with an option to renew for an additional 2 years.

## **3.0 CONTRACTING AUTHORITY**

PWGSC Contracting Authority:  
Christian Drouin  
Public Works and Government Services Canada  
Alternate Service Delivery (ASD) and Special Projects

E-mail: chris.drouin@pwgsc-tpsgc.gc.ca  
Tel. No.: 613-944-5190

#### **4.0 COMMUNICATIONS**

All enquiries and other communications with government officials throughout the solicitation period are to be directed ONLY to the Contracting Authority named above who is responsible for the oversight of the solicitation process. Non compliance with this condition during the bid solicitation period may (for that reason alone) result in disqualification of a bidder from the Engagement process.

#### **5.0 INDUSTRY ENGAGEMENT: REGISTRATION**

Participants who wish to attend the Industry Engagement Session and Industry One-on-One sessions are to register in writing by notifying the PWGSC Contracting Authority identified herein via email, by 4 pm EST, August **20**, 2012. Participants must identify themselves by their legal name, corporate address, the names of representatives attending by their respective title as well as their office address, telephone number(s) and e-mail address.

Please note that:

- a. Although Industry may register as many representatives as required no more than two (2) representatives may attend at any given time due to space limitation.
- b. All attendees are encouraged to register in advance with the Contract Authority and will be required to sign-in upon arrival at the venue. In addition, please indicate whether a one-on-one session is requested in addition to the Industry Engagement Session.
- c. Interested participants are encouraged to submit their comments, in writing, to the Contracting Authority in regards to the "Industry Engagement Proposed Topics for Discussion" attached at Annex "C" as well as to suggest additional topics to be discussed at the one-on-one meetings and working group sessions.
- d. One-on-one sessions will be conducted over a number of days following the Industry Engagement Session. The Contracting Officer will notify you of your designated meeting time. Allotted times will be established on a first-come-first serve basis based on when the registration is received.  
**Please note: with up to four Industry representatives attending the session, the rescheduling of allotted times is discouraged.**
- e. One-on-One Sessions will be a maximum of 1 hour in length.
- f. Attendees are responsible for their own transportation, accommodation, meals, parking and all other expenses.

- g. Participation is not a mandatory requirement. For example, choosing not to attend any of the Engagement Sessions will not preclude an interested participant from submitting a proposal.
- h. Media cannot participate in the Industry Engagement Session, one-on-one meetings or the working group sessions.
- i. It is requested that participants attending the Industry Engagement Session arrive no later than 08:30 am the day of the session. However arriving at 08:00 am is encouraged to facilitate Industry sign-in to a CFIA facility.

## **6.0 INDUSTRY ENGAGEMENT SESSION AGENDA , AUGUST 20, 2012**

The following is the Agenda for the Industry Engagement Session:

- |                                     |            |
|-------------------------------------|------------|
| a. Opening Remarks:                 | PWGSC      |
| b. Engagement Process Agenda        | PWGSC      |
| c. Engagement Process               | PWGSC      |
| d. Rules of Engagement              | PWGSC      |
| e. Break                            |            |
| f. Technical & Operational Overview | CFIA       |
| g. Solicitation/Contract Overview   | PWGSC      |
| h. Questions and Answers            | All        |
| i. Closing Remarks                  | CFIA/PWGSC |
| j. Industry one-on-one Meetings     |            |
| k. Plant Visit                      |            |

## **7.0 ESTIMATED PROCUREMENT SCHEDULE**

<b>Step</b>	<b>Event</b>	<b>Target</b>
1	Letter of Interest	July 25, 2012
2	Industry Engagement Session	August <b>20</b> , 2012
3	One on One sessions and WG sessions	August <b>21-28</b> , 2012
4	SOW Complete	End August
5	RFP Complete	Mid September 2012
7	RFP Closes	End October (40 day posting)
8	Evaluations Complete	Mid November
9	Contract Award	December 2012

## ANNEX A

### DRAFT LIST OF REQUIREMENTS

SR 1 Management Services	The Contractor shall manage the total work effort associated with the operations, maintenance, repair, and all other services required to provide continuous operation of this plant. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records and inventories, and quality control.
SR 2 Heating Plant Operations and Maintenance	Operation and maintenance of the central heating plant includes the start-up, operation and shutdown of plant equipment and control systems, monitoring and adjustment, preventative maintenance and inspection, and the efficient and economical production of steam to assure its availability to the Government at the lowest possible cost. This work also includes record keeping of operations and conditions, analysis of records to correct non-optimal practices, water treatment, monitoring warranties, testing operations and capabilities of the central heating plant, periodic operation and inspection of idle equipment, and cleaning, preservation, lubrication, and adjustment of plant equipment.
SR 3 Cooling Plant Operations	Operation of the cooling plant includes the start-up, operation and shutdown of Chilled Water producing equipment and systems, monitoring and adjustment, and the efficient and economical production of chilled water to assure its availability to the Government at the lowest possible cost. This work also includes record keeping of operations and conditions, analysis of records to correct non-optimal practices, water treatment, monitoring warranties, and periodic operation and inspection of idle equipment, cleaning, preservation, lubrication, and adjustment of plant equipment.
SR 4 Distribution Systems	The steam and chilled water distribution system includes approximately <b>INSERT</b> meters of underground steam distribution lines, <b>INSERT</b> meters of buried chilled water distribution lines and supporting equipment and components. The distribution system originates at the Central Plant and extends throughout the CFIA campus up to and including the pressure reducing valve (PRV) or the building isolation valve where there is no PRV. This system includes expansion joints, expansion loops, pipe anchors, valves, traps, insulation, conduit and manholes, structural supports, steam piping (above



	ground and underground), condensate return piping, and other related items.
SR 5 Additional Work	Additional work to the services identified in SR 1 through 4 and is undertaken on a cost-plus basis. This work generally arises from equipment failure or involves significant resources such as a boiler overhaul or inspection/investigation. CFIA, reserves the right to have any and all of this work undertaken by other contractors. All work is to have the prior approval of a CFIA official.

## **ANNEX B**

### **INDUSTRY ENGAGEMENT PROCESS**

#### **Rules of Engagement**

The Draft Terms & Conditions and Dispute Resolution Process of the Rules of Engagement will be discussed and finalized at the Industry Engagement Session. Sign off by participants will be required in order to attend the follow-on Plant visit, One-on-One and the Working Group meetings.

- 1) An overriding principle of the industry engagement is that it be conducted with the utmost of fairness and equity between all parties. No one person or organization shall receive nor be perceived to have received any unusual or unfair advantage over the others.
- 2) These Rules of Engagement will apply beginning with the signing of this document and conclude with the release of the Final Request for Proposal (RFP) on MERX.
- 3) All Crown documentation provided throughout the industry engagement process, which begins with the Industry Engagement Session and concludes when the official Request for Proposal is published on the Government Electronic Tendering Service (MERX) ("Engagement Process"), will be provided to all participants who have agreed to and signed the Rules of Engagement ("Participant").
- 4) The Engagement Process will consist of an Industry Engagement Session, Industry Meetings, Working Group Sessions and any other processes deemed necessary by the Contracting Authority.
- 5) The Principal Elements of the Proposed Topics and Questions for Discussion document at Annex C is the basis to move forward with the Engagement Process.
- 6) In order to maximize the benefits of the Engagement Process, Canada will endeavor to solicit comments from Participants on various issues raised.
- 7) Any solutions, ideas or issues raised during the One-on-One sessions will be first analyzed for further consideration by Canada;
- 8) Any issues, recommendations, solutions or ideas raised during the One-on-One meetings and accepted by Canada, shall be raised for discussion during the Working Group Sessions;
- 9) An agenda with discussion topics and any available supporting documentation will be provided to Participants in advance of each Working Group Session;
- 10) Following each Working Group Session, a Record of Discussion will be distributed to all Participants.
- 11) A draft-RFP for a final review before the official RFP is published on MERX will only be made available to Participants.

12) Canada will not disclose proprietary or commercially sensitive information concerning a

Participant to other Participants or third parties, except and only to the extent required by law.

### **Terms and Conditions**

The following terms and conditions apply to the Engagement Process. In order to encourage open dialogue, Participants agree to the following:

- 1) Participants are expected to discuss their views concerning the operations and maintenance of the plant, and to provide positive resolutions to the issues in question. Everyone shall have equal opportunity to share their ideas and suggestions;
- 2) Participants will NOT reveal or discuss any information to the MEDIA/NEWSPAPER regarding this requirement during this engagement process. If participants receive a question from the Media, participants are to direct the Media to contact the PWGSC Media Relations Office at 819-956-2313;
- 3) Participants are to direct inquiries and comments only to authorized representatives of Canada, as directed in notices given by the Contracting Authority from time to time. Any communication to unauthorized representatives of Canada may be subject to full disclosure by Canada on MERX;
- 4) Media cannot participate in the one-on-one meetings or the working group sessions;
- 5) Canada is not obligated to issue any RFP, or to negotiate any contract for the Operations and Maintenance of the CFIA plant at Fallowfield.
- 6) If Canada does release a RFP, the terms and conditions of the RFP shall be subject to Canada's absolute discretion;
- 7) Canada will not reimburse any person or entity for any cost incurred in participating in this industry engagement process;
- 8) Participation is not a mandatory requirement. Not participating in this engagement process will not preclude a bidder from submitting a proposal. However a follow-on plant visit will not be made available to potential bidders other than the visit which follows the Engagement Session
- 9) Draft-RFP will be released to all Participants for comments. If required, a Working Group Session will be organized;
- 10) Failure to agree to and sign the Rules of Engagement will result in the exclusion from participation in the one-on-one meetings, working group meetings and review of the final draft RFP; and,
- 11) A dispute resolution process to manage impasses throughout this engagement process shall be adhered to as follows. All requests to use the dispute resolution process shall be directed to the Contracting Authority who will make the appropriate arrangements.

### **Dispute Resolution Process**

- 1) By informal discussion and good faith negotiation, each of the parties shall make all reasonable efforts to resolve any dispute, controversy or claim arising out of or in any way connected with this Industry Engagement.
- 2) Any dispute between the Parties of any nature arising out of or in connection with this Industry Engagement shall be resolved by the following process:
  - a. Any such dispute shall first be referred to the Participant's Manager and the PWGSC Manager managing the Industry Engagement. The parties will have 3 Business Days in which to resolve the dispute.
  - b. In the event the representatives of the Parties specified Article 2.a. above are unable to resolve the dispute, it shall be referred to the Participant's Project Director and the PWGSC Senior Director of the Division responsible to manage the Industry Engagement. The parties will have 3 Business Days to resolve the dispute.
  - c. In the event the representatives of the Parties specified in Article 2.b. above are unable to resolve the dispute, it shall be referred to the Participant's Senior Representative responsible for this project and the PWGSC Director General, who will have 3 Business Days to resolve the dispute.
  - d. In the event the representatives of the Parties specified in Article 2.c. above are unable to resolve the dispute, it shall be referred to the Participant's CEO and the PWGSC Assistant Deputy Minister, Acquisitions Branch who will have 5 Business Days to resolve the dispute.
  - e. In the event the representatives of the Parties specified in Article 2.d. above are unable to resolve the dispute, the Contracting Authority shall within 5 Business Days render a written decision which decision shall include a detailed description of the dispute and the reasons supporting the Contracting Authority's decision. The Contracting Authority shall deliver a signed copy thereof to the Participant.

By signing this document, the individual represents that he/she has full authority to bind the company listed below and that the individual and the company agree to be bound by all the terms and conditions contained herein.

**Name of Company:** \_\_\_\_\_

**Name and Title of Company Individual:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PWGSC Contracting Authority:**  
**Christian Drouin**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CFIA Project Authority:**

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CFIA Procurement Authority:**

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ANNEX C**

### **INDUSTRY ENGAGEMENT PROPOSED TOPICS FOR DISCUSSION**

This template is being provided to assist Industry and Canada to prepare for One-on-One and Working Group Meetings and to facilitate the engagement process. Your written response to the Annex C and additional topics are encouraged but optional.

Header Information in Company's format

**Industry Engagement  
Proposed Discussion Topics**  
**DATE**  
Company ABC Response

On this title page, please provide:  
Company Information (Company Name, Address, Web address, etc.)  
Contact Information (Name, Title, Phone, E-mail Address)  
Document Protection Level (Optional)

Footer Information in Company's format Page X of X

The intent of this document is to present possible topics for discussion to promote open dialogue while working in collaboration with Industry in the development of a simplified performance-based SOW and Evaluation Methodology. This collection of topics is by no means exhaustive and Canada encourages participants to bring forward any other key issues that they consider to be relevant.

Consideration of and responses to this document will play an important role in this engagement process by fostering open discussion.

Initiatives that fall within the scope of the requirement are encouraged and are open to discussion during the One-on-One and Working Group sessions.

**Instructions:**

- This document template is intended to provide guidance to Industry in preparing for the Industry Engagement Session, One-on-One meetings, Working Groups, and their discussion papers. It is not expected that all questions will elicit a response; neither should submissions be constrained by the questions or topics of discussion;
- Use the written format of your choice, but keep the same section numbering to facilitate Canada's analysis of all responses;
- The number of pages of your response is not limited. However the expected length should not exceed 30 pages single sided standard business format.;
- Written responses are to be provided electronically in MS Word or PDF format.

**Section 1: Executive Summary**

- 1) Describe if you intend, should you bid on this requirement, to be the prime contractor or a potential subcontractor;
- 2) What services or products are you currently providing that are similar to this requirement?
- 3) Outline your interest in the Operations and Maintenance Services Contract of the Fallowfield Plant.
- 4) Insert your key conclusions and recommendations.
- 5) Up to a maximum of four (4) pages for the Executive Summary. Use the other Sections to provide details

**Section 2: Draft Request for Proposal (RFP) including Contract Terms and Basis of Payment (this will be provided following the Engagement Session).**

- 1) As a Bidder, is the RFP clear and is there sufficient information provided, for you to submit a bid?



- 2) Canada has provided a draft Basis of Payment. Do you have comments or suggestions for an alternative Basis of Payment scheme?
- 3) Do you have any issues submitting the signed Certifications (contained in Section 5 of the RFP) with your bid?

### **Section 3: Draft Statement of Work (this will be provided following the Engagement Session)**

- 1) Canada plans on loaning the tools and equipment in its possession to allow the Contractor to do the work. Do you have issues with this approach?
- 2) Do you have comments/concerns regarding:
  - Project Management responsibilities
  - Heating Plant Operations
  - Cooling Plant Operations
  - Distribution Systems
  - Additional Work Requests (AWR) process

### **Section 4: Service Delivery Solutions**

- 1) Where would you see the main opportunities to achieve improvements?
- 2) Where do you see the potential for providing improved service performance standards?
- 3) Are there any particular areas of flexibility/relaxation of constraints that you would require from CFIA in order to make innovations / efficiencies?
- 4) Are there particular external factors impacting on the ability to make innovations?

### **Section 5: Evaluation Criteria**

- 1) Is the Evaluation Criteria and selection methodology clear?
- 2) The rationale for Key Personnel is to ensure that qualified company representatives are main points-of contacts for this requirement. Are there any concerns over this approach?
- 3) Are there any areas in the Evaluation Criteria that you would like to see changed?

### **Section 6: Risks and Benefits**

- 1) Identify any potential risks and benefits to Canada. Include any mitigation strategies you would deem necessary in order for your proposed solution to be viable.

## **Section 7: Other Comments**

- 1) Indicate any other areas of concern that Canada may be interested / concerned with that would aid in providing a recommendation for improvement.
- 2) Are there any other key issues that you consider relevant?
- 3) What would you consider to be the minimum qualifications required for a company to participate in this RFP process?

**ANNEX A**  
**STATEMENT OF WORK**  
**Alternative Operations of Central Heating Plant**

**1. Objective**

The Canadian Food Inspection Agency requires the services of a contractor to operate the Central Heating and Cooling Plant at its Fallowfield Campus, Ottawa.

**Mandate of CFIA and Fallowfield Laboratories**

The Ottawa Laboratory Fallowfield (OLF), 3851 Fallowfield Road, Ottawa with its complex bio-containment functions is recognized for its scientific stewardship, science-based risk management and program design. CFIA has a unique mandate for bio-containment regulation; however, like other federal science organizations, CFIA is also driven by the need to deliver mandated programs efficiently and economically, and to provide appropriated, cost-effective custodial accommodation.

**2. Background**

The CHCP serving the Fallowfield Laboratories has been operated by Public Works and Government Services Canada (PWGSC) under the terms of Service Level Agreement initiated April 1, 2007 for a period of five years. PWGSC and CFIA have agreed to seek a private-sector company to operate and maintain the plant.

The Contractor shall be responsible for the effective and efficient operation, maintenance, and repair of the central heating and cooling system<sup>1</sup> 24 hours per day, 7 days per week to meet the demands of CFIA's Fallowfield Laboratories. This system includes the boilers, plant, and related equipment including fuel storage and handling, water treatment equipment, associated pumps, components, controls, the steam distribution system including steam lines, condensate return pumps, and related equipment as identified in the Appendix 1.

**3. Terminology**

Contract Officer. The PWGSC officer identified on the cover page of this contract to administer the contract. Throughout this contract, the term CO will be used to refer to the individual designated to administer the contract or his/her designated representative.

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<sup>1</sup> Boilers code B25=24,070 KW and refrigeration 382 KW

Contract No.

Contractor. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall be responsible for insuring that his/her subcontractors comply with the provisions of this contract.

Contractor Representative. The Plant Chief employed by the Contractor.

Departmental Representative. The person(s) whom the CO will designate by name and/or position title to conduct liaison between the Contractor and the CO on matters pertinent to this contract and be his/her authorized representative.

Facility. An establishment, structure, or assembly of units of equipment designated for a specific function.

Facility Manager. \_\_\_\_\_

Preventative Maintenance. Regular work to plant equipment to ensure such equipment remains operative. Such tasks are dictated by regulations and manufacturers' instructions.

Pre-expended bin materials and supplies. The minor materials and supplies, including those that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is \$50.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, gases, refrigerants, refrigeration fittings, plumbers tape and compound, clips, welding rods, heat sinks, electrical outlet, switches, cover plates, plumbing fixtures and fittings, touch up paint, and any other item for which the total line item adjusted cost is \$50.00 or less.

Quality Assurance (QA). A method used by the Government to provide some measure of control over the quality of purchased goods and services received.

Quality Assurance Evaluator (QAE). The Government employee responsible for the daily monitoring of Contractor performance.

Quality Control (QC). A method used by the Contractor to control the quality of goods and services produced.

Repair. Repair is the restoration of a piece of equipment, a system, or a facility to such condition that it may be effectively utilized for its designated purposes. Repair may be overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance.

Response Time. Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate tools, equipment, and materials, ready to

Contract No.

perform the work required. Response times are designated in the appropriate technical clauses in Section C.

**a. Acronyms**

CHCP – Central Heating and Cooling Plant.

CFIA – Canadian Food Inspection Agency

PWGSC – Public Works and Government Services Canada

ADM (Mat) – Assistant Deputy Minister (Materiel)

GSE - Government Supplied Equipment

OPI – Office of Primary Interest

OLF – Ottawa Laboratory Fallowfield

TFM – Technical Facility Manager

5. Service Requirements

SEE SERVICE REQUIREMENTS DOCUMENT FOR SR 1-5

**6.0 Deliverables**

Report/Plan Name	Service Requirement - Clause	Initial submission	Updates
Personnel Roster	SR 1 – 1 -f	Two weeks prior to start of work.	Continuous
Site Specific Safety Plan	SR1 – 2 - a	15 working days of award	Annually, by March 1 <sup>st</sup> .
Required Inspections and Certifications	SR1-2-e	10 working days of award	Annually, by March 1 <sup>st</sup> .
Cash Flow Forecast	SR1-3-a	15 working days of award	Annually, by Nov. 1 <sup>st</sup> .
Quality Control Plan	SR1-4-a	20 working days of award	Annually, by March 1 <sup>st</sup> .
Preventative Maintenance Plan	SR1-5-a	30 working days of award	Annually, by Nov. 1 <sup>st</sup> .
Certificate of Insurance	SR1-6-a	5 working days of award	Continuous
Inventory of Equipment & Tools	SR1-6-c	5 working days of award	Continuous
Operational Logs	SR2-7, SR3-3, SR4-3	At take over	Daily when operating.