

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY  
GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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**REQUEST FOR PROPOSAL**

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES  
FOR STAND-BY GENERATORS  
at the David Florida Laboratory (DFL) in Ottawa**

**Bid Submission Deadline:  
January 14, 2014 at 14:00 PM (EDT)**

Submit Bids to:

Canadian Space Agency  
TENDERS RECEPTION OFFICE  
Receiving/Shipping  
From Monday to Friday between 8:00 and 16:30 (closed between 12h00 and 13h00)  
6767 route de l'Aéroport  
Saint-Hubert(Québec) J3Y 8Y9  
Canada

Attention to: Claudine Morin  
Email: [soumissionscontracts@asc-csa.gc.ca](mailto:soumissionscontracts@asc-csa.gc.ca)

Reference: CSA File No. **9F030 – 20130679**

*Note:* Please read this Request For Proposal carefully for further details on the requirements and bid submission instructions.



**December 13, 2013**

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation and resulting contract document is divided into seven parts plus annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security requirement; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### **2. Submission of a bid**

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

General Instructions to Bidders is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

### **3. Summary**

#### **Description and requirement**

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations to provide preventative maintenance and repair services for stand-by generator at the David Florida Laboratory (DFL) in Ottawa.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP. A description of the work to be completed under this requirement is provided in the Statement of Work attached hereto as **Appendix A**.

### **4. Communications Notification**

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

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## **5. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions – Goods or services – Competitive requirements are incorporated by reference into and form part of the bid solicitation.

- Remove points 4 and 5 of section IG01

### **2. Submission of Bids**

THE BID SUBMISSION DEADLINE IS INDICATED AT THE FIRST PAGE OF THIS DOCUMENT. It is the CSA's policy to return, unopened, bids received after the stipulated bid solicitation closing date and time, unless they qualify as a delayed bid.

**You can also send your proposal by email at the following address:**  
[soumissionscontracts@asc-csa.gc.ca](mailto:soumissionscontracts@asc-csa.gc.ca)

**Proposals send by fax is not acceptable.**

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority ([Claudine.morin@asc-csa.gc.ca](mailto:Claudine.morin@asc-csa.gc.ca)) no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable government of Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where government of Canada determines that the enquiry is not of a proprietary nature. Government of Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by government of Canada.

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## **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. General**

Bidders must send **the original** of the proposal, before the specified deadline (date and time), to the address shown on Page 1 of the RFP. Proposals may be submitted in English or French.

### **2. Price**

The financial proposal must indicate a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as per indication in Appendix B**.

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded, FOB destination, Customs duties and Excise taxes included.

Government of Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;
- (c) include the certifications as a separate section of the bid;
- (d) the bidder must present their financial proposal in conformity with the basis of payment;
- (e) the total amount with goods and services tax (GST) or harmonized sales tax (HST), if applicable, must be indicated separately.

### **3. Business name and address of bidder**

1) Name: \_\_\_\_\_

2) Address: \_\_\_\_\_  
\_\_\_\_\_

3) Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

4) Email: \_\_\_\_\_

5) Procurement Business Number (PBN): \_\_\_\_\_

## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

a) The propositions will be evaluated in regards to all the criteria of the present request for proposals, including technical evaluation criteria and financial.

b) An evaluation team made up representatives of Government of Canada will evaluate the proposal.

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## **2. Financial Evaluation**

Clause of the manual of SACC A0220T (2007/05/25) Evaluation of price

## **3. Basis of selection**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria
2. Bids not meeting (a) and (b) will be declared non-responsive.
3. The lowest evaluated responsive bid will be recommended for a contract.

## **4. Mandatory Criteria**

- The Contractor shall hold the appropriate licenses for the work requested in this contract as outlined below in Mandatory personnel experience below. It shall supply a valid copy of all these licenses and certificate with its tender.
- Provide documentation that the company has been in good standing business for a minimum of five (5) years.
- The company shall hold a minimum \$2,000,000 professional and civil liability insurance policy.

## **5. Mandatory Personnel experience**

- Minimum 5 years recent work experience troubleshooting, repairing, testing and maintaining life safety emergency diesel generators (350kW to 2000 kW) and automatic transfer switches in occupied buildings, commercial offices and/or industrial building.

The personnel must have the following:

- 1) Heavy Equipment Technician certification or diploma;
- 2) Licensed Electrician to perform work on the automatic transfer switches and associated electrical equipment

Note: These qualifications can be held by one or two individuals.

**The Bidder shall submit with its proposals, for approval, the resumés and competency certificates of the staff it plans to use. If the resumés are not with your proposal, the Contracting Officer will contact the Bidder and the Bidder will have 48 hours to provide them.**

**In the absence to submit the CV within the time requested, we will be in the obligation to pass to the second supplier answering the mandatory criteria and offering the best cost to us.**

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Government of Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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Compliance with the certifications bidders provide to government of Canada is subject to verification by government of Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24 hours time frame to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **A. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid " list at the time of contract award.

### **B. LEGAL ENTITY AND CORPORATE NAME**

1. The bidder hereby certifies that it is a (circle one);

- a. sole proprietorship,
- b. partnership, or
- c. corporate entity;

2. It was registered or formed under the laws of

\_\_\_\_\_

3. Controlling interest/ownership (name if applicable) of the organization is held in the country of

4. Any resulting Supply Arrangement or Contract may be executed under the following corporate full legal name and at the following place of business:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **C. CODE OF CONDUCT FOR PROCUREMENT**

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgscc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.

2) The bidder certifies that:

(a) no corruption and no collusion took place in the preparation of its bid; and

(b) it has not committed an offence under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office"), 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

### **D. ATTESTATION – FORMER PUBLIC SERVANT**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### **1.1 Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.



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### **1.2 Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **1.3 Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **E. ATTESTATION**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **ATTESTATION SIGNATURE**

We hereby certify compliance with the above noted certification requirements for:

- A. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION;
- B. LEGAL ENTITY AND CORPORATE NAME;

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- C. CODE OF CONDUCT FOR PROCUREMENT;
- D. ATTESTATION – FORMER PUBLIC SERVANT.

### **SIGNATURE**

\_\_\_\_\_  
**Name and title of person authorized to sign on behalf of Bidder (Type or print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### **PART 6 – SECURITY REQUIREMENTS**

#### **Security Requirements**

The work to be performed under this RFP does not require a reliability status. Site access will be provided as required and contractor(s) will be escorted at all times by a CSA/DFL cleared personnel.

### **PART 7 - RESULTING CONTRACT CLAUSES**

#### **1. Description of requirement**

The Contractor shall perform and complete the Work as per the statement of work at appendix A.

The work must be performed at the David Florida Laboratory – 3701 Carling Avenue, CP 11490, Succ. H, Ottawa Ontario K2H 8S2.

#### **2. Standard Clauses and Conditions**

All conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works Government Services Canada (PWGSC). The SACC Manual is available on the website of PWGSC: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

#### **3. General Conditions**

2010C (2013-06-27) General Conditions - services (medium complexity) applied to the contract and they are integral part of it.

- Remove section 2010C 27

#### **4. Contract Period**

The period of the contract to be issued in response to this RFP will be for one year (from April 1<sup>st</sup>, 2014 till March 31<sup>st</sup>, 2015).

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## **5. Option to extend the contract**

The Contractor grants to Canada the irrevocable option to extend the term of this contract by a period of four (4) year, at one year at the time, under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the contract expiry date.

The Contractor agrees that, during the extended period of the contract, the rates/prices will be in accordance with the provisions of the contract.

## **6. Contracting Authority**

The Contracting Authority for this RFP and any resulting contract is:

Claudine Morin  
Canadian Space Agency  
6767 route de l'Aéroport  
Saint-Hubert (Quebec) J3Y 8Y9  
Canada  
Telephone: (450) 926-4427  
Facsimile: (450) 926-4969  
E-Mail: [Claudine.morin@asc-csa.gc.ca](mailto:Claudine.morin@asc-csa.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## **7. Project Authority**

To be insert at contract award

## **8. Contractor's Representative**

To be insert at contract award

## **9. Basis of payment – Limitation of expenditure**

Canada's total liability to the contractor under the contract must not exceed the amount indicated at Appendix B, Goods and services tax or harmonized sales tax is extra, if applicable.

- No increase in the total liability of Canada or in the price of the work resulting from any design changes, modifications or interpretations of the work, will be authorized or paid to the contractor unless these design changes, modifications or interpretations have been approved, in writing, by the contractor authority before their incorporation into the work. The contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the contracting authority. The contractor must notify the contracting authority in writing as to the adequacy of this sum when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- as soon as the contractor considers that the contract funds provided are inadequate for the completion of the work,

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whichever comes first.

If the notification is for inadequate contract funds, the contractor must provide to the contracting authority a written estimate for the additional funds required. Provision of such information by the contractor does not increase Canada's liability.

### **10. Certifications**

Compliance with the certifications provided by the contractor in its bid is a condition of the contract and subject to verification by Government of Canada during the entire contract period. If the contractor does not comply with any certification or it is determined that any certification made by the contractor in its bid is untrue, whether made knowingly or unknowingly, Government of Canada has the right, pursuant to the default provision of the contract, to terminate the contract for default.

### **11. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario and the relations between parties will be determined by these laws.

### **12. Replacement of specific individuals**

If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

- (b) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### **13. Priority of documents**

The documents listed below form part of and are incorporated into this Contract. If there is a discrepancy between the wording of one document and the wording of any other document, which appears on the list, the wording of the document, which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

- a) the Contract document including appendices;
- b) General Conditions as per point # 3;
- c) Appendix C, Statement of work;

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d) the supplier proposal dated \_\_\_\_\_ (insert the date of the proposal) *(if the proposal has been clarified or revised, insert when you issue the contract : « clarified on \_\_\_\_\_ » or « , modified on \_\_\_\_\_ » and insert dates of clarifications or amendments).*

### **14. Performance evaluation report**

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance.

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**APPENDIX A**

**STATEMENT OF WORK**

# **PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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## **PROJECT OVERVIEW**

The Canadian Space Agency – David Florida Laboratory is a building with a total floor space of approximately 13,000m<sup>2</sup> spread over four levels of office area with the majority clean room and laboratory space. Built in 1971, the building is home to slightly more than 100 researchers, managers and clients employed by the Canadian Space Program. The current scope of work involves executing maintenance, repairs, retrofit work and provide 24/7/365 emergency service for the two stand-by generators, without interrupting the CSA/DFL's research, development and testing operations.

## **TYPICAL REQUESTED SERVICES**

Supply equipment, materials, tools and labour to perform repairs and/or maintenance work in accordance with blueprints, drawings, details outlines and specifications provided by the CSA/DFL.

In the absence of specific specifications, execute work according to standard CSA/DFL quality standards and specifications and the CSA/DFL Project Authority's instructions.

## **IMPLEMENTATION**

### **Contractor's responsibility**

#### **Labour (the resources)**

Assign qualified personnel to provide labour, parts, materials, tools and equipment for the provision of maintenance services on an "**as and when requested**" basis at the David Florida Laboratory.

#### **Equipment, tools and safety equipment**

Supply equipment and tools to complete the work as per Project Authority instructions and/or Statement of Work; these have to be up to date, in good standing and CSA approved. CSA/DFL will not provide, rent or lend any tools and equipment to complete the work or any portion of the work assigned to the Contractor.

#### **Materials**

Unless otherwise specified, supply, deliver and install all materials required for project execution. All materials to be new with manufacturer's seal intact and label; all materials and equipments used shall be UL, ULC or CSA approved for designated application.

The Contractor shall be responsible for having its materials delivered to the CSA/DFL loading dock, then transporting said materials from the loading dock to the work site within 12 hours of delivery.

CSA/ DFL reserves the right to supply materials and parts, contractor shall be responsible for transporting said materials from the warehouse to the work site.

#### **Removal of debris**

Contractor shall remove from the work site at the end of each work shift or as instructed by the Project Authority all rubbish or debris generated from the work activity. Contractor will be responsible to clean the work area and any other space that has been affected by his activity. All debris shall be disposed into appropriate bins (i.e. metal, paper, garbage) provided by the CSA/DFL.

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### **Occupational health and safety**

Ensure that all labour assigned to projects has received occupational health and safety training required by federal and provincial laws for construction and work in industrial and commercial sites, including but not limited to fall protection, confined spaces tower climbing and lift operation certification.

The purpose of these requirements is to minimize or eliminate risk to personnel health & safety and to the environment. All Contractors and Sub-Contractors performing work at CSA/DFL facilities are expected to comply with CSA/DFL applicable health and safety guidelines applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices.

All labour shall implement Lock Out/Tag Out that meets applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices to include electrical and other forms of hazardous energy as necessary. All labour must have received prior training and will be briefed on in-house Lock Out/Tag Out (LOTO) procedure by their assigned Project Authority. Procedures must be strictly followed

All LOTO activities MUST be coordinated with the CSA/DFL Project Authority.

### **Training**

Assign trained, qualified labour. Ensure that all resources assigned to projects have the training, certificates or licenses of qualification require by federal and provincial law prior to performing any work.

### **Permits, Licenses and Certificates**

All permits, licences and certificates of approval required for the Work to be completed under federal, provincial or municipal legislation shall be obtained by contractor prior or after project completion whatever the case might be; the contractor shall be responsible for any charges imposed by such regulation or legislation. Upon request, CSA/DFL Project Authority might ask for a copy of such permit, licence or certificate.

### **Service availability**

Ensure that the personnel are capable and available to perform the work according to the schedule agreed upon by the Contractor and CSA/DFL Project Authority. Any repairs found during the inspections must be reported to the CSA/DFL Project Authority and provide a price to perform the repairs based on contract rates. If CSA/DFL Project Authority agrees to proceed with the repairs, work must be completed promptly upon receipt of approval.

A 24-hour emergency service is included in this contract with a response time not to exceed (3) three hours from when the call is placed to the arrival of a service technician.

The Contractor is to provide a single telephone contact for emergency services.



# **PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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## **Invoicing and Estimates**

Begin work only after receiving written approval issued by the CSA/DFL Project Authority. This approval to proceed shall be issued only after the CSA/DFL Project Authority and the Contractor have agreed on the cost of work. The Contractor must advise CSA/DFL Project Authority if the cost of the work will exceed the initial amount agreed upon in writing before continuing any work. Revised written instructions will be provided by the CSA/DFL Project Authority confirming approval.

If such approval is not received in writing by the CSA/DFL Project Authority confirming the revised repair amount, CSA/DFL will not be responsible to pay any amount exceeding the initial repair cost that was agreed upon.

Invoice the CSA/DFL once per month for all work performed during this period. For work completed within the month, invoice the total amount of the work; for work spread out over several months, invoice only that portion completed during the month. All invoices must be accompanied by a breakdown of work performed including hours, back-up invoices from suppliers and sub-trades showing actual amounts paid and mark ups (if applicable), a Workplace Safety & Insurance Board (WSIB) certificate and statutory declaration for the second and all subsequent invoices.

The CSA/DFL Project Authority can request a Contractor to provide a free estimate for different work on stand-by generators as repairs, new installations and retrofits. Quoted work might not necessarily be approved to proceed. If work is agreed upon, the invoice must be billed according to the above instructions with the necessary breakdown.

## **STAND BY GENERATORS MAINTENANCE SERVICES**

Emergency Power Plant at CSA/DFL is Building 89, which is a separate building on its premises. Typical services will include preventive and regular maintenance, tests and repairs for the following items covered under this agreement.

### **Primary stand- by generator Onan:**

- Onan/Cummings Engine:  
MODEL: KTTA50-G2 SER: 75998-257 MANUFACTURED: JAN/12/98  
Engine#: 33139822 HP: 2220 @ 1800RPMS STANDBY
- Onan/Cummings Generator:  
MODEL: 1500DFMB SER: C980710216 1804AMPS Battery 24V  
1500KW @ 1800RPMS 347/600/3/60 PF 0.8 KVA 1875 STANDBY

### **Secondary stand-by generator Caterpillar:**

- Caterpillar Engine:  
MODEL: 3406B SER: 4RG02108  
HP: 535 @ 1800RPMS STANDBY
- Caterpillar Generator:  
MODEL: SR-4 SER: 8LF01666 Battery 24V  
350KW @ 1800RPMS 600/3/60 421AMPS

### **Diesel Tank:**

MODEL: CAN-4-S601 SER:C-29 Horizontal Tank Capacity: 9100Litres  
Metal thickness of Head&Shell 4 mm DIA: 1830mm Year build: 1994  
Emergency Venting Capacity: 149m<sup>3</sup>/min ULC approved

### **Automatic Transfer Switches:**

ATS CUTLER-HAMMER ROBONIC TRANSFER SWITCH

## **PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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2500A                      347/600/3/60                      85KA                      JUNE98

ATS    EATON                      ATS 300                      June 99

Contractor will be required to perform the following tasks as per maintenance agreement during regular working hours of the facility. Any of the following tasks can be canceled by Canadian Space Agency due to the nature of its tests and operations without any financial penalties.

### **Regular inspection, test and maintenance requirements**

Perform upon written request (3 weeks notice) a regular test and maintenance for the generators. Simulate a power failure of the electrical power supply and transfer the building load to generator. Operate automatic transfer switch and transfer load to the generators for 60 min; record all information on the test sheet supplied by CSA/DFL. Inspect generators as per Table 1 below and make recommendations if necessary. If any repairs are needed, provide a quote and inform CSA/DFL project authority. It is at CSA/DFL's discretion to schedule the regular inspection and test (if required up to a maximum of twice per year), therefore billing will be done per site visit only.

Table 1

Inspect fuel tank level
Inspect lubricating oil level
Inspect engine coolant level
Inspect engine, generator, fuel tank and cooling system for leakage
Inspect fuel filter for contamination if filter is equipped with a transparent bowl
Inspect electric starter for cleanliness, mounting and terminal security
Inspect all battery cells for correct electrolyte fill level
Test all battery cells for correct electrolyte specific gravity
Inspect electrical connections for tightness and evidence of corrosion
Inspect battery for cleanliness and dryness between terminals
Test charger for proper operation
Test lubricant and coolant heaters for proper operation
Inspect governor control linkages and oil level
Inspect fuel pump oil sump
Inspect fan belts for correct tension and wear and adjust as necessary
Inspect control panel covers for security
Test enunciator lamps to confirm that they are operational
Inspect control panel setting and ensure the unit is ready for automatic start-up
Inspect air control louvers to ensure proper operation
Test emergency lightning unit(s)
Verify whether room temperature is above 10°C
Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system
Simulate a failure of the normal electrical supply to the building
Operate the system under at least 30% of the rated load for 60 minutes
Operate all transfer switches under load
Inspect brush operation for sparking
Inspect for bearing seal leakage
Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, engine room ventilation system
Drain the exhaust system condensate trap
Correct all defects found during inspections and tests
Record all inspections, tests and corrective actions and provide report to CSA/DFL Project Authority

## **PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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### **Quarterly inspections, test and maintenance (PM1)**

The quarterly inspection (3 times per year – PM1) includes a failure of the normal electrical supply and operation of the generators under building load for 60 minutes. The operation of all automatic transfer switches under load will be tested and visual inspections and tests will be performed in accordance with C282-05 “Emergency Power Supply for Buildings”. Inspect generators and transfer switches as per Table 2 and take appropriate action to correct any faults and defects. If any repairs are necessary, supply a quote and inform CSA/DFL project authority of the needed repairs. Due to the nature of CSA/DFL operations, quarterly inspections will be scheduled three (3) months in advance; it is at CSA/DFL discretion to cancel the inspection and the billing will be done per site visit only.

Table2

All items specified in Table 1
Inspect and clean engine crank breathers
Inspect and clean all engine linkages
Lubricate the engine governor and ventilation system
Test protective devices for proper operation
Before start up perform two (2) cranking cycles. Near the end of each cycle and while cranking measure and record the lowest indicated battery voltage. If the measured voltage is less than 80%of the battery rates voltage, replace battery. Alternatively, perform a battery load test using a suitable load tester.
Inspect ventilation system belts
Correct all defects found during inspections and tests
Record all inspections, tests and corrective actions and provide report to CSA/DFL Project Authority

\*\* Any lubricants, environmental fees, etc. required to perform the above quarterly maintenance will be included in the firm quarterly cost.

### **Annual inspection, test and maintenance (PM2)**

The annual inspection (PM2) includes a complete visual inspection and operation of the control panel, electrical connections, automatic transfer switch, all movable parts, oil change, fuel filters and water filters. Inspect generators and transfer switches as per Table 3. Transfer building load from normal power to emergency power for 60 minutes. Record all data and hand over to owner. If any repairs are needed, provide a quote to CSA/DFL representative. Due to the nature of CSA/DFL operations, annual inspection will be scheduled three (3) months in advance; it is at CSA/DFL discretion to cancel the inspection and the billing will be done per site visit only.

Table3

All items specified in Table 1 and 2
Open all inspection covers and inspect all electrical connections
Test breakers for proper operation
Clean insulators and bushings
Test voltage regulator for proper operation
Operate all movable parts to ensure that they move freely
Clean and dress contacts as necessary
Remove all dust
Check gauge calibration
With the generator set operating at full load conduct an infrared survey of all electrical connections to identify the high-resistance connections
Change engine lubrication oil and filters
Teat strength of coolant and chemical protection level of coolant inhibitors
Change fuel filters, clean strainers and verify that fuel supply is open

## **PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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Inspect the exhaust system
Clean and lubricate linkages
Inspect air filters
Inspect all mechanical connections
Inspect all electrical connections
Inspect all belts and hoses and replace if necessary
Test and inspect the ignition system
Inspect coolant pumps for leaks and external wear
Test surge suppressor and rotating rectifier on brushless machines
Grease bearings ( replace old grease with new)
Clean rotor and stator windings using clean compressed air
Inspect coupling bolts and alignment
Inspect conduits for tightness
Inspect windings at rotor and stator slots
Inspect all electrical connections
With the generator set operating at full load conduct an infrared survey of all electrical connections to identify the high-resistance connections
Isolate transfer switch, open all inspection covers and inspect all electrical connections
Clean and dress contacts as required
Remove all dust
Conduct an infrared survey of all electrical connections, contacts and energized components while under load on both the normal and the emergency side
Conduct a 2h full-load test
Correct all the defects found during inspections and tests
Record all inspections, tests and corrective actions and provide report to CSA/DFL Project Authority

\*\*Any lubricants, oils, filters, environmental, disposal fees, etc. required to perform the above annual maintenance scope will be included in the firm annual cost.

### **Cooling system flush and replacement of coolant**

Generator cooling system flush and replacement of coolant is to be performed in Year 1 of the Agreement. All coolant, disposal, environmental fees, etc. required to perform this maintenance will be included in the firm cost.

As per maintenance manuals and manufacturer recommendations, the following products or equivalent will be accepted:

- ONAN  
ZEREX Antifreeze/Coolant 5/160 ( 5YR/160000KM)  
FLEETGUARS DCA 65L Corrosion Inhibitor for Heavy Duty Cooling Systems 3888312
  
- CATERPILAR  
Coolant Cat ELC Premixed Cat DEAC Concentrate

## **PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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### **Maintenance repairs and emergency service calls**

Any repairs will begin after receiving approval from the CSA/DFL representative. The work will be issued subsequent an approved quotation received from the contractor. CSA/DFL reserves its right to procure materials and parts needed to complete the repairs.

### **Hourly rate for work in regular hours (Monday to Friday from 7:00 am to 4:00 pm)**

The hourly rate for work in regular working hours is designed to cover the costs incurred by the Contractor when executing the repairs/maintenance/tests in an area where the CSA/DFL employees may be continuing their activities. The hourly rate is to be all inclusive (ie. mileage, truck charge, environmental fees cannot be charged separately).

### **Hourly rate for work outside regular hours (Monday to Friday from 4:00 pm to 7:00 am)**

The hourly rate for work performed outside regular working hours is designed to cover costs incurred by the Contractor when executing repairs/maintenance/tests afterhours/overnight. The hourly rate is to be all inclusive (ie. mileage, truck charge, environmental fees cannot be charged separately).

### **Hourly rate for work performed on an emergency basis**

The hourly rate for work performed on an emergency basis is designed to cover the costs incurred by the Contractor in executing emergency service. This hourly rate aims to compensate for timely response not to exceed three hours from when the call is placed to the arrival of a service technician. Availability must be 365 days per year, 24 hours per day, 7 days per week. The hourly rate is to be all inclusive (ie. mileage, truck charge, environmental fees cannot be charged separately).

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY  
GENERATORS at the David Florida Laboratory (DFL) in Ottawa**

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**APPENDIX B**

**UNIT PRICE TABLE**

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATOR at the David Florida Laboratory (DFL) in Ottawa**

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\*\*\* Rates indicated below are firm before tax

**Preventive Maintenance Pricing:**

**Generator 1: ONAN/CUMMINGS 1500KW**

<b>Firm Annual Price</b>	<b>Year 1 April 1<sup>st</sup>, 2014 until March 31<sup>st</sup>, 2015</b>	<b>Optional Year 1 April 1<sup>st</sup>, 2015 until March 31<sup>st</sup>, 2016</b>	<b>Optional Year 2 April 1<sup>st</sup>, 2016 until March 31<sup>st</sup>, 2017</b>	<b>Optional Year 3 April 1<sup>st</sup>, 2017 until March 31<sup>st</sup>, 2018</b>	<b>Optional Year 4 April 1<sup>st</sup>, 2018 until March 31<sup>st</sup>, 2019</b>
<b>Regular inspection, test and maintenance</b>	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year
<b>Quarterly inspections, test and maintenance (PM1)</b>	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year
<b>Annual inspection, test and maintenance (PM2)</b>	\$_____/year	\$_____/year	\$_____/year	\$_____/year	\$_____/year
<b>Cooling system flush and replacement of coolant</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATOR at the David Florida Laboratory (DFL) in Ottawa**

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Generator 2: CATERPILLAR 350KW

<b>Firm Annual Price</b>	<b>Year 1 April 1<sup>st</sup>, 2014 until March 31<sup>st</sup>, 2015</b>	<b>Optional Year 1 April 1<sup>st</sup>, 2015 until March 31<sup>st</sup>, 2016</b>	<b>Optional Year 2 April 1<sup>st</sup>, 2016 until March 31<sup>st</sup>, 2017</b>	<b>Optional Year 3 April 1<sup>st</sup>, 2017 until March 31<sup>st</sup>, 2018</b>	<b>Optional Year 4 April 1<sup>st</sup>, 2018 until March 31<sup>st</sup>, 2019</b>
<b>Regular inspection, test and maintenance</b>	\$ _____/month x 2 months = \$ _____/year	\$ _____/month x 2 months = \$ _____/year	\$ _____/month x 2 months = \$ _____/year	\$ _____/month x 2 months = \$ _____/year	\$ _____/month x 2 months = \$ _____/year
<b>Quarterly inspections, test and maintenance (PM1)</b>	\$ _____/quarter X 3 quarters = \$ _____/year	\$ _____/quarter X 3 quarters = \$ _____/year	\$ _____/quarter X 3 quarters = \$ _____/year	\$ _____/quarter X 3 quarters = \$ _____/year	\$ _____/quarter X 3 quarters = \$ _____/year
<b>Annual inspection, test and maintenance (PM2)</b>	\$ _____/year	\$ _____/year	\$ _____/year	\$ _____/year	\$ _____/year
<b>Cooling system flush and replacement of coolant</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>



**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATOR at the David Florida Laboratory (DFL) in Ottawa**

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Hourly rate for repair and emergency service (if applicable):

<b>Hourly rates</b>	<b>Year 1 April 1<sup>st</sup>, 2014 until March 31<sup>st</sup>, 2015</b>	<b>Optional Year 1 April 1<sup>st</sup>, 2015 until March 31<sup>st</sup>, 2016</b>	<b>Optional Year 2 April 1<sup>st</sup>, 2016 until March 31<sup>st</sup>, 2017</b>	<b>Optional Year 3 April 1<sup>st</sup>, 2017 until March 31<sup>st</sup>, 2018</b>	<b>Optional Year 4 April 1<sup>st</sup>, 2018 until March 31<sup>st</sup>, 2019</b>
<b>Regular Hours Monday to Friday from 7:00am to 4:00pm</b>	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
<b>Over time hours Monday to Friday from 4:00pm to 7:00am</b>	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
<b>Weekends and holidays</b>	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
<b>Minimum hours billed per service call</b>	_____ hour	_____ hour	_____ hour	_____ hour	_____ hour

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATOR at the David Florida Laboratory (DFL) in Ottawa**

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**Material fees (if applicable):**

	<b>Year 1 April 1<sup>st</sup>, 2014 until March 31<sup>st</sup>, 2015</b>	<b>Optional Year 1 April 1<sup>st</sup>, 2015 until March 31<sup>st</sup>, 2016</b>	<b>Optional Year 2 April 1<sup>st</sup>, 2016 until March 31<sup>st</sup>, 2017</b>	<b>Optional Year 3 April 1<sup>st</sup>, 2017 until March 31<sup>st</sup>, 2018</b>	<b>Optional Year 4 April 1st, 2018 until March 31st, 2019</b>
<b>Percentage of mark up on materials</b>	_____ %	_____ %	_____ %	_____ %	_____ %

**For the purpose of the evaluation (the evaluation will included the total for the five (5) years)**

- Total of the regular monthly inspection firm price per year X five (5) years
- Total of the quarterly inspection firm price per year X five (5) years
- Total of the annual inspection firm price per year X five (5) years
- Cooling system flush and replacement of coolant X one (1) year
- 20 regular hours per year X five (5) years
- 10 overtime hours per year X five (5) years
- 10 hours during week-ends and holidays per year X five (5) years
- 2 hours during regular hours X 2 services call per year X minimum hours bills per service call X five (5) years)
- 2,000.00\$ per year for materials X % per year X five (5) years

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY  
GENERATOR at the David Florida Laboratory (DFL) in Ottawa**

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**APPENDIX C**

**PERFORMANCE EVALUATION REPORT**

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY  
GENERATOR at the David Florida Laboratory (DFL) in Ottawa**

**PERFORMANCE EVALUATION REPORT**

Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the contract agent responsible.

Name of contractor:	Contract completion date:
Name of project authority/technical authority:	Branch:
Contract no.:	Project name:

<b>*Supplier</b>			
Rating scale:	10 – 9: Excellent 8 – 7: Very Good	6 – 5: Satisfactory 4 – 3: Poor	2 – 1: Unsatisfactory
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10 9 8 7 6 5 4 3 2 1	Comments:	
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1	Comments:	

3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10 9 8 7 6 5 4 3 2 1	Comments:	
4. Was the work performed in accordance with the requirements specified in the statement of work?	10 9 8 7 6 5 4 3 2 1	Comments:	

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY  
GENERATOR at the David Florida Laboratory (DFL) in Ottawa**

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<p>5. Please rate the quality of communication between the department and the supplier.</p>	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>6. Were all administrative documents received in accordance with the requirements of the contract?</p> <p>Administrative documents can include but are not limited to:</p> <ul style="list-style-type: none"> <li>a. Invoices</li> <li>b. Progress reports</li> <li>c. Reports on use or business volume</li> <li>d. Meeting agendas and minutes</li> <li>e. Documentation and quality of work</li> </ul>	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p><b>TOTAL</b></p>	<p><b>/60</b></p>

**Overall Rating**

Excellent: 54 and over  
 Very Good: 42 to 53  
 Satisfactory: 30 to 41  
 Poor: 18 to 29  
 Unsatisfactory: 18 or less