

**MECHANICAL MAINTENANCE AND REPAIR SERVICES
Canadian Space Agency (CSA), St. Hubert**

REQUEST FOR PROPOSAL

**MECHANICAL MAINTENANCE AND REPAIR SERVICES
Canadian Space Agency (CSA), St. Hubert**

**Bid Submission Deadline:
February 18, 2014 (EDT) at 2:00pm**

Submit bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping
From Monday to Friday between 8:00 am and 4:30 pm (closed from 12:00 pm to 1:00 pm)
6767 Route de l'Aéroport
St. Hubert, Quebec J3Y 8Y9
Canada

Attention to: Claudine Morin
Email: soumissionscontracts@asc-csa.gc.ca

Reference: CSA File No. **9F030 – 20130641**

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



January 30, 2014

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven parts plus appendices 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 building maintenance staff in mechanical work at the Canadian Space Agency (CSA) in St-Hubert.

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

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) 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 (or by email also accepted), 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 include a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as indicated in Appendix B**.

Bids must be priced in Canadian dollars, excluding the Goods and Services Tax (GST), but including Customs duties and excise taxes.

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) Bidders must submit their financial proposals in accordance with the Basis of Payment;
- (e) The total amount along with the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), if applicable, must be indicated separately.

3. Bidder's Business Name and Address

1) Name: _____

2) Address: _____

3) Telephone: _____ Fax: _____

4) Email: _____

5) Procurement Business Number (PBN): _____

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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.

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; and
 - c. obtain the best value as per financial evaluation.
- 2. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

4. Mandatory Criteria (see Appendix D)

5. Mandatory Personnel Experience (see Appendix D)

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.

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.

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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) 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. a sole proprietorship,
- b. a partnership, or
- c. a 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:

C. CODE OF CONDUCT FOR PROCUREMENT

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.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

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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. CERTIFICATION – 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 pursuant to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

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.

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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. CERTIFICATION

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

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

SIGNATURE

Name and title of person authorized to sign on behalf of the Bidder (type or print)

Signature

Date

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PART 6 – SECURITY REQUIREMENTS

Security Requirements

The work to be performed under this RFP does require a security requirement. The personnel will have to obtain a Secret clearance to have access to the building.

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work

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

The work must be performed at the Canadian Space Agency (CSA), 6767 Route de l'Aéroport, St. Hubert, Quebec J3Y 8Y9.

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 from May 1st, 2014 till March 31st, 2015.

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

MECHANICAL MAINTENANCE AND REPAIR SERVICES
Canadian Space Agency (CSA), St. Hubert

St. Hubert, Quebec J3Y 8Y9
Canada
Telephone: 450-926-4427
Facsimile: 450-926-4969
Email: 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 on Expenditures

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,

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.

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11. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determine, by the laws in force in the Province of Quebec 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;
- d) the supplier's 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 "amended 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 (you will find it at Appendix D).

APPENDIX A

STATEMENT OF WORK

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1.0 GENERAL

The Canadian Space Agency (CSA) is seeking the services of a specialized building mechanical maintenance firm. The John H. Chapman Space Centre, built in 1993, is a building with 30,000 square metres of floor area. Approximately 50% of the floor area of the building consists of offices, while 35% consists of special-purpose areas (laboratories, control centres).

2.0 SCOPE OF WORK

The project consists in providing labour to perform the tasks described in these Specifications relative to the maintenance and repair of mechanical systems as well as to carry out various small projects.

It is expected that the person may be required for a period of up to 40 hours per week. Regular work hours are from 7:00 am to 4:00 pm, Monday to Friday.

Each task will be carried out in accordance with a request drawn up on an appropriate form entitled "Work Request".

2.1 MAINTENANCE OF THE FOLLOWING SYSTEMS AND EQUIPMENT

Mechanical systems, ventilation and air-conditioning systems, pneumatic and electronic controls, water towers and plumbing, and various building-related tasks such as, but not limited to, the following equipment:

- Pumps
- Heat exchangers
- Air exchangers and changing of filters
- Air-conditioning system
- Single refrigeration units
- Cooling towers
- Air compressor
- Fans
- Motors
- All tanks
- Pneumatic controls
- Electrical and electronic controls
- All water and glycol systems
- All air systems
- Chemical injection and water treatment systems

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- Fire pump station
- All drainage systems
- Plumbing fixtures

3.0 CONTRACTOR'S EXPERIENCE (see Appendix D – Mandatory Criteria)

4.0 PERSONNEL REQUIRED

The Contractor must ensure that a technician is on duty in accordance with CSA requirements to perform the tasks specified in Section 2.

The technician assigned to the Agency must always be the same person (except if that person is on vacation).

If the Contractor's employees are absent (on leave or because of illness) when a CSA representative places an emergency call, the firm must ensure that a replacement employee will be available within a maximum period of two hours to deal with the emergency.

The Contractor must ensure that its employees are available 24 hours day, 7 days a week, including statutory holidays.

The Contractor must ensure that its employees arrive at the Space Centre within a period of one (1) hour to provide requested services.

The CSA may request additional workers if the workload requires it. The CSA representative will submit to the Contractor a request specifying the work to be carried out. The Contractor must provide the necessary workers within five working days.

In the event that the employee assigned to the Agency leaves, the Contractor must submit within five days the resumés of technicians able to meet the requirements of the position. Upon the CSA's selection of the technician, the Contractor must assign this technician to the CSA within five days.

5.0 EMPLOYEES' QUALIFICATIONS (see Appendix D – Mandatory Criteria)

Employees must be able to perform the main tasks described below, but are not limited to performing those tasks:

Maintenance of and installation of additional components to the building's piping systems, including the following:

- domestic water systems
- mixed water and cooling water systems
- glycol systems
- compressed air and pneumatic systems
- pump maintenance and repairs
- maintenance and repair of compressed air systems (including absorption-type and refrigerated air-type dryers) and all parts

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- maintenance and repair of water towers
- maintenance and repair of hot water heaters
- installation and connecting-up of plumbing services for laboratory equipment and set-ups

Preventive maintenance, repairs and installation of refrigeration, air-conditioning, heating, humidification and ventilation systems for the building and laboratories, including but not limited to the following equipment:

- heat pumps
- air conditioners
- refrigeration units
- coolers
- humidifiers and hot water heaters
- changing of filters
- fans
- heat-reclaiming devices
- cooling towers
- compressors and air dryers
- laboratory fume hoods
- pneumatic, electrical and electronic controls

6.0 EQUIPMENT AND TOOLS

The Contractor must provide all of the equipment and tools required to carry out the work. The Contractor must provide workers with all personal protective equipment (PPE).

7.0 PRICE SCHEDULE

The Contractor's proposed hourly rate must include the employees' travel expenses to get to the Space Centre, in addition to insurance, trade and union dues, benefits, taxes and all other costs.

The rate applies solely to hours worked on the site. The CSA will not pay for travel time.

Sick days and all other types of leave will be at the Contractor's expense.

In the event that the regular technician assigned to the Canadian Space Agency leaves, the Contractor will pay the costs of a ten-day period during which the departing employee will transfer his/her knowledge to the incoming employee.

APPENDIX B

UNIT PRICE TABLE

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David Florida Laboratory (DFL), Ottawa

*** Rates indicated below are firm before tax

Hourly rate for regular staff, on-call staff and additional staff, as described in Appendix A

Work schedule – Monday to Friday, 7:00 am to 4:00 pm

	Year 1 May 1, 2014 to March 31, 2015	Option Year 1 April 1, 2015 to March 31, 2016	Option Year 2 April 1, 2016 to March 31, 2017	Option Year 3 April 1, 2017 to March 31, 2018	Option Year 4 April 1, 2018 to March 31, 2019
Stationary machine mechanic	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

Overtime – Monday to Friday, 4:00 p.m. to 7:00 a.m.

	Year 1 May 1, 2014 to March 31, 2015	Option Year 1 April 1, 2015 to March 31, 2016	Option Year 2 April 1 2016 to March 31, 2017	Option Year 3 April 1, 2017 to March 31, 2018	Option Year 4 April 1, 2018 to March 31, 2019
Stationary machine mechanic	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

Overtime – Saturday, Sunday and holidays

	Year 1 May 1, 2014 to March 31, 2015	Option Year 1 April 1, 2015 to March 31, 2016	Option Year 2 April 1, 2016 to March 31, 2017	Option Year 3 April 1, 2017 to March 31, 2018	Option Year 4 April 1, 2018 to March 31, 2019
Stationary machine mechanic	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

	Year 1 May 1, 2014 to March 31, 2015	Option Year 1 April 1, 2015 to March 31, 2016	Option Year 2 April 1, 2016 to March 31, 2017	Option Year 3 April 1, 2017 to March 31, 2018	Option Year 4 April 1, 2018 to March 31, 2019
Minimum hours billed per service call if applicable	_____ hour(s)	_____ hour(s)	_____ hour(s)	_____ hour(s)	_____ hour(s)

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Materials, equipment and supplies

	Year 1 May 1, 2014 to March 31, 2015	Option Year 1 April 1, 2015 to March 31, 2016	Option Year 2 April 1, 2016 to March 31, 2017	Option Year 3 April 1, 2017 to March 31, 2018	Option Year 4 April 1, 2018 to March 31, 2019
Percentage of markup on materials (if applicable)	____%	____%	____%	____%	____%

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

- 2,080 hours per year (stationary machine mechanic during regular work hours)
- 40 hours per year (stationary machine mechanic during overtime work hours – Monday to Friday 4:00 pm to 7:00 am)
- 40 hours per year (stationary machine mechanic during overtime work hours – Saturday, Sunday and statutory holidays)
- 2 hours per year (stationary machine mechanic during regular work hours) X 2 service calls X minimum hours billed per service call
- Material, equipment and supplies: estimated \$5,000.00 per year

The estimated value of the contract will be \$130,000.00 before taxes per year.

APPENDIX C

PERFORMANCE EVALUATION REPORT

MECHANICAL MAINTENANCE AND REPAIR SERVICES
Canadian Space Agency (CSA), St. Hubert, Quebec

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:

*Supplier										
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:									

MECHANICAL MAINTENANCE AND REPAIR SERVICES
Canadian Space Agency (CSA), St. Hubert, Quebec

5. Please rate the quality of communication between the department and the supplier.	10 9 8 7 6 5 4 3 2 1 Comments:
6. Were all administrative documents received in accordance with the requirements of the contract? Administrative documents can include but are not limited to: a. Invoices b. Progress reports c. Reports on use or business volume d. Meeting agendas and minutes e. Documentation and quality of work	10 9 8 7 6 5 4 3 2 1 Comments:
TOTAL	/60

Overall Rating

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

APPENDIX D

MANDATORY CRITERIA

MECHANICAL MAINTENANCE AND REPAIR SERVICES
Canadian Space Agency (CSA), St. Hubert, Quebec

	YES	NO
MANDATORY CRITERIA FOR THE CONTRACTOR		
The Contractor must have a minimum of 10 years' experience in building mechanical maintenance.		
The company must have a valid insurance policy in the amount of \$2,000,000 (civil and/or professional liability).		
The Contractor must be registered with the Commission de la santé et de la sécurité au travail.		
The company has provided proof that the proposed employees have the required competency certificates and their resumé.		
The Contractor must hold a licence from the Régie du bâtiment that is valid for the following categories: 15.1 Warm air heating systems 15.2 Natural gas burner systems 15.3 Oil burner systems 15.4 Hot water and steam heating systems 15.5 Plumbing 15.6 Propane 15.8 Ventilation 15.10 Refrigeration 17.1 Instrumentation and control systems		
The Contractor must submit its own accident prevention program for occupational safety and health.		
MANDATORY PERSONAL EXPERIENCE		
Have a college level technical studies diploma in an appropriate discipline.		
Have a Class 4–Heating and Class B–Refrigeration competency card issued by Emploi Québec.		
Obtain a secret security clearance certificate.		
Have and be able to demonstrate significant experience in working with computer systems and with Trane Tracer ES, Walker Connect-IMS and Schneider Inc. StruxureWare control systems.		

The Bidder shall submit with its proposals, for approval, the resumes and competency certificates of the staff it plans to use. If the resumes are not with your proposal, the Contracting Officer will contact the Bidder and the Bidder has 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.