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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Article 2 of Part 6 - Resulting Contract Clauses

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

4. Debriefings

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

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

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

The 2003 19-Nov-2012 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Code of Conduct and Certifications – Bid', form part of and apply to the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to CSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 business days after 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 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 Canada determines that the enquiry is not of a proprietary nature. 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 Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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. Bid Preparation Instructions

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **one (1) hard copy**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B - Proposed Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

1.1 Exchange Rate Fluctuation

SACC Manual clause C3011T 2010-01-11 Exchange Rate Fluctuation



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Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex C – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid of PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula that follows the corresponding table in **Annex B- Proposed Basis of Payment**.

2. Basis of Selection

SACC Manual Clause A0031T (2010-08-16)

3. Security Requirement

3.1 Before contract award, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in **Part 6 - Resulting Contract Clauses**;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in **Part 6 - Resulting Contract Clauses**;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

4. Insurance Requirement

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in clause 11 of Part 6, Resulting Contract Clauses.



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If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which 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.



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. 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 Canada is subject to verification by 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 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 Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.1 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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.

1.2 Former Public Servant Certification

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.

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, in the context of the fee abatement formula, 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.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder must provide the following information:

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

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 the Goods and Services Tax or Harmonized Sales Tax.

Note to Bidders: Bidders are advised that a contract issued to a FPS in receipt of a pension under the *Public Service Superannuation Act* (PSSA) will be identified as such on the CSC Departmental Proactive Disclosure of Contracts internet site.

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Bidder has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.3 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

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.



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

All of the Contractor's personnel who will be visiting CSC institutions will be submitted to verification through the Canadian Police Information Centre (CPIC) at the institutions' entrances.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document shall be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010C 2013-04-25, General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

Subsection 27.4 of 2010C, General Conditions – Services (Medium Complexity), will not form part of the Contract. All other subsections of '2010C 27 Code of Conduct and Certifications – Contract', will form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of **April 1, 2014 to March 31, 2019**.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Regional Contract Specialist
Correctional Service Canada
Regional Headquarters, Prairies
2313 Hanselman Avenue
Saskatoon, Saskatchewan
S7K 3X5
Tel: 306-975-8921
Fax: 306-975-6236

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.



5.2 Project Authority

The Project Authority for the Contract is:

Attention: Chief, Works and Engineering
Correctional Service Canada
Stony Mountain Institution
P.O Box 4500
Highway #7
Winnipeg, Manitoba
R3C 3W8

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____ - _____
Facsimile: _____ - _____
E-mail address: _____

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **\$100,000.00**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$100,000.00**. Customs duties are excluded and Applicable Taxes are extra.
2. 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 Contracting 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:
 - a. when it is 75 percent committed, or



- b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
3. 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.

6.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.4 Payment

SACC Manual Clause H1008C 2008-05-12 – Monthly Payment

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. The billing for each location must be submitted as separate invoices for payment purposes.

8. Certifications

8.1 Certification of Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. 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, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.



10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the General Conditions 2010C 2013-04-25, General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ **(to be inserted at contract award)**

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

11.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.



- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Project Authoritys' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

12. Project Authorityship Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under Project Authorityship control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in Project Authorityship control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's Project Authorityship control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

12. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, Limited Liability Company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.



- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

13. Closure of Government Facilities

- 13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

14. Tuberculosis Testing

- 14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 14.3 All costs related to such testing will be at the sole expense of the Contractor.

15. Compliance with CSC Policies

- 15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 15.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

16. Health and Labour Conditions

- 16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.



16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

17. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.c.ca.

18. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.c.ca.

19. Privacy

19.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

19.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



ANNEX A – Statement of Work

1. Background

Stony Mountain Institution is a medium-security federal prison housing approximately 650 and up to 750 offenders and Rockwood Institution is a minimum-security federal prison housing approximately 160 and up to 250 offenders. Both are Correctional Service of Canada (CSC) facilities located at Stony Mountain, Manitoba. Both Stony Mountain Institution (SMI) and Rockwood Institution (RI) require elevator maintenance, testing and certification; there are 4 elevators in total: 3 at SMI and 1 at RI.

2. Objective

To provide maintenance, and support annual testing and certification of the elevators at Stony Mountain and Rockwood Institutions on a bi-monthly schedule of February, April, June, August, October, and December.

3. Elevators

Building Name: Stony Mountain Institution
Address: Stony Mountain, Manitoba

A. Equipment Description - DOME ELEVATOR

Government License Number P 5928

Number of elevators 1(Simplex)

Date Installed 2004

Date Modernized n/a

Manufacturer ThyssenKrupp

Type of Elevator Roped Hydraulic

Capacity (lbs) 2,500 lbs., 1,060 Kg., 18 Passenger

Contract Speed (fpm) 100 FPM

Drive Motor Type AC 600 V. 3 . Submersed

Drive Type Maxton w/ Solid State Starter

Door Control..... ECI 1000

Door Protection Pana 40 Infra Red

Floors Served 2 stops 2 landings (M, 3)

Entrance Width (in) 42"

Entrance Type Single Slide Horizontal

Car Buttons Handicap Compliant Yes

Telephone Elevator Emergency Communication Yes



Car Hand Rail Handicap Compliant Yes
 Battery Backup Emergency Alarm/Lighting Yes
 Hall Buttons Handicap Compliant Yes
 Elevator Emergency Power Yes
 Elevator for Use by Fire Fighters Yes Phase I & II

Building Name: Stony Mountain Institution
Address: Stony Mountain, Manitoba

B. Equipment Description - ADMINISTRATION LIFT

Government License Number AB100E
 Number of elevators 1 (Simplex)
 Date Installed 1992
 Date Modernized n/a
 Manufacturer Concord
 Type of Elevator Hydraulic
 Capacity (lbs) 1,000 lbs., 454 Kg., 2 Passenger
 Contract Speed (fpm) 30 FPM
 Drive Motor Type AC 208 V. 3 . Submersed
 Drive TypeDirect Acting
 Door Control Manual
 Door Protection None
 Floors Served 3 stops 3 landings (1, 2, 3)
 Entrance Width (in) 36"
 Entrance Type Horizontal Swing
 Car Buttons Handicap Compliant Yes
 Telephone Elevator Emergency Communication None
 Car Hand Rail Handicap Compliant Yes
 Battery Backup Emergency Alarm/Lighting Yes
 Hall Buttons Handicap Compliant Yes
 Elevator Emergency Power Yes



Elevator for Use by Fire Fighters No

Building Name: Stony Mountain Institution
Address: Stony Mountain, Manitoba

C. Equipment Description - PROGRAM LIFT

Government License NumberT5656

Number of elevators 1 (Simplex)

Date Installed 2001

Date Modernized n/a

Manufacturer Concord

Type of Elevator Hydraulic

Capacity (lbs) 1,400 lbs., 635 Kg., 2 Passenger

Contract Speed (fpm) 30 FPM

Drive Motor Type AC 208 V. 3 . Submersed

Drive TypeDirect Acting

Door Control Manual

Door Protection None

Floors Served 2 stops 2 landings (1, 2)

Entrance Width (in) 36"

Entrance Type Horizontal Swing

Car Buttons Handicap Compliant Yes

Telephone Elevator Emergency Communication None

Car Hand Rail Handicap Compliant Yes

Battery Backup Emergency Alarm/Lighting Yes

Hall Buttons Handicap Compliant Yes

Elevator Emergency Power Yes

Elevator for Use by Fire Fighters No

Building Name: Rockwood Institution
Address: Rural Municipality of Rockwood, Manitoba

D. Equipment Description - F34 LIFT

Government License NumberT5042



Number of elevators 1 (Simplex)

Date Installed 1995

Date Modernized n/a

Manufacturer Concord

Type of Elevator Hydraulic

Capacity (lbs) 1,000 lbs., 454 Kg., 2 Passenger

Contract Speed (fpm) 30 FPM

Drive Motor Type AC 208 V. 3 . Submersed

Drive TypeDirect Acting

Door Control Powered Swing

Door Protection None

Floors Served 3 stops 3 landings (1, 2, 3)

Entrance Width (in) 36"

Entrance Type Horizontal Swing

Car Buttons Handicap Compliant Yes

Telephone Elevator Emergency Communication None

Car Hand Rail Handicap Compliant Yes

Battery Backup Emergency Alarm/Lighting Yes

Hall Buttons Handicap Compliant Yes

Elevator Emergency Power Yes

Elevator for Use by Fire Fighters No

4.Scope

The contractor shall provide all labour, material and equipment to perform the inspection, cleaning, adjustment, lubrication, reporting, maintenance and any repairs on the following parts on all elevators:

- 1 Governor
- 2 Governor sheaves-bearings
- 3 Buffers - car & counterweight
- 4 Guide Rails, car & counterweight
- 5 Button Fixtures - (buttons and indicator lights are covered by the Contract),
- 6 Door Operator - (door protection is covered by the Contract)
- 7 Door Clutch/skate,
- 8 Car frame
- 9 Car safety mechanism



- 10 Car traveling cables
- 11 Hydraulic Pumps
- 12 Hydraulic Valves - (coils are covered by the Contract)
- 13 Hydraulic Plunger - (seals are covered by the Contract)
- 14 Hoistway enclosure
- 15 Hoistway door panels-frames-headers and sills. (gibs are covered by the Contract)

GENERAL MAINTENANCE REQUIREMENTS

1. The Equipment shall be maintained at all times in a safe condition and in proper adjustment. If an unsafe condition exists, the Contractor will remove the unit from service and effect immediate repairs to put the unit back in service in a safe and proper manner.
2. **All Work shall be completed in accordance with and to the satisfaction of the:**
 - a. Project Authority
 - b. Contract
 - c. most current version of CAN/CSA-B44 Safety Code for Elevators and B355 Lifts for Persons with Physical Disabilities,
 - d. the City Bylaws,
 - e. The Elevating Devices Branch, and
 - f. the original manufacturer's recommendations.

3. The maintenance shall include

- 3.1. all inspections, examinations, and tests as required by the Elevating Devices Branch at the prescribed intervals in order to ensure that the installation is in a safe operating condition and in compliance with the locals Legislation;
- 3.2. inspections, examinations, and tests at required or scheduled intervals of all parts and functions of the Equipment in order to ensure that the installation is in a safe operating condition;
- 3.3. cleaning, lubricating, and adjusting applicable components at regular intervals, and repairing or replacing all worn or defective components where necessary, to prevent the Equipment from becoming unsafe for operation and/or affects the like new performance of the Equipment;
- 3.4 The Equipment shall be maintained and repaired by Licensed Mechanics.
- 3.5 Genuine manufacturer's spare parts or parts of the highest quality shall be used whenever such parts are available. The Contractor shall seek prior written approval from the Project Authority for use of any non-genuine parts and agrees to correct any replacement with original parts when required by the Project Authority.
- 3.6 All Work on the Equipment performed under this Contract must be registered in the Project Authority's Log Book and shall include the Equipment number, date, time of arrival, service providers name, nature of the Work or problem, action taken and time of departure. The Log Book will be provided by the Contractor at the start of the Contract and shall be kept in the elevator machine room and made available to the Project Authority.
- 3.7 The "Emergency Power" mode of operation must be fully tested (in compliance with City Bylaws) and in any event in the automatic mode, at least twice a year. Failure of any system related to this



test must be repaired immediately and re-tested for proper successful operation. The Contractor will fill out the report provided by the Project Authority attesting to the completeness of the test and the proper operation of devices listed on the report. The test shall be scheduled in advance with the Project Authority's Maintenance Department.

- 3.8 The "Fire Fighter's" mode of operation must be fully tested, (in compliance with City Bylaws) and in any event in the automatic mode, at least twice a year. Failure of any system related to this test must be repaired immediately and re-tested for proper successful operation. The Contractor will fill out the report provided by the Project Authority attesting to the completeness of the test and the proper operation of devices listed on the report. The test shall be scheduled in advance with the Project Authority's Maintenance Department.
- 3.9 The Equipment shall be subject to an inspection at any time by the Project Authority and the Contractor shall perform all recommended work to bring the Equipment up to satisfactory condition within thirty (30) days of receiving a report from the Project Authority and in any event prior to the expiry of the Contract.
4. The Contractor shall promptly inform the Project Authority in writing of any items which may affect the operation or maintenance of the Equipment and which are not covered by the Contract.

TECHNICAL SPECIFICATIONS

The Contractor shall carry out the Work under this Contract in such a way as to ensure that the Equipment is functioning properly and safely at all times. Conforming to the B44, B355 and the Contract, will serve as the minimum requirements. When this level of inspection fails to meet the needs, the Contractor at its own expense will take the steps necessary to insure safe and proper operation.

All safety devices shall be kept in good working order, inspected, adjusted and tested at least yearly or more frequently if suspect conditions require it, with the date of each test recorded in the Log Book. Should any devices fail the Contractor will take such units out of service until immediate repairs and re-testing demonstrates successful operation.

MINIMUM HYDRAULIC ELEVATOR TESTING

Minimum testing frequencies in no way diminish the Contractor's obligation to ensure the safe and proper operation of the equipment at all times.

Support all inspections, examinations, and tests as required by the Elevating Devices Branch at the prescribed intervals in order to ensure that the installation is in a safe operating condition and in compliance with the local Legislation and;

TEST TAGS

A metal test tag with the test date, the requirement number requiring the test, and the name of the person or firm performing the test shall be installed in the machine room.

5. SCHEDULED WORK

Scheduled Work on the elevators will be carried out at the following times and subject to the following conditions:

- 5.1. Regularly Scheduled Work on each elevator will be performed on the same day each scheduled visit. The intent is that the Project Authority's Premises Representatives will be in attendance at the same to relay possible intermittent and/or suspect conditions which may have arisen since the last visit by the Contractor.
- 5.2. Any Work, which will result in service outages of one (1) hours or more, shall require the prior



approval of the Project Authority's maintenance department.

- 5.3. Regularly scheduled Work and/or all other Work required by the Contract may not be performed during Trouble Calls at the expense of skipping Work Schedule visit and/or time.

RESPONSE TIMES

1. After a Trouble Call is received by the Contractor's dispatching service, the Contractor will, have a Licensed Mechanic on the Premises within
 - a. 1 day during normal working hours (Monday to Friday 08:00 to 16:00) ;
 - b. 1 day after normal working hours (Monday to Friday 16:00 to 07:00); and anytime on stat holidays
 - c. Within 2 hours in the event of an emergency call

MANUFACTURERS' WARRANTIES AND GUARANTEES

- 1.1. For apparatus, material and accessories not manufactured by the Contractor and excluding apparatus, material and accessories supplied by the Project Authority, the Contractor shall obtain on behalf of the Project Authority such warranties or guarantees as are available from the manufacturers. Such warranties or guarantees shall extend over the longest possible period, and the Contractor shall use its best efforts to require vendors to fulfill the obligation under stated warranties or guarantees of equipment and materials.

HOUSEKEEPING

- 1.1. The Contractor shall, at all times, keep the Pit, Car Top and Machine Room free from accumulations of waste materials or rubbish. Accumulation of various types and small quantities of typical debris in the pit is not Vandalism. Cleaning required as a result of other building work, renovations, or flooding is an extra to the Contract. In case of dispute, the Project Authority may remove the rubbish and charge the cost to the Contractor.
- 1.2. The Contractor will inspect the Machine room floors and/or machinery spaces so they shall be kept free of, dirt, rubbish, oil, and grease at all times.
- 1.3. Articles or materials not necessary for the maintenance or operation of the elevator shall not be stored in the machine room.
- 1.4. Where necessary, a non-flammable or high flashpoint solvent shall be used to remove excess lubricant.
- 1.5. All excess lubricant shall be cleaned from the equipment. Containers used to catch leakage shall not be allowed to overflow.
- 1.6. Monthly inspect car tops, hoist ways, trusses, and pits shall be kept clean, dry, free of dirt, oil, paper, rubbish etc. at all times.
- 1.7. Accumulation of rubbish in elevator pits and the use of these areas for storage shall not be permitted. Immediately remove such rubbish from the Premise, do not store in the pit.
- 1.8. Water and oil shall not be allowed to accumulate on pit floors or car tops. Advise the Project Authority of any water problems and cleanup all oil.
- 1.9. The top of cars shall be kept free of oil or grease and shall not be used for storing lubricants, tools or other material not required for the operation of the elevator.
- 1.10. Guide Rails shall be kept clean and free of lint and dirt accumulation. Prevent migration of



- 1.11 dirt, dust, debris, oil and/or grease when cleaning Equipment.
Lint, dust and/or dirt that may accumulate shall be removed with a vacuum with a filter to prevent air borne migration.
- 1.12 All moving parts of car and counterweight safeties mechanisms shall be kept clean and free of rust and dirt and shall be lubricated at frequent intervals. This is especially important where the equipment is exposed to water or corrosive vapours or excessively damp conditions, as corrosion or rusting of the parts may prevent operation of the safety.
- 1.13 Means shall be provided to collect for removal any oil leakage from the cylinder packing gland. The amount collected before removal shall not exceed 19 L (5 gal).

SAFETY

- 1.1 No person shall at any time make inoperative any component or any electrical protective device on which safety of users is dependent.
- 1.2 During tests, inspections, and maintenance the Equipment shall not be made available to the public. Immediately upon completion, the Equipment shall be restored to its normal operating condition in conformity with the applicable B-44 requirements.
- 1.3 Substitution of any wire or current-carrying device for the proper fuse or circuit breaker in an elevator circuit shall not be permitted.
- 1.4 Where a defective part directly affecting the safety of the operation is identified, it shall be immediately adjusted, repaired, or replaced prior to placing the Equipment into service.
- 1.5 The Contractor shall ensure that its personnel will adhere to the Project Authority's Smoking Regulations. Smoking is not permitted within the Premises or on the property.
- 1.6 Pit access doors shall be kept closed and locked.
- 1.7 Storage of flammable or combustible liquid on the Premise is prohibited. Use of these materials on Project Authority's property is subject to the approval of the Project Authority.
- 1.8 Prevent hydraulic and all other extraneous oils from contaminating drains and sump pits. If necessary, arrange for shutdown pumps and capping of drain holes in the vicinity of the work. Contractor shall be responsible for all damages. Prior to start of work, identify locations of possible contamination within and adjacent to the area of work.
- 1.9 Legally dispose of all waste materials.

ELECTRICAL DRAWINGS

- 1.1 The Premises contain the Electrical Drawings for each elevator in the elevator machine room necessary to allow the Contractor to perform the Work.
- 1.2 Electrical Drawings pertaining to the Work required by the Contract shall be continuously maintained on the Premises in the elevator equipment room at all times by the Contractor. When required by the Contract,
- 1.3 Unless otherwise rescinded in writing by the Project Authority, within 5 Business Days of commencement of the Contract Term the Contractor shall deliver to the Project Authority, one (1) original set of the Electrical Drawings, one (1) copied set of the Electrical Drawings and deposit one (1) copied set of the Electrical Drawings back into in the elevator machine room.



- 1.4 All Electrical Drawings are and shall remain the property of the Project Authority.
- 1.5 Any authorized circuit modifications or additions made by the Contractor shall be made on the drawings in a neat and comprehensive manner immediately after modifications or additions are completed. Modifications must be accepted by the Project Authority in writing prior to being made.
- 1.6 Up-to-date wiring diagrams detailing circuits of all electrical protective devices and primary directional circuits shall be available in the machine room at all times.

6. Deliverables:

6.1. INSPECTION OF PREMISES AND EQUIPMENT

- 6.1.1 The Contractor covenants that it has carried out a detailed inspection of the Elevator(s) found in the Premises and is fully informed of the conditions and limitations of the existing Equipment, Drawings and Log Book(s), and agrees that the Contract Price covers the cost of all Work to be performed in accordance with this Contract.

6.2 LOG BOOKS

- 6.2.1. A Log Book pertaining to all Work required by the Contract shall be provided by the Contractor and shall be continuously maintained on the Premises in the elevator equipment room at all times by the Contractor. For records kept in an electronic format, a hard copy shall be placed in the job site log within a maximum of two months of the initial recording.
- 6.2.2. All visits to the Premises, including visits for scheduled and unscheduled Work, shall be recorded in the Log Book.
- 6.2.3. The cost of Log Book record keeping is included in the Contract Price.
- 6.2.4. The Log Book shall contain legibly recorded detailed records, as a minimum, but not be limited to all, tests, inspections, scheduled/unscheduled visits and other duties by the Contractor referred to in this Contract or required by the B44 when they are performed and which have been performed in the previous five years.
- 6.2.5. All Work performed under this Contract must be recorded in the Log Book and shall include
 - 4.2.5.1 the elevator identification number,
 - 4.2.5.2 date and time of entry
 - 4.2.5.3 Contractor's employee's name or identification number
 - 4.2.5.4 nature of the Work or problem
 - 4.2.5.5 action taken and time of departure;
- 6.2.6. All copies made by Contractor, upon termination of the Contract for any reason whatsoever, shall be returned to the Project Authority.
- 6.2.7. Project Authority may notify the Contractor of any missing or damaged log books and the Contractor shall supply copies of missing records and Log Books necessary to allow the Project Authority's contractor to perform the Work.

7. Language

The contractor shall perform all of the work under the contract in English.

8. Constraints



8.1 Conflict of interest:

- A. Contractor and the Contractor's Personnel shall have no direct or indirect financial or other interest that would constitute a conflict of interest in the performance or the outcome of the work. Should such an interest be acquired during the performance of the work, the Contractor shall declare it immediately to the CSC PA, who will determine, at his sole discretion, whether it constitutes an unfair advantage or creates a conflict of interest.
- B. Contractor, any of its subcontractors, any of its respective employees or former employees who are involved in any manner in the work under the contract will not be able to bid, or provide assistance to any bidder, on any request for proposal resulting from the work under the contract.

8.2 CSC business environment:

- A. The Contractor shall note that the environment in which CSC conducts its operations to meet its mandate may change quite rapidly, depending on legislative or policy changes or incidents related to correctional operations. The CSC PA may request that the Contractor modify the deliverables to be produced under the contract, in response to these changes.
- B. Entry to the Institutions will be allowed to only those who have been successfully cleared for such access and a list of all tools and equipment to be utilized will be provided to the officer in charge of the Principle entrance.



ANNEX B – Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm rate(s) below in the performance of this Contract, HST or GST extra.

1.1

	Year One April 1, 2014 to March 31, 2015	Year Two April 01, 2015 to March 31, 2016	Year Three April 1, 2016 to March 31, 2017	Year Four April 1, 2017 to March 31, 2018	Year Five April 1, 2018 to March 31, 2019
a) All inclusive fee per inspection for: Dome - Stony Mountain Institution P 5928 ThyssenKrupp Roped Hydraulic 6 inspections/year	\$	\$	\$	\$	\$
b) All inclusive fee per inspection for: Administration - Stony Mountain Institution AB100E Concord Hydraulic 6 inspections/year	\$	\$	\$	\$	\$
c) All inclusive fee per inspection for: Program - Stony Mountain Institution T5656 Concord Hydraulic 6 inspections/year	\$	\$	\$	\$	\$
d) All inclusive fee per inspection for: F34 - Rockwood Institution T5042 Concord Hydraulic 6 inspections/year	\$	\$	\$	\$	\$



The contractor with the lowest average inspection price for the five years of the contract will be the successful bidder. The Average inspection price will be evaluated as:

Year one elevator inspection prices (a,b,c&d) + Year two elevator inspection prices(a,b,c&d) + Year three elevator inspection prices(a,b,c&d) + Year four elevator inspection prices(a,b,c&d) + Year five elevator inspection prices(a,b,c&d) = X

$X \div 5$ = Average inspection price for the five years

****In the case of a tie**, the contractor with the lowest average hourly rate for regular daytime hours will be the successful bidder. The Average hourly rate for regular daytime hours will be evaluated as:

Year one hourly rate + Year two hourly rate + Year three hourly rate + Year four hourly rate + Year five hourly rate = X

$X \div 5$ = Average hourly rate for regular daytime hours.

1.2

In addition to the fees for the annual testing and certification the contractor will provide hourly fees for on call maintenance or emergency work on an **as required** basis by the project authority. A regular annual all inclusive maintenance package is **not part of this Request for Proposal**.

Labour rates to be listed will show **regular** daytime Monday-Friday, after hours Monday to Friday, weekends, statutory holidays, and Show percentage discounts on parts and materials off of list price.

	Contract period April 1, 2014 to March 31, 2015	Contract period April 01, 2015 to March 31, 2016	Contract period April 1, 2016 to March 31, 2017	Contract period April 1, 2017 to March 31, 2018	Contract period April 1, 2018 to March 31, 2019
Regular – Daytime Hourly Rate Monday to Friday 08:00 to 16:00	\$	\$	\$	\$	\$
After Hours – Hourly Rate Monday to Friday 16:00 to 08:00	\$	\$	\$	\$	\$
Week Ends – Hourly Rates Friday to Monday 16:00 to 08:00	\$	\$	\$	\$	\$
Stat Holiday – Hourly Rate 08:00 to 08:00	\$	\$	\$	\$	\$
Parts % Off List Price	%	%	%	%	%

- a) The fixed rates in Table 1.1 and Table 1.2 will be inclusive of all costs.
- b) All prices are to be quoted PST Exempt. **Our exemption number is 390516-0.**



Correctional Service
Canada

Service correctionnel
Canada

- c) All prices are to be quoted GST/HST Extra.
- d) Payments will be made upon submission of invoices detailing the work completed according to the scope of work.



Annex D "Evaluation Criteria"

1.0 Technical Evaluation:

The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

Mandatory Technical Criteria

2.0 Evaluation Criteria:

- 1 In addressing the mandatory, the Bidder should supplement the information supplied in response to the mandatory with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource(s). All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
- 2 Proposals should include a résumé for each of the proposed resources, which support the skills/expertise being offered. Names and telephone number of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's résumé of supporting information to substantiate relevant experience for each mandatory.
- 3 Experience obtained after bid closing will not be considered.
- 4 For evaluation purposes,
 - (a) "where" means the name of the employer as well as the position/title held by the proposed resource;
 - (b) "when" means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
 - (c) "how" means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
- 5 Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- 6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
- 7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.



MANDATORY TECHNICAL CRITERIA – Bidders must meet all the mandatory requirements of the RFP.

1. Selection will be based on bidder meeting all the mandatory requirements and the lowest price.

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	The Bidder must provide proof of licensing/certification to perform the service on the Elevators for each staff member. Certificates attached?		
M2	Contractor must be able to respond for emergency repairs, when called, within 2 hours 24/7-365 days a year. The contractor will provide the after hours/emergency contact information to the project authority.		
M3	The bidder must provide proof of Liability Insurance indicating coverage of liability insurance of a minimum \$1,000,000.00(one million). Insurance certificate attached		
M3	The Bidder must provide a Worker's Compensation Board letter of good standing. Letter attached?		