

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

REQUEST FOR PROPOSAL

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

**Bid Submission Deadline:
March 27, 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 – 20131041**

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



March 10, 2014

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Submission of a Bid
3. Summary
4. Communications Notification
5. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Ombudsman clause

PART 3 - BID PREPARATION INSTRUCTIONS

1. General
2. Price
3. Bidder's Business Name and Address

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Financial Evaluation
3. Basis of Selection
4. Mandatory Criteria
5. Mandatory Personnel Experience

PART 5 – CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 – SECURITY REQUIREMENTS

1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. General Conditions
4. Contract Period
5. Option to Extend the Contract
6. Contracting Authority
7. Project Authority
8. Contractor's Representative
9. Basis of Payment – Limitation on Expenditures
10. Certifications
11. Applicable Laws
12. Replacement of Specific Individuals
13. Priority of Documents
14. Performance Evaluation Report
15. Ombudsman clause

LIST OF APPENDICES

- Appendix A – Statement of Work
Appendix B – Unit Price Table
Appendix C – Performance Evaluation Report
Appendix D – Mandatory Criteria

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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 and grounds maintenance work and various building-related tasks 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.

BUILDING AND GROUNDS MAINTENANCE WORK AND VARIOUS BUILDING-RELATED TASKS for Canadian Space Agency (CSA), St. Hubert

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.

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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.

5. Ombudsman clause

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 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**.

Provide the financial proposal in a separate document.

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): _____

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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.

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

**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

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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.

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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.

A security check will be done for all regular staff who will be working at the CSA. Staff will have to obtain the request security requirement or they will have to be escorted if the security clearance is not obtained.

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 5, 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:

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

Claudine Morin
Canadian Space Agency
6767 Route de l'Aéroport
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

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

Canada has the right, pursuant to the default provision of the contract, to terminate the contract for default.

11. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties 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).

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

15. Ombudsman clause

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 **name of the company** 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 application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

APPENDIX A

STATEMENT OF WORK

BUILDING AND GROUNDS MAINTENANCE WORK AND VARIOUS BUILDING-RELATED TASKS for Canadian Space Agency (CSA), St. Hubert

1.0 GENERAL

The Canadian Space Agency (CSA) is looking for a firm specializing in the provision of workers to perform building and grounds maintenance tasks.

The John H. Chapman Space Centre (JHCSC) is a building constructed in 1993 with a floor area of 30,000 square metres. Approximately half of the building floor area consists of office space, while 35% is special-purpose space (laboratories, control centre, etc.) and 15%, service areas. It is located on a 42-hectare property.

2.0 SCOPE OF WORK

The purpose of this document is to obtain the labour required to carry out the tasks described in these Specifications with respect to building repairs and maintenance, grounds maintenance and minor projects.

2.1 Work

The work to be performed by the firm includes, but is not limited to, the following:

- maintenance of hardware and locks and various building components;
- installation of door closers, locks, hooks, picture frames, shelves, etc.;
- repairs to and installation of walls, ceilings, flooring and associated finishes;
- interior and exterior painting;
- minor furniture assembly and maintenance;
- grounds maintenance and landscaping (trees, grass, interlocking paving stones, etc.);
- mechanical servicing of equipment used for grounds maintenance;
- general handling.

3.0 PERSONNEL REQUIRED

The firm must provide the following workers:

- 3.1 Building maintenance technician
1 full-time position, 40 hours a week, Monday to Friday from 7:00 a.m. to 4 p.m.
- 3.2 Building and grounds maintenance technician
1 full-time position, 40 hours a week, Monday to Friday from 7:00 a.m. to 4 p.m.
- 3.3 Building and grounds maintenance labourers
1 or 2 seasonal positions (mid-April to end of September) 40 hours a week, Monday to Friday from 7:00 a.m. to 4 p.m.
- 3.4 Project manager

The firm must submit the resumés of the employees it plans to use to the CSA's representative for approval. Costs related to statutory holidays (must be same as at the CSA), sick leave and any other statutory holiday will be borne by the firm. Services are required 52 weeks a year.

When an employee is absent (holiday or illness) the firm must find a replacement. The CSA may ask for additional employees, if the workload so requires. The CSA's representative will submit a request to the firm specifying the tasks to be carried out. The firm must provide the employees required within five working days.

BUILDING AND GROUNDS MAINTENANCE WORK AND VARIOUS BUILDING-RELATED TASKS for Canadian Space Agency (CSA), St. Hubert

4.0 EMPLOYEE QUALIFICATIONS (see mandatory criteria at Appendix D)

4.1 Building Maintenance Technician

The candidate must meet the following requirements:

- Ability to carry out the main tasks described below, including, but not limited to, the following:
 - repairs to and installation of gypsum board walls and ceilings;
 - repairs to and installation of suspended ceilings;
 - repairs to and installation of raised flooring;
 - repairs to floor coverings (carpeting, rubber and ceramic tiles, etc.);
 - maintenance of doors and hardware;
 - painting;
 - installation of hooks, picture frames, paintings, bulletin boards, shelves and indoor and outdoor signage;
 - minor furniture repairs;
 - assembly of shelves, furniture, temporary shelters, etc.;
 - regular inspection of roofs to remove debris and clean drains;
- Physically fit;
- Able to lift a 23-kg load;
- Initiative and ability to work independently;
- Responsible and able to take charge of assigned tasks;
- Punctual;

4.2 Building and Grounds Maintenance Technician

The candidate must meet the following requirements:

- Ability to carry out the main tasks described below, including, but not limited to, the following:
 - lawn mowing (with industrial tractor) and operation of gas-powered edge trimmer;
 - tree and shrub trimming (with electric or gas-powered hedge trimmers);
 - pruning (with chain saw and branch chipper);
 - mechanical servicing of farm tractor, ride-on front mower and various pieces of equipment used for grounds maintenance;
 - operate a mini excavator and loader;
 - operate an aerial basket lifting device and an elevating work platform;
 - operate a forklift;
 - general grounds maintenance;
 - general landscaping tasks, including work related to interlocking paving stones;
 - general handling;
 - monitoring of equipment servicing;
 - monitoring of work done by contractors;
 - general repairs to architectural components;
 - repairs to and installation of gypsumboard walls and ceilings;
 - repairs to and installation of suspended ceilings;
 - repairs to and installation of raised flooring;
 - repairs to floor coverings (carpeting, rubber and ceramic tiles, etc.);
 - door and hardware maintenance;
 - ability to perform arc welding for minor repairs;
 - interior and exterior painting;
 - installation of hooks, frames, paintings, bulletin boards, shelves and indoor and outdoor signage;

BUILDING AND GROUNDS MAINTENANCE WORK AND VARIOUS BUILDING-RELATED TASKS for Canadian Space Agency (CSA), St. Hubert

- minor furniture repairs;
- assembly of shelves, furniture, temporary shelters, etc;
- regular inspection of roofs to remove debris and clean drains;
- Physically fit;
- Able to lift a 23-kg load;
- Initiative and ability to work independently;
- Responsible and able to take charge of assigned tasks;
- Punctual;

4.3 Building and Grounds Maintenance Labourer

The candidate must meet the following requirements:

- Ability to carry out the main tasks described below, including, but not limited to, the following:
 - lawn mowing (with industrial tractor) and operation of gas-powered lawn trimmer;
 - tree and shrub trimming (with electric or gas-powered hedge trimmers);
 - sweeping of interlocking paving stone surfaces;
 - weeding of plant beds;
 - tending of and adding of mulch to plant beds;
 - tending of perennials;
 - minor rearrangements of plant beds;
 - general interior and exterior painting;
 - general handling;
 - premises maintenance and equipment cleaning;
- Physically fit;
- Able to lift a 23-kg load;
- Punctual.

5.0 EQUIPMENT PROVIDED

5.1 Equipment provided by the CSA

The CSA will provide the following equipment for use by regular employees:

- a complete toolbox with basic tools for the activities;
- necessary materials and spare parts;
- step ladders, ladders and aerial work platforms;
- measuring devices;
- work orders;
- safety equipment other than the items listed in Section 5.2.

5.2 Equipment to be provided by the firm

The following equipment will be provided by the firm and must be included in the proposed hourly rate:

- *Canadian Standards Association (CSA)* Classes 1 and 2 safety boots or shoes;
- CSA-approved Class E hard hats;
- safety goggles;
- clean work clothes in good condition (indoor and outdoor work) bearing the name of the firm and the firm's logo or emblem.

6.0 OCCUPATIONAL HEALTH AND SAFETY AND SECURITY

- 6.1 The firm will comply with statutes, regulations, orders, standards and rules pertaining to the provision of the services described in these Specifications.

BUILDING AND GROUNDS MAINTENANCE WORK AND VARIOUS BUILDING-RELATED TASKS for Canadian Space Agency (CSA), St. Hubert

- 6.2 The firm will implement a comprehensive occupational health and safety program in accordance with the occupational health and safety legislation in effect, including, without being limited to, written methods, policies and procedures concerning occupational health and safety, workplace inspections, worker supervision and training, and the investigation and reporting of workplace incidents.
- 6.3 During execution of the contract, the firm will take measures to protect CSA property against potential damage, deterioration or loss, and will repair or make restitution for any loss of or damage and deterioration sustained by CSA property. Provided the Contractor has taken reasonable precautions, the Contractor will not be held liable for any damage that may be caused directly by CSA employees.
- 6.4 The proposed employees must undergo security checks conducted by CSA security. Only proposed employees who obtain reliability status will be able to work at the CSA.
The proposed employees must be permanent residents of Canada for the past five years or have a certificate of good conduct issued by the police department in their country of origin.
The proposed employees must have at least two of the following identification documents:
- Driver's licence (issued by a province or territory in Canada);
 - Canadian or foreign country passport;
 - Canadian citizenship card or permanent resident card (PRC);
 - Certificate of Indian Status;
 - Firearms Acquisition Certificate (FAC);
 - Municipal, provincial or federal employee identity card or Military Family Identification Card;
 - Health insurance card.

7.0 PRICING

A weekly work sheet indicating the hours worked by each employee must be submitted to the CSA representative for approval and will be used as a valid billing verification document.

The hourly rate proposed by the firm must include employee travel to the JHCSC, insurance, trade and union dues, employee benefits, taxes, the fees for the project manager and all other costs.

The rate only applies to hours worked. The CSA will not pay for travel time or meals.

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

APPENDIX B

UNIT PRICE TABLE

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

*** 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 5, 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
Building Maintenance Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Building and ground Maintenance Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Building and ground Maintenance Labourer	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

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

	Year 1 May 5, 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
Building Maintenance Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Building and ground Maintenance Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Building and ground Maintenance Labourer	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

Overtime – Saturday, Sunday and holidays

	Year 1 May 5, 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
Building Maintenance Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Building and ground Maintenance Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Building and ground Maintenance Labourer	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

	Year 1 May 5, 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)

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

- 2000 hours per year (**Building Maintenance Technician** during regular work hours)
- 2000 hours per year (**Building and ground Maintenance Technician** during regular work hours)
- 2000 hours per year (**Building and ground Maintenance Labourer** during regular work hours)

- 16 hours per year (**Building Maintenance Technician** during overtime work hours – Monday to Friday 4:00 pm to 7:00 am)
- 16 hours per year (**Building and ground Maintenance Technician** during overtime work hours – Monday to Friday 4:00 pm to 7:00 am)
- 16 hours per year (**Building and ground Maintenance Labourer** during overtime work hours – Monday to Friday 4:00 pm to 7:00 am)

- 8 hours per year (**Building Maintenance Technician** during overtime work hours – Saturday, Sunday and statutory holidays)
- 8 hours per year (**Building and ground Maintenance Technician** during overtime work hours – Saturday, Sunday and statutory holidays)
- 8 hours per year (**Building and ground Maintenance Labourer** during overtime work hours – Saturday, Sunday and statutory holidays)

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

- 2 service calls X minimum hours billed per service call X regular hourly rate for Building Maintenance Technician

The estimated value of the contract will be \$183,000.00 before taxes per year.

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

APPENDIX C

PERFORMANCE EVALUATION REPORT

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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:									

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

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

Overall Rating

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

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

APPENDIX D

MANDATORY CRITERIA

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

		YES	NO
MANDATORY CRITERIA FOR THE CONTRACTOR			
The firm must have been in business for at least 10 years under the same business name.			
The firm must have a <i>Régie du bâtiment du Québec (RBQ)</i> licence.			
The firm must provide a letter attesting to its status as an employer in good standing with the Commission de la santé et de la sécurité du travail du Québec (CSST). CSST coverage must be maintained during the entire contract period.			
The firm must provide three letters of reference from three clients demonstrating the clients' satisfaction with the work performed by the firm under contracts of similar scope executed over the past five years.			
MANDATORY PERSONAL EXPERIENCE			
Building Maintenance Technician	Minimum of 10 years of experience in institutional building maintenance.		
	Training or acceptable combination of experience and training in the use of a radial arm saw, table saw and cabinet-making equipment.		
	Workplace Hazardous Materials Information System (WHMIS) training certificate.		
	Construction site occupational health and safety competency card.		
	* Competency card for the operation of an aerial basket lifting device and an elevating work platform;		
	* Training for working at heights.		
* Training/Attestation required to be done by the technician within a maximum period of three months in the event of contract award and at the Contractor's expense, if the technician didn't have already them.			

**BUILDING AND GROUNDS MAINTENANCE WORK AND
VARIOUS BUILDING-RELATED TASKS for
Canadian Space Agency (CSA), St. Hubert**

Building and grounds Maintenance Technician	Minimum of 10 years of experience in grounds maintenance and 3 years of experience in institutional building maintenance;		
	Class 5 driver's licence;		
	Workplace Hazardous Materials Information System (WHMIS) training certificate;		
	Competency card for the operation of an aerial basket lifting device and an elevating work platform;		
	Training for working at heights;		
	Hot work training;		
	Construction site occupational health and safety competency card.		
	* Training in the operation of forklift trucks.		
* Training/Attestation required to be done by the technician within a maximum period of three months in the event of contract award and at the Contractor's expense, if the technician didn't have already it.			
Building and ground Maintenance labourer	Minimum of 3 years of experience in grounds maintenance work or work requiring the same type of physical effort.		
	Class 5 driver's licence.		
Project Manager	The Project Manager must have at least 10 years of relevant experience in similar-scale projects.		

The Bidder shall submit with its proposals, for approval, the resumes and competency certificates of the staff it plans to use. In the absence to submit the CV or mandatory documentation, we will be in the obligation to pass to the second supplier answering the mandatory criteria and offering the best cost to us.