

**SMALL FREIGHT ELEVATOR REPLACEMENT  
at the David Florida Laboratory (DFL) in Ottawa**

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**REQUEST FOR PROPOSAL**

**SMALL FREIGHT ELEVATOR REPLACEMENT AND MAINTENANCE  
SERVICE at the David Florida Laboratory (DFL) in Ottawa**

**Bid Submission Deadline:  
June 17, 2014 at 14:00 PM (EDT)**

Submit Bids to:  
Canadian Space Agency  
TENDERS RECEPTION OFFICE  
Receiving/Shipping  
From Monday to Friday between 8:00 and 16:30 (closed between 12h00 and 13h00)  
6767 route de l'Aéroport  
Saint-Hubert(Québec) Canada J3Y 8Y9  
Attention to: Claudine Morin  
Email: [soumissionscontracts@asc-csa.gc.ca](mailto:soumissionscontracts@asc-csa.gc.ca)

Reference: CSA File No. **9F030 – 20140077**

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



**May 27, 2014**

**Only bids from contractors whose name is on the List of Pre-Qualified Elevator Maintenance Contractors for the following categories of equipment Hydraulic Elevator for the province/territory of Ontario will be considered for this solicitation (you can find this list at Appendix E).**

**A contractor whose name is not on the List of Pre-qualified Elevating Devices Maintenance Contractors may apply for pre-qualification. Upon enquiry, a Letter of Interest (LOI) will be sent to invite the contractor to pre-qualify against one or more categories of equipment in the specified geographic areas. It takes approximately three months from the time the LOI is sent to the contractor to complete the pre-qualification process. Contractors who are successful will be added to the List of Pre Qualified Elevating Devices Maintenance Contractors and will be eligible to bid on future solicitations for Elevating Devices Maintenance Contracts. All enquiries concerning the pre-qualification process must be sent by fax to (819) 956-3160 and addressed to PWGSC, Regional Operations Support and Commodity Management Division, Real Property Contracting Directorate.**

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

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

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

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

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security requirement; and

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

### 2. Submission of a bid

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

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

### 3. Summary

#### Description and requirement

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations to provide small freight elevator replacement service at the David Florida Laboratory (DFL) in Ottawa.

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

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## 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.

## 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 R5110T (2014-03-01) General Instructions – Elevator Modernization – Competitive requirements are incorporated by reference into and form part of the bid solicitation.

- Remove points 4 and 5 of section GI01

### 2. Submission of Bids

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

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

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

### 3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable government of Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where government of Canada

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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.

### **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. Optional site visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. **The site visit will be held on June 12, 2014, at 10:00am at David Florida Laboratory (3701 Carling Avenue, Ottawa, Ontario, K2H 8S2).** Bidders are requested to communicate with the Contracting Authority 2 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from Submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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

### **1. General**

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

### **2. Price**

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

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

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

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

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

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

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

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

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

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

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

**1. Evaluation Procedures**

- a) The propositions will be evaluated in regards to all the criteria of the present request for proposals, including technical evaluation criteria and financial.
- b) An evaluation team made up representatives of Government of Canada will evaluate the proposal.

**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) Meet all the requirements of the present request for proposal;
  - b) Prequalified elevator maintenance contractors, hydraulic elevator, Ontario area;
  - c) The proposition offering the lowest price will be retain for the attribution of the contract.

**4. Bid financial security (only for the construction part)**

Bidders must provide bid financial security consisting of:

- (a) a security deposit as defined in clause E0008T, or <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/E/E0008T/4>
- (b) a bid bond (form 504 <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>), which must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text>, Acceptable Bonding Companies.

Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturred, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

If the financial security is in the form of a bill of exchange or a government guaranteed bond and:

- (a) the bid price is \$250,000 or less, the amount of the security deposit must represent 10 percent of the bid price; or

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(b) the bid price exceeds \$250,000, the amount of the security deposit must be \$25,000.00 plus 5 percent of the amount by which the bid price exceeds \$250,000, to a maximum of \$30,000.00.

If the financial security is a bid bond, the amount of the bond must represent 10 percent of the bid price.

Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

**Important: The bid financial security should be provided with the proposal. Any proposal that not contains this document will be rejected.**

**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.

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

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

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

**B. LEGAL ENTITY AND CORPORATE NAME**

1. The bidder hereby certifies that it is a (circle one);
  - a. sole proprietorship,
  - b. partnership, or
  - c. corporate entity;

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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 Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

**D. ATTESTATION – FORMER PUBLIC SERVANT**

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

**1.1 Definitions**

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

a. an individual;



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

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

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

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

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- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

**E. ATTESTATION**

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

**ATTESTATION SIGNATURE**

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

- A. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION;
- B. LEGAL ENTITY AND CORPORATE NAME;
- C. CODE OF CONDUCT FOR PROCUREMENT;
- D. ATTESTATION – FORMER PUBLIC SERVANT.

**SIGNATURE**

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

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

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

**PART 6 – SECURITY REQUIREMENTS**

**Security Requirements**

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

**PART 7 - RESULTING CONTRACT CLAUSES**

**1. 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 David Florida Laboratory – 3701 Carling Avenue, CP 11490, Succ. H, Ottawa Ontario K2H 8S2.

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### **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**

The following are the contract documents:

- (a) Contract page when signed by government of Canada;
- (b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- (c) Plans and Specifications;
- (d) General Conditions:
  - GC1 General Provisions R2810D (2014-03-01);
  - GC2 Administration of the Contract R2820D (2012-07-16);
  - GC3 Execution and Control of the Work R2830D (2014-03-01);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC5 Terms of Payment R2850D (2010-01-11);
  - GC6 Delays and Changes in the Work R2860D (2013-04-25);
  - GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
  - GC8 Dispute Resolution R2880D (2012-07-16);
  - GC9 Contract Security R2890D (2012-07-16);
  - GC10 Insurance R2900D (2008-05-12);
  - Supplementary Conditions, if any;
  - Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
- (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (f) Any amendment incorporated by mutual agreement between government of Canada and the Contractor before acceptance of the bid; and
- (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.

### **4. Contract Period**

The period of the contract to be issued in response to this RFP will be as follow:  
For the construction part: from the date of the award of the contract till December 31, 2014  
For the maintenance service: one year after warranty from the final acceptance till March 31, 2018.

### **5. Contracting Authority**

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

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

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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.

### **6. Project Authority**

To be insert at contract award

### **7. Contractor's Representative**

To be insert at contract award

### **8. Basis of payment – Firm Price**

No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded, unless the Contracting Authority authorizes an increase.

### **9. Certifications**

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

### **10. 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 Ontario and the relations between parties will be determine by these laws.

### **11. 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 indication above;
- c) Appendix C, Statement of work;
- d) the supplier proposal dated \_\_\_\_\_ (insert the date of the proposal) *(if the proposal has been clarified or revised, insert when you issue the contract : « clarified on \_\_\_\_\_ » or « , modified on \_\_\_\_\_ » and insert dates of clarifications or amendments).*

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### **12. 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).

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**APPENDIX A**

**STATEMENT OF WORK**

**(see document attached)**

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**APPENDIX B**

**UNIT PRICE TABLE**

**MECHANICAL MAINTENANCE AND REPAIR SERVICES**  
**at the David Florida Laboratory (DFL) in Ottawa**

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**UNIT PRICE TABLE**

**1) Construction part:**

Firm price to complete the work on or before December 31, 2014  
(price excluding taxes)

\$ \_\_\_\_\_ \*

\* If possible, please provide the details of the cost with your financial proposal, if it's not provide, this can be request before the awarding of the contract.

**2) Maintenance part:**

Firm monthly price for the maintenance till March 31, 2018

\$ \_\_\_\_\_ / month (from TBD to March 31, 2015 –

number of months to be determine after the one year warranty from the date of final acceptance of the work)

\$ \_\_\_\_\_ / month (from April 1<sup>st</sup>, 2015 to March 31, 2016 –  
12 months)

\$ \_\_\_\_\_ / month (from April 1<sup>st</sup>, 2016 to March 31, 2017 –  
12 months)

\$ \_\_\_\_\_ / month (from April 1<sup>st</sup>, 2017 to March 31, 2018 –  
12 months)



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**APPENDIX C**

**PERFORMANCE EVALUATION REPORT**

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**PERFORMANCE EVALUATION REPORT**

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

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

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

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

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

**Overall Rating**

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

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**APPENDIX D**

**DRAWINGS**

**(see document attached)**

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**APPENDIX E**

**LIST OF PREQUALIFIED ELEVATOR MAINTENANCE CONTRACTORS**

**(see document attached)**