



REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000154775

CLOSING Date: June 25th, 2014, 2:00 P.M. E.S.T.

PROJECT TITLE: Installation of an Elevator Door and Elevator Modernization at the Sir Frederick Banting (SFB) Building

Branch/ Directorate: Corporate Services Branch, Real Property and Security Directorate, Health Canada

FOR ADDITIONAL INFORMATION PLEASE CONTACT: Brian Spero,
Departmental Representative, Issuing Office
Senior Procurement Contracting Officer
Health Canada
brian.spero@hc-sc.gc.ca
(613) 952-6249

***THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

RFP Issue Date: May 27, 2014

Delivery Instructions for Bid / Proposal:

Bid submission envelopes are to be delivered to the following address prior to June 25th, 2014, 2:00 P.M. E.S.T.:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Brian Spero
RFP Reference Number: 1000154775
Hours of Operation: 07h30 to 16h30 (EST)

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PART I, STATEMENT of WORK

1.0 Scope

1.1 Title

Installation of an Elevator Door on the Fourth Floor, Animal Wing, Sir Frederick Banting Building

1.2 Introduction

To provide all labour, materials, equipment and permit fees required to modernize the freight elevator #4 located in the Sir Frederick Banting Building Animal Wing, 251 Sir Frederick Banting Driveway. Work is to include the supply and installation of a new landing door entrance for the 4th Floor and a complete replacement of landing doors on the 3rd and 5th Floors. Supply and installation of new landing door operators for existing landing doors located on the 1st and 2nd Floor and new landing and car door controllers.

1.3 Objectives of the Requirement

The objective of the contract is to provide all labour, materials, equipment and permit fees required to perform the work to modernize the freight elevator including the installation of a complete landing door entrance for the 4th Floor as per the specification document. This work is necessary to provide elevator car access to the 4th Floor and to meet client functional requirements.

1.4 Estimated Value

The total value of the contract resulting from this RFP is estimated not to exceed \$250,000 excluding all expenses and all applicable taxes.

1.5 Background, Assumptions and Specific Scope of the Requirement

Health Canada is in the process of renovating the 3rd and 4th Floors of the Sir Frederick Banting Building Animal Wing, 251 Sir Frederick Banting Driveway. The purpose of the renovation is to convert the animal facility to a wet lab facility to house the laboratories and support services in order to better accommodate the diagnostic analysis performed by the staff of the Environmental Health, Science and Research Bureau (EHSRB).

The existing freight elevator in the Animal Wing does not have access to the 4th Floor. It is essential that the laboratory staff have freight elevator access to the 4th Floor to meet their functional requirements.

The work must be completed prior to the completion of the 3rd and 4th Fit-Up project which is planned for the fall of 2014. The Contractor will take into account that the 3rd and 4th Floor space may be occupied by contractors working on the Fit-Up project being managed by PWGSC.

Work is to take place Monday to Friday between the hours of 7:00am and 5:00pm.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

- 2.1.1 To complete the work as defined in the Specification Document.
- 2.1.2 Commissioning
- 2.1.3 Permit

2.2 Technical, Operational and Organizational Environment

The contractor is to provide onsite facilities as required to conduct the work and to storage materials as per the specification.

The work is to be co-ordinated through the Technical Authority.

2.3 Reporting Requirements

All communications and submissions by the Contractor will be coordinated through the Technical Authority.

2.4 Project Management Control Procedures

The individual identified in the proposed contract as the Technical Authority will oversee the work to ensure it is brought in on time and approvals required internal to Health Canada are addressed in a timely manner.

2.5 Change Management Procedures

Change in Scope of Work will require prior approval of the Technical Authority. Prior to beginning any work as a result of change in scope will require the approval and amendment to the contract by the Contract Authority.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities

For the purpose of this work the following individuals will respect Health Canada Departmental Representative:

Contracting Authority: Brian Spero, 613-952-6249

Technical Authority: To be identified at contract award.

3.2 Health Canada Obligations

Health Canada may, at any time, verbally suspend the work in the whole or part. If required, within 24 hours of the suspension, the Technical Authority shall provide the Contractor with a written notification indicating the effective date and time of suspension, the intended duration, and reason for the suspension (e.g. non-compliance of Health and Safety regulations and/or encountering unexpected contamination or Program Requirement).

3.3 Contractor's Obligations

The Contractor will be responsible for the following:

- 3.3.1 Carrying out services in accordance with approved documents and directions given by the Technical Authority.
- 3.3.2 Directing all correspondence to the Technical Authority and not communicating with the client directly.
- 3.3.3 Advising the Technical Authority of any changes that may affect the approvals previously given and detailing the extent of and reason for the changes and obtaining written approvals before proceeding.
- 3.3.4 Ensuring all activities performed provide for the protection of Health Canada and safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility.
- 3.3.5 Their own transportation and parking costs during the entire project life cycle, specified project tasks outlined in the Statement of Work (SOW).
- 3.3.6 Managing attendance of sub-contractors (if applicable) to ensure work is completed as targeted.
- 3.3.7 Tracking and completing all contract deliverables/tasks.
- 3.3.8 Holding a construction trade license for all work they are responsible to perform during this project.
- 3.3.9 Posting all applicable building permits at the site during construction period.

- 3.3.10 Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities.
- 3.3.11 Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada shall not be liable for any vandalism, theft or loss.
- 3.3.12 Notifying the Technical Authority of any on-site activity and obtaining approval to gain access to the building 48 hours before entering on site.
- 3.3.13 Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada codes. The Contractor, its employees, all sub-contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the work required.

3.4 Location of Work, Work Site and Delivery Point

The work is to be conducted at Health Canada facility, Sir Frederick Banting Research Centre, 251 Sir Frederick Banting Driveway, Ottawa, Ontario, Monday to Friday between 8:00 A.M. and 5:00 P.M. The Contractor is required to be available for regular construction site meetings as the work progresses. All personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel.

3.5 Language of Work

All work can be conducted in either official language.

3.6 Special Requirements

Not applicable

3.7 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 1000154775

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

3.8 Insurance Requirements

The Contractors are responsible for ensuring that they manage and have relevant financial protection against the risks to which they are exposed, especially those over which they have control. Consequently, the general policy of the Government is not to indemnify contractors against such risks. Normally, therefore, a general condition of every contract is that the contractors indemnify and save the Crown harmless from all manner of claims and damages. Insurance is for the protection of Contractors in support of their potential liability to indemnify the Crown and others, and only ultimately for the protection of the Crown.

The Contractor must provide a copy of certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Contractor, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in R2910D (Insurance Terms) of the SACC Manual, and in the amount of \$5,000,000.00. If there is a conflict between the Insurance Terms of R2910D and the instructions of this RFP, the instructions of the RFP prevail.

If the information is not provided in the tender, the Senior Procurement Contracting Officer will inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Senior Procurement Contracting Officer and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.

3.9 Bid Deposit

- 3.9.1 It is a MANDATORY REQUIREMENT (at the tender closing date and time) that bidders submit with their tenders a bid deposit in the form of a Bid Bond or a certified cheque made out to the Receiver General for Canada in the amount of \$5,000.00. Failure to submit a Bid Bond or a certified cheque will result in the tender being declared non-responsive and the tender will be disqualified.
- 3.9.2 The bid deposit of the successful Bidder will be returned by Health Canada following the execution of the resulting contract and receipt by Health Canada of an acceptable Performance Bond pursuant to the applicable financial security requirement of this RFP (see 3.10 below).
- 3.9.3 The bid deposit of the unsuccessful Bidder will be returned by Health Canada after the execution of the resulting contract (awarded to the successful Bidder), or previous to such time at the discretion of the Health Canada. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.10 Bid Financial Security

3.10.1 It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a letter from a Treasury Board approved acceptable bondable company (as referred into the list of acceptable bonding companies provided under Treasury Board Appendix L, see link to Web Site of this RFP) for proof of being bondable in accordance with R2890D (Contract Security) of the SACC Manual. Failure to submit such letter will result in the tender being declared non-responsive and the tender will be disqualified. Health Canada reserves the right to determine, at its sole discretion, whether the statements contained in the letter is to the satisfaction of Health Canada, and Health Canada shall have the right to request changes to the letter. Failure to comply with the request of the Contracting Authority within the time frame as provided in the request may result in the tender being declared non-responsive and disqualified.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.11 Contract Financial Security

Without limiting the generality of the General Conditions referenced in R2890D Contract Security, the Contractor must comply with the financial security requirements specified in R2890 Contract Security, including the requirement under Treasury Board Appendix L, Acceptable Bonding Companies <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appL> and provide to the Contracting Authority a performance bond and a labour and material payment bond, each in

an amount that is equal to not less than 50% of the Contract Price. If Health Canada does not receive the required financial security within the specified period, Health Canada may terminate the Contract for default pursuant to the Contract default provision.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.12 Travel and Living

The Contractor shall be responsible for all costs for travel within the Ottawa area. Travel is not required under this contract. Health Canada will not be responsible for any costs for travel outside of the National Capital Area.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The work is to be completed no later than March 31, 2015. The Contractor will be required to attend construction meetings and provide review of work in progress to ensure compliance with the plans and specifications.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Contractor to provide a detailed work schedule and detailed work breakdown structure required to carry out the work.

5.0 Required Resources or Types of Roles to be Performed

Contractor is to provide list of all required resources proposed to perform the work including a copy of their licenses and a **résumé** for the **Site Superintendent/Foreman**.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents

6.1.1 Annex A – Specification Document

6.1.2 Drawing #A160 - Fourth Floor

6.2 Applicable Websites

Treasury Board Appendix L, Acceptable Bonding Companies
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appL>
Bid Bond (form PWGSC-TPSGC 504)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>

Labour and Material Payment Bond (form PWGWSC-TPSGC 506)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Insurance Terms

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&id=R2910D&date=2008->

[12-12&eid=1](#)

Certificate of Insurance (form PWGSC-TPSGC 357)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

SACC Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

6.3 Annex B - Bidder's Checklist

PART II, PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.1 General Information

7.1.1 Components, Language and Number of Copies

You are to submit **four** (4) written copies in either official language (English or French) of the Technical Proposal and **two** (2) copies of the Cost Proposals. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

- (1) 1 covering letter, **signed by an authorized representative** of your firm;
- (2) **4 copies of the Technical Proposal**; and
- (3) **2 copies of the Cost/Price Proposal**, contained in a *separate sealed envelope*.

7.1.2 Bid Validity Period/Signature

Certify below that all pricing identified in the bid/ proposal will be valid for a period of ninety (90) days from the closing date of the RFP.

x _____

Signature of Authorized Representative of the bidder

Date: _____

7.1.3 No Payment for Pre-Contract Costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

7.2 Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be sent to the address referenced on the cover of this RFP.

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include:

- The RFP reference number and
- The name of the responsible Departmental Representative

Proposals are to be submitted directly to the attention of the Departmental Representative and address shown as the “Issuing Office” on the cover page of this RFP package.

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means

Proposals sent by fax, telex, e-mail and telegraphic means will **not** be accepted.

7.4 Closing Date and Time

All proposals must be received at the location, the date and time specified on the cover page of this RFP. Proposals received after this time will be returned unopened.

7.5 Time Extension to Closing Date

Requests for a time extension to the closing date will not be considered.

7.6 Non-Compliance / Unacceptable Proposals

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned unopened to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned unopened with a letter from Health Canada indicating that the bid/proposal was non-compliant.

7.7 Site Visit (Mandatory)

As per M1 of the Mandatory requirements, a site visit will be conducted at the Sir Frederick Banting Building, 251 Sir Frederick Banting Driveway, Tunney's Pasture, Ottawa, ON K1A 0K9 on **June 5th at 9:00 am.**

7.8 Announcement of Successful Contractor

The name of the successful bidder will be announced by mail upon contract award and sign-off.

7.9 Rights of the Crown

The Crown reserves the right to:

1. Reject any or all proposals received in response to this RFP;
2. Accept any proposal in whole or in part; and
3. Cancel and/or re-issue this requirement at any time.

7.10 Contract

The successful bidder will be subject to the following Public Works and Government Services Canada, Standard Acquisition Clauses and Conditions (SACC) that can be accessed at the following website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

R2810D (2012-06-11) General Provisions;
R2820D (2012-06-11) Administration of the Contract;
R2830D (2010-01-11) Execution and Control of the Work;
R2840D (2008-05-12) Protective Measures;
R2850D (2010-01-11) Terms of Payment;
R2865D (2008-05-12) Delays and Changes in the Work;
R2870D (2008-05-12) Default, Suspension or Termination of Contract;
R2880D (2012-06-11) Dispute Resolution;
R2890D (2012-06-11) Contract Security;
R2900D (2008-05-12) Insurance;

Supplementary Conditions

R2910D (2008-12-12) Insurance Terms;
R2940D (2012-06-11) Fair Wages and Hours of Labour - Labour Conditions;
R2950D (2007-05-25) Allowable Costs for Contract Changes Under GC6.4.1;

7.11 Employment Equity

Not Applicable

Program requirements do not apply for the following reason:

(X) bid is less than \$400,000;

7.12 Procurement Business Number (PBN)

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Health Canada's intention to use this sourcing

system for all its procurement of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the Federal Government for requirements not posted on the electronic tendering service Buy and Sell <https://buyandsell.gc.ca/>.

Visit the Contracts Canada Internet site at <http://contractscanada.gc.ca/en/busin-e.htm> for information and registration procedures. Alternatively, you may contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 613-956-3440.

7.13 Order of Precedence

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by Health Canada;
- Public Works and Government Services Canada (PWGSC), Standard Acquisition Clauses and Conditions (SACC)
- The Statement of Work (SOW) in this RFP; and
- The terms identified in this RFP.

8.0 Technical Proposal

8.1 General Information

Your technical proposal must address all the requirements of the Statement of Work (SOW) and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in **Section 12.0** and **Conditions Precedent to Contract Award** listed in **Section 13.0**.

Furthermore, your technical proposal should include the following:

8.2 Understanding of the Requirements

A brief statement that demonstrates that the contractor understands the requirements of the Statement of Work (SOW), including the objectives, scope of work and deliverables.

8.3 Approach and Methodology:

8.3.1 General Approach

A description of the overall approach and strategy to this project.

8.3.2 Methodology

Identify methodologies and techniques to be used, including identifying any proprietary information which is proposed to be used in the program.

8.3.3 Work Plan / Project Schedule

Break down the work by tasks - show phases, planned start, completion dates and the estimated level of effort (i.e. person days) needed to complete the task. The work plan may include a matrix and/or time line charts. A project schedule structured in weeks, reflecting milestones and deliverables, should be included.

8.3.4 Performance and Quality Control

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

8.4 Proposed Team

8.4.1 Personnel

Identify the proposed **personnel**, including **Site Superintendent/Lead Foreman**, who will be assigned to this project, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the personnel résumés has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/ proposal and state their relationship with the firm. **Résumé** required.

8.4.2 Contingency Plan

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. **Site Superintendent/Lead Foreman.**
Attach résumé.

8.5 Contractor Profile

8.5.1 Organization

Provide background information about your company, including its legal name and the province in which the company is incorporated.

8.5.2 Relevant Work Experience

Describe your company's capacity and experience in this field.

8.5.3 References

The Bidder's must provide two verifiable references from clients where projects were of comparable scope, with similar construction requirements and standards and which also demonstrates that the Bidder meets all experience requirements.

8.6 Résumés of Personnel

Attach Résumé of personnel and Site Superintendent/Lead Foreman.

9.0 Cost / Price Proposal

9.1 General Information

The Price Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Price Proposal should address each of the following, if applicable:

The Price Proposal must contain a **total quoted price**.

9.1.1 **Fixed Lump Sum** - For the work described in the Statement of Work.

A breakdown may be required for this project, including subcontractors. Indicate the proposed time rate and the estimated time requirement. Although detailed support for the rates is not requested at this time, you should be prepared to substantiate the proposed rates.

All inclusive Firm Fixed Price

\$ _____

HST \$ _____

Total including HST \$ _____

9.1.2 Travel (Not Applicable)

9.1.3 Other Expenses

List any other expenses which may be applicable, giving an estimated cost for each equipment, rentals, materials, etc...).

9.1.4 Harmonized Sales Tax

Various items in your cost proposal may be subject to HST or custom duties, and this charge must be included in the cost estimates where applicable.

10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **no later than two (2) calendar days prior to the bid closing date.**

To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

- any information with respect to significant enquiries received, and
- the replies to such enquiries without revealing their sources,

Provided that such enquiries are received no less than two (2) calendar days prior to the bid closing date.

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFP document. **Non-compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

PART III BID SELECTION PROCESS

11.0 Introduction

The following describes the mandatory criteria that will be used to evaluate the bids and the method to be used to select the winning bid.

12.0 Mandatory Requirements

12.1 Method of Evaluation

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder's proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either "**Yes**" or "**No**". Proposals not receiving "**Yes**" for any mandatory requirement will **not** be considered further.

12.2 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
Criteria	Page #	Yes	No
<p>M1. Bidders, or their authorized representative(s) must attend a site visit scheduled at the Sir Frederick Banting Building, 251 Sir Frederick Banting Driveway, Tunney's Pasture, Ottawa, ON K1A 0K9 on June 5th at 9:00 am.</p> <p>At least (2) working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada, Senior Procurement Contracting Officer (by email to: brian.spero@hc-sc.gc.ca) to confirm their attendance and to provide the name of their representative(s).</p>			
<p>M2. The Firm . The Bidder must demonstrate experience (completed within the past 10 years) in completing a minimum of two projects of a similar nature, size, scale and complexity to the requirements of the Elevator Modernization Project as described in the Statement of Work and Annex A Specification in this RFP.</p> <p>Two references are required and the Bidder should include the following information with their bid:</p> <p>a) Name, organization, phone number and email (if available) address of client.</p> <p>b) Start and end date of each project.</p> <p>c) Description of the services provided.</p> <p>d) Location of where the services were provided.</p>			

<p>M3. The Site Superintendent/Lead Foreman for this project must have a minimum of 15 years’ proven experience overseeing Elevator Modernization Projects within the past 15 years. They must have completed a minimum of 2 projects similar in nature, size, scale and complexity to the requirements described in the RFP and Annex A Specification.</p> <p>Two references are required and the Bidder should include the following information with their bid:</p> <p>a) Name, organization, phone number and email (if available) address of client.</p> <p>b) Start and end date of each project.</p> <p>c) Description of the services provided.</p> <p>d) Location of where the services were provided.</p> <p>*Résumé required.</p> <p>*Note Mandatory Requirements M2 and M3 can be combined if applicable.</p>			
<p>M4. The Bidder must have a minimum of 15 years’ experience maintaining elevator equipment similar to the elevator equipment described in this RFP and Annex A Specification.</p> <p>*Copy of all certifications and/or licences required.</p>			
<p>M5. The Bidder must have qualified personnel licensed to install, operate and perform maintenance on elevating devices certified by the Technical Standards and Safety Authority (TSSA).</p> <p>*Copies of certifications required.</p>			
<p>M6. The Bidder must demonstrate they have access to locally available parts, devices, material and be available on a 24/7 hour basis in case of an emergency.</p>			
<p>M7. It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a bid deposit in the form of a Bid Bond or a certified cheque made out to the Receiver General for Canada in the amount of \$5,000.00. All other requirements associated with this mandatory bid deposit are detailed in Part 1, Section 3.9 of this RFP.</p>			

<p>M8. It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a letter from a Treasury Board approved acceptable bondable company for proof of being bondable in accordance with Part 1, Section 3.10 Bid Financial Security contained in this RFP.</p>			
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13.0 Conditions Precedent to Contract Award

Bidders are recommended to provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.

<p>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</p>			
	Page #	Yes	No
<p>C.1 Bidders must provide a copy of a certificate 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 RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) Part 1, Section 3.8 of the RFP, and in the amount of \$5,000,000.00.</p>			
<p>C2. Bidders must provide copies of all applicable trade certifications/licenses when and if trades are governed by a certification/licensing body prior to contract award.</p>			
<p>C3. Bidders must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen’s Compensation) and covered for the duration of the project.</p>			
<p>C4. The Bidder must provide a copy of their Health and Safety Plan for the proposed construction work within one work week from date of contract award.</p>			

14.0 BASIS OF AWARDING CONTRACT

To be declared responsive, a bid must:

- i. Comply with all the requirements of the RFP; and
- ii. Meet all mandatory evaluation and conditions precedent to contract award criteria.

Bids not meeting (i) or (ii) will be declared non-responsive.

The responsive bid with the lowest total evaluated price will be selected for award of this contract.

ANNEX “B”

Bidder’s Checklist

YES

M1: Have you attended the site visit?

M2: Have you demonstrated (shown proof) you have experience within the past 10 years in completing a minimum of two projects of a similar nature, size, scale and complexity as the work described in the Statement of Work of this RFP).

Have you provided dates and references cross referenced to the projects listed to show the work was completed within the past 10 years?

Have you provided two references as required and included the following information?

Reference #1

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

Reference #2

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

M3: Have you provided proof the Site Superintendent/Lead Foreman has a minimum of 15 years' experience overseeing projects similar in nature, size scale... within the past 15 years?

Have you provided examples provided going back 15 years?

*For each reference have you provided the following information?

Reference #1

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

Reference #2

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

M4: Have you provided proof your firm has a minimum of 15 years experience maintaining elevator equipment similar to the work described in this RFP and Specification Annex A?

Have you provided the dates that indicate going back go back as far as 15 years?

M5: Have you provided proof that you have qualified personnel licensed to install, operate and perform maintenance on elevating devices certified by the TSSA.

Have you provided copies of all their applicable certifications and/or licenses?

M6: Have you provided proof or certified you have access to locally available parts, devices, material and be available on a 24/7 hour basis in case of an emergency.

M7 : Have you submitted with your tender a bid deposit in the form of a Bid Bond or a certified cheque made out to the Receiver General for Canada in the amount of \$5,000.00. All other requirements associated with this mandatory bid deposit are detailed in Part 1, Section 3.9 of this RFP.

M8: Have you submitted a letter from an acceptable bondable company for proof of being bondable in accordance with Part 1, Section 3.10 Bid Financial Security?