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## REQUEST FOR PROPOSAL (RFP)

### **Altering the layout and Expanding the security offices at the Canadian Space Agency John H. Chapman Centre St-Hubert**

**Bid Submission Deadline:  
December 18, 2014 at 2:00 PM (EST)**

**Submit Bids to:**

Canadian Space Agency  
TENDERS RECEPTION OFFICE  
Monday to Friday  
Receiving/Shipping (8:00 to 16:30)  
Closed between 12:00 and 13:00  
6767 route de l'Aéroport  
Saint-Hubert (Quebec) J3Y 8Y9, Canada

**Reference:** CSA File No. **9F030-20140706**

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



**December 2, 2014**



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## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Communications Notification
4. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

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

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

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Technical Evaluation
  - 2.1 Mandatory Criteria
3. Financial Evaluation
4. Basis of Selection

### **PART 5 - CERTIFICATIONS REQUIRED WITH THE BID**

1. Certifications Required with the Bid

### **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Performance Evaluation
5. Term of Contract
6. Contracting Authority
7. Project Authority
8. Basis of Payment
9. Methods of Payment
10. Invoicing Instructions
11. Applicable Laws
12. Priority of Documents

#### **List of Annexes:**

- Appendix A - Statement of Work
- Appendix B - Unit price table
- Appendix C - Specifications and Drawing
- Appendix D - Performance evaluation report



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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

The work to be performed under this RFP do not requires a reliability status.

### 2. Statement of Work

The Canadian Space Agency intends to retain the services of a general contractor, qualified to practise and holding a Quebec permit, to provide the necessary services to carry out the project of altering the layout and expanding the security offices at the John H. Chapman Centre. The work involves the demolition of the existing layout at security and training to construct two new conference rooms and open offices with all systems and finishes.

- **Period of the Contract**

From the contract award date to March 31, 2015

- **Work location**

Canadian Space Agency, at 6767 Route de l'Aéroport, Saint-Hubert, Québec.

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 and specifications at **Appendix C**.

### 3. 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.

### 4. 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.



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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

#### 1.1. SACC Manual Clauses

The **R2410T (2014-09-25)** General Instructions - Construction Services - Bid Security Requirements - are incorporated by reference into and form part of the bid solicitation.

**Remove** subsection 4 and 5 of section IG01

**Remove** completely section IG14

### 2. Submission of Bids

**Bids must be submitted only to:**

- the CSA's Tenders Reception Office

at the date, time and place indicated on the front page of this bid solicitation.

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority [Isabelle.doray@asc-csa.gc.ca](mailto:Isabelle.doray@asc-csa.gc.ca) **no later than three (3) 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 Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 4. Bid Validity Period

Bids will remain open for acceptance for a period of not less than thirty (30) days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Government of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all



responsive bidders, Government of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, government of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

## 5. Optional Site Visit but highly recommended

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:**

**December 9 at 11h00  
At Canadian Space Agency  
6767 route de l'aéroport,  
Saint-Hubert, Quebec, J3Y 8Y9**

Bidders are requested to communicate with the Contracting Authority **one (1) day 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.

**\* For the site visit, you have to bring an identification card that you will show at the reception.**

**\* For the site visit, it is recommended bringing the request for proposals documentation with you to be able to take notes.**

## 6. 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 Quebec**.

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.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that offerors provide their offer in separately sections as follows:

**Section I:** Technical Offer

**Section II:** Financial Offer

**Section III:** Certifications

- 1 DVD for the 3 sections and
- 1 file for each of the 3 sections

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper format;
- b) use a numbering system that corresponds to that of the Request for proposal

#### **Section I: Technical and Management Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

#### **Section II: Financial Bid**

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

Unless otherwise specified in the bid solicitation, bids must be in Canadian currency.

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



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## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 2. Technical Evaluation

#### 2.1 Mandatory Criteria

At Bid closing time, the Bidder **MUST** comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Bidders **MUST** submit the certifications required under **Part 5**.

Any Bid which fails to meet all the following Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

### 3. Financial Evaluation

Clause of the manual of SACC **A0220T (2014-06-26)** Evaluation of price

### 4. Basis of selection

A bid **MUST** comply with the requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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## PART 5 - CERTIFICATIONS

### 1. Certifications Required with the Offer

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

#### 1.1 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information

<https://srisupplier.contractsCanada.gc.ca/>.

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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

#### 1.2 Federal Contractors Program for Employment Equity

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/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/index.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

#### 1.3 Former Public Servant

Contracts awarded to 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 before contract award.



### 1.3.1 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 to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### 1.3.2 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.



### 1.3.3 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

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 adjustment 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.

### 1.3.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 1.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### 1.5 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



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## 1.6 Certification

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

### **CERTIFICATION SIGNATURE**

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

- 1.1. Procurement Business Number
- 1.2. Federal Contractors Program for Employment Equity
- 1.3. Former Public Servant Certification
- 1.4. Status and Availability of Resources
- 1.5. Education and Experience
- 1.6. Certification

We also certify that the signature below is that of a person authorized to sign on behalf of the firm.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Title of person authorized to sign on behalf of the Organization

\_\_\_\_\_  
Name of Organization



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirements

There is no security requirement associated with the requirement

### 2. Statement of Work

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

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

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

#### 3.1. 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 (2014-09-25);
GC2 Administration of the Contract	R2820D (2014-09-25);
GC3 Execution and Control of the Work	R2830D (2014-03-01);
GC4 Protective Measures	R2840D (2008-05-12);
GC5 Terms of Payment	R2850D (2014-06-26);
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 Garantie contractuelle	R2890D (2014-06-26);
CG10 Insurance	R2900D (2008-05-12)
- (e) Allowable Costs for Contract Changes Under R2950D (2014-06-26);
- (f) Schedules of Wage Rates for Federal Construction Contracts;
- (g) Any amendment issued or any allowable bid revision received before the date and time
- (h) set for solicitation closing;
- (i) Any amendment incorporated by mutual agreement between government of Canada and the Contractor before acceptance of the bid; and
- (j) 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. Performance Evaluation

Contractor 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. See ANNEX D.

#### 5. Term of Contract

After the date of the award of the contract, the contractor shall perform and complete the work on or before March 31, 2015

#### 6. Contracting Authority

The Contracting Authority for the Contract is:

Isabelle Doray  
**Procurement and Contract Administration**  
Canadian Space Agency  
6767 route de l'Aéroport  
Saint-Hubert, QC  
Canada J3Y 8Y9

Telephone: (450) 926-4873  
Facsimile: (450) 926-4969  
E-Mail: [isabelle.doray@asc-csa.gc.ca](mailto:isabelle.doray@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 inserted at contract award.

Name: TBD  
Title: **Director, Security and Facilities**  
Canadian Space Agency  
Address: 6767, Route de l'Aéroport  
St-Hubert, Québec, J3Y 8Y9

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the



Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 8. Basis of payment – Firm Price

No increase in the total liability of government 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 government of Canada to be exceeded, unless the Contracting Authority authorizes an increase.

## 9. Terms of Payment

1. Canada will make progress payments in accordance with the payment provisions of the Contract for cost incurred in the performance of the Work, **up to 95%** of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the amount claimed is in accordance with the basis of payment;
  - c. the total amount for all progress payments paid by Canada does not exceed **95%** of the total amount to be paid under the Contract;
  - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. "The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted."
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

## 10. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) all information required on form [PWGSC-TPSGC 1111](#);  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/1111-eng.html>
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following address for certification and payment



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CANADIAN SPACE AGENCY  
**9F030 – FINANCIAL SERVICES**  
**Director, Security and Facilities**  
6767 Route de l'Aéroport  
Saint-Hubert (Québec) J3Y 8Y9  
CANADA

**OR BY E-MAIL :** [facturationASC.CSAinvoicing@asc-csa.gc.ca](mailto:facturationASC.CSAinvoicing@asc-csa.gc.ca)

**(b)** One (1) copy must be forwarded to the Project Authorities identified under paragraph 7

### **11. Applicable Laws**

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

### **12. Priority of Documents**

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

- a) the Articles of Agreement;
- b) General Conditions
- c) Annex A, Statement of Work;
- d) Annex B, Pricing
- e) Annex D, Performance Evaluation
- f) the Contractor's bid dated \_\_\_\_\_.



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## **ANNEX A**

# **STATEMENT OF WORK (SOW)**



## **1. Title:**

Carry out the project of altering the layout and expanding the security offices at the Canadian Space Agency in St-Hubert and related work.

## **2. IMPLEMENTATION**

### **2.1 Labour**

Assign qualified labour to carry out work according to drawings and specifications.

Make sure that all assigned labour has the competency cards required by law.

### **2.2 Equipment and tools**

Provide all equipment and tools necessary to perform the work.

### **2.3 Materials**

Except as otherwise specified, supply, deliver and install all materials necessary for project performance.

The Contractor shall have its materials delivered to the Space Centre loading dock, then taken to the construction site without delay. No materials may be stored inside the building except in the areas reserved for the work.

In the case of materials provided by CSA, the Contractor shall transport the materials from the warehouse to the construction site.

### **2.4 Occupational safety and health**

Ensure that all personnel assigned to the projects have received the health and safety training required by the legislation governing construction sites.

The selected contractor shall fill out the health and safety procedure document for repair and construction projects carried out at the John H. Chapman Space Centre.

The selected contractor shall provide his health and safety procedure document.

Ensure that personnel comply with the OSH action plan.

### **2.5 Corporate safety**

The contractor's employees working inside the building must register every day at the main desk and will be escorted at all times by a security guard. Any revision to this process to respond to site conditions will be instituted by the CSA manager.

### **2.6 Service availability**

Establish the work schedule with the CSA manager once the contract has been awarded.

Work will take place from Monday to Friday between 17h00 and 6h00 or during the weekend with no restriction. Any change to this schedule, according to CSA instructions, will need to be authorized by the CSA Manager.



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Ensure that labour is able and available to carry out the work depending on the calendar, schedule and timetable agreed to by the Contractor and CSA.

Throughout the work performance period, ensure that the CSA representative can communicate at any time with the Contractor to report a breakage or abnormal situation that could put occupants in danger, imperil the integrity of the facilities or compromise the Space Centre's corporate security.

## **2.7 Obligation of result**

The Contractor has an obligation of result and shall co-ordinate and plans all activities so as to be sure of achieving the project goals in terms of quality, schedule, cost control and the safety of individuals.



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## **ANNEX “B”**

### **UNIT PRICE TABLE**



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**UNIT PRICE TABLE**

**Firm price to complete the work on or before March 31, 2015**  
(price excluding taxes)

**\$ \***

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\* 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.



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## **APPENDIX D**

**SPECIFICATIONS AND DRAWING  
(SEE ATTACHED DOCUMENTS)**



ANNEX "D" - PERFORMANCE EVALUATION REPORT																
Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority																
Name of contractor:					Contract completion date:											
Name of project authority					Branch:											
Contract no.:					Project name:											
<b>Supplier</b>																
<b>Rating scale:</b>					10 à 9 = Excellent			6 à 5 = Satisfactory			2 à 1 = Unsatisfactory					
					8 à 7 = Very Good			4 à 3 = Poor								
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:	
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: <ul style="list-style-type: none"> <li>• Invoices</li> <li>• Progress reports</li> <li>• Reports on use or business volume</li> <li>• Meeting agendas and minutes</li> <li>• Documentation and quality of work</li> </ul>					10	9	8	7	6	5	4	3	2	1	Comments:	
<b>Total /60</b>					Excellent: 54 et 60			Poor: 18 à 29								
					Very Good: 42 à 53			Unsatisfactory: 18 or less								
					Satisfactory: 30 à 41											
<b>Signatures Bloc - Evaluation Excellent, Very good or Satisfactory</b>																
Project Authority					Contract Agent:											
<b>Signatures Bloc - Evaluation Poor or Unsatisfactory</b>																
Technical Expert					Supply Manager:											