



Environment
Canada

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Canada

NCR Procurement and Contracting
Finance Branch
351 Saint-Joseph Boulevard
Gatineau, Quebec
J8Z 1T3

March 4, 2015

Solicitation number K8A21-14-0099

**PROJECT TITLE: Field Support for the Canadian National Air Toxics
Measurement Program in Ontario**

Dear Madam/Sir:

Environment Canada has a requirement for the services described in the attached "Terms of Reference". We are, as a result, soliciting proposals to perform this work.

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal, two (2) copies of your completed signed Offer of Service, and two (2) copies of the former public servant certification** no later than **15:00 (local time) on April 13, 2015** to the following office:

**Environment Canada (BIDS)
Mailroom
171 Jean-Proulx
Gatineau, Quebec
J8Z 1W5**

in accordance with the following procedures:

1. Identify the solicitation number **K8A21-14-0099** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
 - (a) a brief statement indicating your understanding of the work;
 - (b) a summary of your related experience;

- (c) a listing of staff (professional, technical, administrative, sub-contractors) who will be assigned to the work, and their respective personal résumés;
 - (d) an explanation of the intended approach and/or methodology; and
 - (e) contingency plans to be implemented in the event assigned staff become unavailable during the period of the contract.
3. Environment Canada requests that bidders provide their bid in separately bound sections as follows:

SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;
SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).
SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.

Prices must appear in the Offer of Service (Financial Bid) only. No prices must be indicated in any other section of the bid. Offer of Service must be signed.

Bids must be submitted only to Environment Canada's Mailroom by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to Environment Canada by facsimile or e-mail will not be accepted.

**All questions concerning this project shall be submitted in writing by
e-mail: shawn.davis@ec.gc.ca**

Yours sincerely,

Shawn Davis
Procurement and Contracting Officer
Materiel and Contract Management Branch

Attachments:

Offer of Service
Former Public Servant Certification
Mandatory Proposal Instructions
Terms of Reference
Evaluation Grid

MANDATORY PROPOSAL INSTRUCTIONS

- 1. Receipt**

The specified office will receive the sealed proposals (including the Offer of Service) or revisions up until the time and date specified in the letter of invitation.

Environment Canada shall no longer accept the Offer of Service/technical portion of the bidders' proposals by facsimile or by electronic mail.
- 2. Unacceptable Proposals**

Proposals received after the closing date and time will not be considered **and will be returned unopened.**

Proposals **NOT** submitted with duly completed Offer of Service forms in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected.

Any Offer of Service that exceeds the stated ceiling or maximum price, if any, shall be considered non-responsive and rejected.

Any Offer of Service not signed in accordance with the letter of invitation shall be considered non-responsive and rejected.
- 3. Acceptance**

The Department will not necessarily accept the lowest or any of the proposals submitted.
- 4. Completion**

The Offer of Service form must be completed and submitted in the format presented by the Department.

Proposals must be submitted in accordance with these instructions and those contained in the letter of invitation.

It is the proposer's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. Enquiries concerning this solicitation must be submitted in writing to the contracting authority (Shawn Davis) no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.
- 5. Reference**

The Department of Environment reserves the right, before awarding the Contract, to require the Contractor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the contractor.



2.1 Professional Services:

The following is a breakdown of the Professional Services (show fee structure all-inclusive of profit and overhead).

<u>Category of Personnel</u>	<u>Per Diem Rates</u>	<u>Number of Days Assigned</u>	<u>Total</u>
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2.2 Administrative Expenses:

(Courier, long distance calls, reproduction, etc.).

\$ _____

2.3 Travel Expenses:

Reimbursable at cost in accordance with the attached Travel Directive, to a financial limitation of

\$ _____

My/Our estimate for travel expenses is based upon the following anticipated travel requirements:

**2.4 TOTAL PROPOSAL PRICE
(Canadian Currency)**

\$ _____
(Total of 2.1 + 2.2 + 2.3 above)

+ G.S.T. \$ _____

TOTAL: \$ _____



- 3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.
- 4. Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.

Claims for travel and accommodation expenses will be reimbursed at cost, in accordance with the Travel Directive, after they have been submitted with the aforementioned invoices and supported by receipts, vouchers, or other appropriate documents.

- 5. I (We) agree to submit herewith the following:
 - (a) a PROPOSAL to undertake the work, indicating an understanding of the objectives and responsibilities, a methodology and a time schedule as it relates to the requirements;
 - (b) a CORPORATE RESUME indicating relevant experience, the proposed personnel for the work team including their curriculum vitae;
 - (c) a list, if applicable, of SUBCONTRACTOR(S) including full names and addresses, portion(s) of work to be subcontracted and relevant firm experience;
 - (d) a duly completed OFFER OF SERVICE, **in two copies (2)**.
 - (e) a duly completed former public servant certification, **in two copies (2)**.
- 6. It is a condition that during the term of the contract all persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-Employment Code for Public Office Holders. Should an interest be acquired or seem to cause a departure from the principles, the contractor shall declare it immediately to the departmental representative.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT SHALL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED.

Dated this day of , 2015, at in the province of

by: (Signing Officer) Print & Sign

Title

Solicitation: K8A21-14-0099
Former Public Servant Certification – Competitive Requirement

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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](#).

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

Bidder

Signed

Print Name & Title

Date

TERMS OF REFERENCE SOLICITATION K8A21-14-0099

Field Support for the Canadian National Air Toxics Measurement Program in Ontario

All enquiries concerning this solicitation must be submitted in writing to the Contracting Authority named below as early as possible within the bidding period. Enquiries should be received by the Contracting Authority no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.

Intellectual Property

The Crown has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

6.4 Where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

6.4.1 To generate knowledge and information for public dissemination;

Background

Environment Canada (EC) is responsible for initiating and maintaining field measurement programs to characterize particulate matter and air toxics concentrations at urban sites. In support of these initiatives, field technologists are required to supplement the normal level of operational support received from the Ontario Ministry of the Environment.

A. Hamilton Area (3 sites)

Objectives

A Contractor is required to visit the monitoring station at each site in the Hamilton area to operate and maintain on-site equipment, and record sampling event operational data. The on-site equipment will include one or more of the following sampler types: dichotomous particulate matter (PM), speciation particulate matter (PM), volatile organic compound (VOC), carbonyl, and semi-volatile organics (PAH) as well as associated accessory and recording devices, as detailed in Table 1 below.

Project Description

All Hamilton area samplers are operated, on concurrent dates, as noted in Table 1. Sample media changeover is required every 6 days at all sites.

It is estimated that 60 visits will be required to each sampling site within the interval of contract starting April 1, 2015 to March 31, 2016. Sample changeover time per sampler is estimated to be 30 minutes. It is estimated that 250 Km of travel is required to visit all sites. It is estimated that 6.5 hours will be required for on-site external audits within the interval of April 1, 2015 to March 31, 2016.

Table 1 - Sites

SITE Name	No. of sample changeover per visit	VOC	PAH	PM Dichot	PM Speciation	Carbonyl
Kitchener	1	X				
Simcoe	7	X and X ²	X	(2)X ¹	X ¹	X
Beasley Park (Hamilton)	5	X	X	(2)X	X ¹	

X: Sampling is carried out for 24 continuous hours every 6th day.

X¹: Sampling is carried out for 24 continuous hours every 3rd day but sample media changeover is only required every 6 days.

X²: Sampling is carried out for 4 continuous hours every 3rd day but sample media changeover is only required every 6 days.

Site Locations:

SITE NAME	CITY	LOCATION
Kitchener	Kitchener	West Ave. & Homewood
Simcoe	Simcoe	Experimental Farm
Beasley Park	Hamilton	Elgin&Kelly

Statement of Work and Deliverables

The Contractor shall perform the following tasks while visiting each site:

1. Removal of exposed sample media (i.e. dichotomous sampler filters, PM speciation cartridges, VOC canisters, carbonyl and semi-volatile PAH cartridges) and installation of new sample media for subsequent sampling events.
2. Programming of samplers to operate unattended over the correct time intervals, on the correct dates.
3. Liaison with EC labs regarding supplies (e.g. sample media, gloves) and parts when required.
4. Recording of all required field data, including sampler operating parameters and anomalies, on the appropriate data sheets provided by EC.
5. Packaging exposed sample media in original containers (boxes and cases) with associated data sheets and returning by courier to, 335 River Road, Ottawa, ON, K1V 1C7 on a weekly basis. Shipping costs will be covered by EC.
6. Performing flow checks on dichotomous and PM speciation samplers at least every 3 months using a traceable transfer standard provided by EC. Flow check results must be recorded on data sheets.
7. Troubleshooting and performing minor repairs of malfunctioning on-site equipment using parts supplied by EC.
8. Attendance during on-site external audits, if requested.
9. Capacity to provide support for special short-term intensive monitoring programs or new sampling programs if and as required (extra site visits may be required).
10. Provide a detailed station report every month.

Within the constraints of a fixed sampling schedule (exact sampling dates to be provided by EC), the Contractor is free to schedule the performance of tasks under this contract on dates and at times of the Contractor's choosing between scheduled sampling dates.

The Contractor will be provided with Standard Operation Procedures for each sampler.

B. London Area (2 sites)

Objectives

A Contractor is required to visit the monitoring station at each site in the London area to operate and maintain on-site equipment, and record sampling event operational data. The on-site equipment consists of volatile organic compound (VOC) samplers, as well as associated accessory and recording devices, as detailed in Table 2 below.

Project Description

Samplers at both sites are operated, on concurrent dates, every 6th day. Sample media changeover is required every 6 days at both sites.

It is estimated that 60 visits will be required to each sampling site within the interval of contract April 1, 2015 to March 31, 2016. Sample changeover time per sampler is estimated to be 30 minutes. It is estimated that 210 Km of travel is required to visit all sites. It is estimated that 1.0 hours will be required for on-site external audits within the interval of April 1, 2015 to March 31, 2016.

Table 2 - Sites

SITE Name	No. of sample changeover per visit	VOC
Centennial Park	1	X
London AQI Site	1	X

X: Sampling is carried out for 24 continuous hours every 6th day.

Site Locations:

SITE NAME	CITY	LOCATION
Centennial Park	Sarnia	Front St. at C.N. tracks
London AQI Site	London	900 Highbury Ave

Statement of Work and Deliverables

The Contractor shall perform the following tasks while visiting each site:

1. Removal of filled VOC canisters and installation of new ones for subsequent sampling.
2. Programming of samplers to operate unattended over the correct time intervals, on the correct dates.
3. Liaison with EC labs regarding supplies.
4. Recording of all required field data, including sampling anomalies, on the data sheet provided by EC.
5. Return of samples and completed data sheets by courier to, 335 River Road, Ottawa, ON, K1V 1C7 on a weekly basis. Shipping costs will be covered by EC.
6. Basic, prescribed maintenance of all equipment and verification of flow calibrations on a routine basis.
7. Troubleshooting and performing minor repairs of malfunctioning on-site equipment using parts supplied by EC.

8. Attendance during on-site external audits, if requested.
9. Capacity to provide support for special short-term intensive monitoring programs or new sampling programs if and as required (extra site visits may be required).
10. Provide a detailed station report every month.

Within the constraints of a fixed sampling schedule (exact sampling dates to be provided by EC), the Contractor is free to schedule the performance of tasks under this contract on dates and at times of the Contractor's choosing between scheduled sampling dates.

The Contractor will be provided with a Standard Operation Procedure for the VOC sampler.

C. Ottawa Area (1 site)

Objectives

A Contractor is required to visit the monitoring station at each site in the Ottawa area to operate and maintain on-site equipment, and record sampling event operational data. The on-site equipment includes the following sampler and monitor types: dichotomous particulate matter (PM) sampler, speciation particulate matter (PM) sampler, volatile organic compound (VOC) sampler, continuous particulate matter (PM2.5) monitor, as well as associated accessory and recording devices, as detailed in Table 3 below.

Project Description

Samplers are operated on concurrent dates as noted in Table 3. Sample media changeover is required every 6 days.

It is estimated that 60 visits will be required to each sampling site within the interval of contract starting April 1, 2015 to March 31, 2016. Sample changeover time per sampler is estimated to be 30 minutes. It is estimated that 60 Km of travel is required to visit the site. It is estimated that 2.5 hours will be required for on-site external audits within the interval of April 1, 2015 to March 31, 2016.

Table 3 - Site

SITE Name	No. of sample changeover per visit	VOC	PM Dichot	PM Speciation	Continuous PM2.5 monitor
Ottawa Downtown	5	X	X	X	two(2) PM2.5 monitor - X3

X: Sampling is carried out for 24 continuous hours every 6th day.

X¹: Sampling is carried out for 24 continuous hours every 3rd day but sample media changeover is only required every 6 days.

X3: Sampling is continuous 24 hours / 7 days a week and need to be verified / maintain every 6 days.

Site Location:

SITE NAME	CITY	LOCATION
Ottawa Downtown	Ottawa	Wurtemberg St, near Rideau St.

Statement of Work and Deliverables

The Contractor shall perform the following tasks while visiting the site:

1. Removal of exposed dichotomous sampler filters, PM speciation cartridges, VOC canisters, maintain the particulate PM2.5 monitors and installation of new sampling media for subsequent sampling.
2. Performing leak check and replacing the sampling filter on the PM2.5 monitors,
3. Programming of samplers to operate unattended over the correct time intervals, on the correct dates.
4. Liaison with EC labs regarding supplies.
5. Recording of all pertinent field data including instrument operating parameters and anomalies.
6. Return of all data sheets and exposed samples by courier to Ottawa on a weekly basis. Shipping costs will be covered by Environment Canada.
7. Basic, prescribed maintenance of all equipment and verification of flow calibrations on a routine basis.
8. Basic troubleshooting and minor repairs of malfunctioning equipment using parts supplied by EC.

9. Attendance during on-site external audits, if requested.
10. Capacity to provide support for special short-term intensive monitoring programs or new sampling programs if and as required (extra site visits may be required).
11. Provide a detailed station report every month.

Within the constraints of a fixed sampling schedule (exact sampling dates to be provided by EC), the Contractor is free to schedule the performance of tasks under this contract on dates and at times of the Contractor's choosing between scheduled sampling dates.

The Contractor will be provided with Standard Operation Procedures for each sampler and monitor.

D. Toronto Area (4 sites)

Objectives

A Contractor is required to visit the monitoring station at each site in the Toronto area to operate and maintain on-site equipment, and record sampling event operational data. The on-site equipment will include one or more of the following sampler types: PM2.5 and dichotomous (coarse and fine) particulate matter (PM), and volatile organic compound (VOC), as well as associated accessory and recording devices, as detailed in Table 4 below.

Project Description

All Toronto area samplers are operated, on concurrent dates, every 6th day, except as noted in Table 4. Sample media changeover is required every 6 days at all sites.

It is estimated that 60 visits will be required to each sampling site within the interval of contract starting April 1, 2015 to March 31, 2016. Sample changeover time per sampler is estimated to be 30 minutes. It is estimated that 200 Km of travel is required to visit all sites. It is estimated that 3 hours will be required for on-site external audits within the interval of April 1, 2015 to March 31, 2016.

Table 4 - Sites

SITE Name	No. of sample changeover per visit	VOC	PAH	PM Dichot.	PM 2.5 Sampler
Brampton	1	X			
Etobicoke West	2	X			X ¹
Newmarket	1	X			
Kipling	2	X		X	

X: Sampling is carried out for 24 continuous hours every 6th day.

X¹: Sampling is carried out for 24 continuous hours every 3rd day but sample media changeover is only required every 6 days.

Site Locations:

SITE NAME	CITY	LOCATION
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Brampton	Brampton	525 Main St. N.
Etobicoke West	Toronto	Elmcrest Rd., Etobicoke
Newmarket	Newmarket	Hwy 47 & Hwy 48
Kipling	Toronto	461 Kipling Ave., Etobicoke

Statement of Work and Deliverables

The Contractor shall perform the following tasks while visiting each site:

1. Removal of exposed dichotomous and PM2.5 sampler filters, VOC canisters, and installation of new sampling media for subsequent sampling.
2. Programming of samplers to operate unattended over the correct time intervals, on the correct dates.
3. Liaison with EC labs regarding supplies.
4. Recording of all pertinent field data including instrument operating parameters and anomalies.
5. Return of all data sheets and exposed samples by courier to Ottawa on a weekly basis. Shipping costs will be covered by Environment Canada.
6. Basic, prescribed maintenance of all equipment and verification of flow calibrations on a routine basis.
7. Basic troubleshooting and minor repairs of malfunctioning equipment using parts supplied by EC.
8. Attendance during on-site external audits, if requested.
9. Capacity to provide support for special short-term intensive monitoring programs or new sampling programs if and as required (extra site visits may be required).
10. Provide a detailed station report every month.

Within the constraints of a fixed sampling schedule (exact sampling dates to be provided by EC), the Contractor is free to schedule the performance of tasks under this contract on dates and at times of the Contractor's choosing between scheduled sampling dates.

The Contractor will be provided with Standard Operation Procedures for each sampler.

E. Windsor Area (1 sites)

Objectives

A Contractor is required to visit the monitoring station at each site in the Windsor area to operate and maintain on-site equipment, and record sampling event operational data. The on-site equipment will include one or more of the following sampler types: dichotomous particulate matter (PM), speciation particulate matter (PM), volatile organic compound (VOC), and carbonyl, as well as associated accessory and recording devices, as detailed in Table 5 below.

Project Description

All Winsor area samplers are operated, on concurrent dates, every 6th day, except as noted in Table 5. Sample media changeover is required every 6 days at all sites.

It is estimated that 60 visits will be required to each sampling site within the interval of contract starting April 1, 2015 to March 31, 2016. Sample changeover time per sampler is estimated to be 30 minutes. It is estimated that 240 Km of travel is required to visit all sites. It is estimated that 2.5 hours will be required for on-site external audits within the interval of April 1, 2015 to March 31, 2016.

Table 5 - Site

SITE Name	No. of sample changeover per visit	VOC	PAH	PM Dichot.	PM Speciation	Carbonyl
Windsor AQI site	5	X ¹		(2)X	X	X

X: Sampling is carried out for 24 continuous hours every 6th day.

X¹: Sampling is carried out for 24 continuous hours every 3rd day but sample media changeover is only required every 6 days.

Site Location:

SITE NAME	CITY	LOCATION
Windsor AQI site	Windsor	College St. & South St.

Statement of Work and Deliverables

The Contractor shall perform the following tasks while visiting the monitoring stations:

1. Removal of exposed dichotomous and PM2.5 sampler filters, PM speciation cartridges, VOC canisters and aldehyde and installation of new sampling media for subsequent sampling.
2. Programming of samplers to operate unattended over the correct time intervals, on the correct dates.
3. Liaison with EC labs regarding supplies.
4. Recording of all pertinent field data including instrument operating parameters and anomalies.
5. Return of all data sheets and exposed samples by courier to Ottawa on a weekly basis. Shipping costs will be covered by Environment Canada.
6. Basic, prescribed maintenance of all equipment and verification of flow calibrations on a routine basis.
7. Basic troubleshooting and minor repairs of malfunctioning equipment using parts supplied by EC.
8. Attendance during on-site external audits, if requested.
9. Capacity to provide support for special short-term intensive monitoring programs or new sampling programs if and as required (extra site visits may be required).
10. Provide a detailed station report every month.

Within the constraints of a fixed sampling schedule (exact sampling dates to be provided by EC), the Contractor is free to schedule the performance of tasks under this contract on dates and at times of the Contractor's choosing between sampling dates.

The Contractor will be provided with Standard Operation Procedures for each sampler.

Access to Sites

All sites are managed by the Environmental Monitoring and Reporting Branch (ERMB) of the Ontario Ministry of Environment (MOE). EMRB will provide appropriate access to the sites.

Method of Payment

The Contractor will invoice EC monthly during the contract period, in accordance with the cost breakdown submitted in their proposal.

Award of Five (5) Separate Contracts

EC has a requirement to operate, maintain and record operational data from on-site sampling equipment in five (5) different areas of Ontario (Hamilton, London, Ottawa, Toronto and Windsor) and will, accordingly, be awarding 5 separate contracts.

Project Budget

The maximum annual amount for the initial contract period for the five (5) contracts will be \$104,000.00 excluding GST/HST as per the following breakdown:

A. EC has established funding for Hamilton area at a maximum amount of \$32,000.00 per year excluding GST/HST.

B. EC has established funding for London area at a maximum amount of \$15,000.00 per year excluding GST/HST.

C. EC has established funding for Ottawa area at a maximum amount of \$14,000.00 per year excluding GST/HST.

D. EC has established funding for Toronto area at a maximum amount of \$23,000.00 per year excluding GST/HST.

E. EC has established funding for Windsor area at a maximum amount of \$20,000.00 per year excluding GST/HST.

Option for Renewal

The duration of this contract will be from the date of contract award for the period of one (1) year with the option to extend for two additional one year periods.

A notice for renewal will be given to the Contractor, 30 days before the termination date of the contract.

Contractor Selection Method

Bidders are permitted to bid on one or more than one contract up to the maximum of five (5) contracts listed above. If a bidder submits a bid on more than one contract, he/she must submit one proposal that clearly addresses the requirements of each contract for which the proposal is being submitted and will be evaluated with the "Proposal Evaluation Criteria" provided below. In the case of a proposal being submitted for more than one contract, it must contain a separate, completed "Price Breakdown" as provided below for each Area that the bidder is bidding on.

All submitted proposals *should clearly demonstrate* ability and resources to meet the specified deliverables as outlined in the Statement of Work and Deliverables section above.

If a bidder is awarded more than one contract, the contracts cannot be completed consecutively (each contract will have the same date of contract award and termination date).

Submission of Proposals (Refer to the “Proposal Evaluation Criteria”)

The proposal should describe in sufficient detail the technical qualifications and relevant experience of the bidder and key professional staff.

The proposal should include technical, cost and company expertise components which respond to the following requirements:

1. Technical Component

The proposal should include a statement of understanding, not to exceed one page in length, of the work to be undertaken and why it has been requested for each area / contract.

2. Cost Component

The cost quotation must identify the estimated cost for each site visit and the traveling costs. (Please refer to Appendix A, B, C, D, E)

The cost quotation must also identify the estimated cost for basic troubleshooting and minor repairs of malfunctioning equipment using parts supplied by EC.

3. Company Expertise Component

The proposal should identify:

- The professional staff to be assigned to the project and their expected contribution to the project;
- Staff experience directly relevant to the work;
- Relevant company experience directly related to the work (for prime and sub-contractors)

Proposal Evaluation Criteria

The successful bidder must achieve a score of 70% or better in each of the categories (A ,B) of the Evaluation Criteria listed below and the contract will be awarded to the firm obtaining the lowest compliant price per point proposal. (Determined by dividing the bid price by the total points achieved in the evaluation of the bidders proposal)

If no acceptable bids are received Environment Canada has the right to not award this contract.

_____ Firm name

Criteria	Factor	Points	Totals
A. TECHNICAL PROPOSAL	(maximum 40 points, minimum 28 points)		
(a) Understanding of scope and objectives.	The Bidder should include a short introduction with a brief evaluation of the need for the project (2 points), the objectives of the proposed Work (1 point), the reasons for carrying it out as proposed (1 point) and the benefits to be derived (1 point).	5	
(b) Proposed work feasibility, approach and methodology.	<p>The proposal identifies all elements in the "Submission of Proposals" and how the contractor will achieve the objectives. (20 points maximum, partial points may be given as indicated)</p> <p>- Proposal clearly identifies the major tasks and sub-tasks, timelines and deliverables for all of the requirements in the Statement of Work (20 points)</p> <p>-Proposal clearly identifies the major tasks, timelines and deliverables for most of the requirements in the Statement of work, but is missing some details (15 points)</p> <p>- Proposal clearly identifies the tasks, timelines and deliverables for some of the requirements in the Statement of Work, but is missing many details (10 points)</p> <p>-Proposal does not clearly identifies the tasks, timelines and deliverables and his missing many details(5 points)</p> <p>- Proposal does not present a schedule and work plan (0 points)</p>	20	
(c) Recognition of problems and solutions proposed.	The Bidder should state any major difficulties that are anticipated and explain how it would address these difficulties.	15	

	(Rain, snow, problem accessing the site...) (5 points awarded per major difficulty identified to a maximum of 15)		
Sub-Total		40	
B. MANAGEMENT PROPOSAL	(maximum 60 points, minimum 42 points)		
(a) Key personnel capability	<p>Name of all personnel involved in the project with their curriculum vitae (7.5 points) +Management (1 points) + field technologists (4 points) + backup personnel (2.5 points) ,</p> <p>Relevant experience of field technologists (1.5 points per year of experience as field technologist up to 7.5 points),</p> <p>Qualifications of field technologist (15 points)</p> <ul style="list-style-type: none"> - high school diploma (5 points) - technical college diploma (5 points) - competence proven in field work involving air quality instrumentation and/or related work (5 points) 	30	
(b) Planned team organization, including availability of team members and backup capability, reporting structure, capability to carry out the project within the time frame allotted and capacity to perform extra site visits for special short-term intensive monitoring programs or new sampling program if and as required.	<p>Demonstrated team organization (5 points)</p> <p>Demonstrated availability of team members (5 points),</p> <p>Provision of backup personnel (5 points),</p> <p>Demonstrated reporting structure (5 points),</p> <p>Demonstrated capability to carry out the project within the time frame allotted (5 points)</p> <p>Demonstrated capacity to perform extra site visits (5 points)</p> <p>Point allocation for this section: Information provided meets requirement = 5 point Information provided does not meet requirement = 0 points</p>	30	
Sub-Total		60	
Total Maximum Score		100	

Appendix A
Price Breakdown for the Hamilton Area

Initial Contract Period (01-Apr-2015 to 31-Mar-2016)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Kitchener	1	60 visits					
Simcoe	7	60 visits					
Beasley Park	5	60 visits					
Total Price of Initial Contract Period							

Option Period #1 (01-Apr-2016 to 31-Mar-2017)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Kitchener	1	60 visits					
Simcoe	7	60 visits					
Beasley Park	5	60 visits					
Total Price of Option Period #1							

Option Period #2 (01-Apr-2017 to 31-Mar-2018)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Kitchener	1	60 visits					
Simcoe	7	60 visits					
Beasley Park	5	60 visits					
Total Price of Option Period #2							

**Appendix B
Price Breakdown for the London Area**

Initial Contract Period (01-Apr-2015 to 31-Mar-2016)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
London AQI Site	1	60 visits					
Centennial Park	1	60 visits					
Total Price of Initial Contract Period							

Option Period #1 (01-Apr-2016 to 31-Mar-2017)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
London AQI Site	1	60 visits					
Centennial Park	1	60 visits					
Total Price of Option Period #1							

Option Period #2 (01-Apr-2017 to 31-Mar-2018)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
London AQI Site	1	60 visits					
Centennial Park	1	60 visits					
Total Price of Option Period #2							

**Appendix C
Price Breakdown for the Ottawa Area**

Initial Contract Period (01-Apr-2015 to 31-Mar-2016)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Ottawa Downtown	5	60 visits					
Total Price if Initial Contract Period							

Option Period #1 (01-Apr-2016 to 31-Mar-2017)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Ottawa Downtown	5	60 visits					
Total Price if Option Period #1							

Option Period #2 (01-Apr-2017 to 31-Mar-2018)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Ottawa Downtown	5	60 visits					
Total Price if Option Period #2							

Appendix D
Price Breakdown for the Toronto Area

Initial Contract Period (01-Apr-2015 to 31-Mar-2016)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Brampton	1	60 visits					
Etobicoke West	2	60 visits					
Newmarket	1	60 visits					
Kipling	2	60 visits					
Total Price of Initial Contract Period							

Option Period #1 (01-Apr-2016 to 31-Mar-2017)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Brampton	1	60 visits					
Etobicoke West	2	60 visits					
Newmarket	1	60 visits					
Kipling	2	60 visits					
Total Price of Option Period #1							

Option Period #2 (01-Apr-2017 to 31-Mar-2018)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Brampton	1	60 visits					
Etobicoke West	2	60 visits					
Newmarket	1	60 visits					
Kipling	2	60 visits					
Total Price of Option Period #2							

Appendix E
Price Breakdown for the Windsor Area

Initial Contract Period (01-Apr-2015 to 31-Mar-2016)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Wallaceburg	5	60 visits					
Total Price of Initial Contract Period							

Option Period #1 (01-Apr-2016 to 31-Mar-2017)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Wallaceburg	5	60 visits					
Total Price of Option Period #1							

Option Period #2 (01-Apr-2017 to 31-Mar-2018)

Column	A	B	C	D	E	F	G
Site Name	No. of sample changeover per visit	No. of visits	Price per visit for labour	Price per visit for travel	Price for basic troubleshooting & minor repairs	Total price for each visits (Column C+D+E)	Total price for all visits (Column BxF)
Wallaceburg	5	60 visits					
Total Price of Option Period #2							