

**Maintenance Service of the plants
at the Canadian Space Agency (CSA) in St-Hubert**

REQUEST FOR PROPOSAL

**Maintenance Service of the plants
at the Canadian Space Agency (CSA) in St-Hubert**

**Bid Submission Deadline:
May 5, 2015, at 2:00 p.m. EDT**

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE

Receiving/Shipping

From Monday to Friday between 8:00 a.m. and 4:30 p.m. (closed between 12:00 p.m. and 1:00 p.m.)

6767 route de l'Aéroport
Saint-Hubert, Quebec J3Y 8Y9
Canada

Attention: Claudine Morin

Email: soumissionscontracts@asc-csa.gc.ca

Reference: CSA File No. **9F030 – 20150008**

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



April 16, 2015

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PART 1 - GENERAL INFORMATION

1. Introduction

The Bid solicitation and resulting Contract document is divided into seven parts plus annexes as follows:

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

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

Part 3 – Bid preparation instructions: provides Bidders with instructions on how to prepare their Bids;

Part 4 – Evaluation procedures and basis of selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the Bid, if applicable, and the basis of selection;

Part 5 – Certifications: includes the certifications to be provided;

Part 6 – Security requirement; and

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

2. Submission of a Bid

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

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

3. Summary

Description and requirement

The purpose of this Request for Proposal (RFP) is to solicit Bids from interested Canadian organizations to carry out maintenance services of the plants at the Canadian Space Agency (CSA) in St-Hubert.

Interested Bidders are required to submit their Proposals in accordance with the instructions provided in this RFP. A description of the Work to be completed under this requirement is provided in the Statement of Work attached hereto as **Appendix**.

4. Communications notification

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a Contract.

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5. Debriefings

After Contract award, Bidders may request a debriefing on the results of the Bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their Bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard instructions, clauses and conditions

All instructions, clauses and conditions identified in the Bid solicitation by number, date and title are set out in the SACC Manual issued by PWGSC.

The Manual is available on the PWGSC website at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

Bidders that submit a Bid agree to be bound by the instructions, clauses and conditions of the Bid solicitation and accept the clauses and conditions of the resulting Contract.

The 2003 (2014-09-25) Standard Instructions – Goods or services – Competitive requirements are incorporated by reference into and form part of the bid solicitation.

- Remove points 4 and 5 of section 2003 01

2. Submission of Bids

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

Bidders are required to deliver their Bids to the following address:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping (between 8:00 a.m. and 4:30 p.m.)
6767 route de l'Aéroport
Saint-Hubert, Quebec J3Y 8Y9
Canada

Attention: Claudine Morin

Proposals can also be sent by email at the following address: soumissionscontracts@asc-csa.gc.ca.

Proposals sent by fax will not be accepted.

3. Enquiries - Bid solicitation

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

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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 the Government of Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" for each relevant item. Items identified as "proprietary" will be treated as such except where the Government of Canada determines that the enquiry is not of a proprietary nature. The Government of Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a format that can be distributed to all Bidders may not be answered by the Government of Canada.

4. Optional highly recommended site visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. **The site visit will be held on April 23, 2015 at 10:00 a.m. at the Canadian Space Agency in Saint-Hubert (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 sheet. Bidders that do not attend or send a representative will not be given another appointment. They will not be prevented 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, visitors must bring an identification card that they will show at the reception.

* For the site visit, it is recommended that visitors bring the RFP documents to take notes.

5. Applicable laws

Any resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in effect 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.

6. Ombudsman clause

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to file complaints regarding the award of Contracts under \$25,000 for goods and under \$100,000 for services. Bidders may raise issues or concerns regarding the solicitation, or the award resulting from it, by contacting the OPO by telephone at 1-866-734-5169 or by email at boa.opo@boa.opo.gc.ca. For more information on the OPO services available, please visit the OPO website at www.opo-boa.gc.ca.

PART 3 - BID PREPARATION INSTRUCTIONS

1. General

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

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2. Price

The Financial Proposal must indicate a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as indicated in Appendix B**.

Please provide your financial proposal in a separate document.

The price of Bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded, FOB destination, customs duties and excise taxes included.

The Government of Canada requests that Bidders follow the instructions below when preparing their Bids:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the Bid solicitation;
- (c) include the certifications as a separate section of the Bid;
- (d) Bidders must present their Financial Proposal in accordance with the Basis of Payment; and
- (e) the total amount, including GST or Harmonized Sales Tax (HST), if applicable, must be indicated separately.

3. Business name and address of Bidder

- 1) Name: _____
- 2) Address: _____

- 3) Telephone: _____ Fax: _____
- 4) Email: _____
- 5) Email for financial questions: _____
- 6) Procurement Business Number (PBN): _____
- 7) Tax number: _____

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation procedures

Proposals will be evaluated in accordance with all the criteria contained in this RFP.

2. Financial evaluation

SACC Manual clause A0220T (2014-06-26) Evaluation of price.

3. Basis of selection

Bids must comply with the Bid preparation instructions to be declared responsive. The responsive Bid with the lowest evaluated price will be recommended for award of a Contract.

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4. Mandatory criteria and documents to provide

All documents validating the information indicated below must be included in the Bid. Failure to do so will result in the automatic rejection of the Proposal.

- 1) The company must employ a minimum of three (3) employees who have a vocational studies diploma or college studies diploma in horticulture and a five (5) years minimum of experience with indoor plant maintenance. The CV and diploma of the proposed employees should be included with the bid. All replacement of personnel during the period of the contract should satisfy this criterion.
- 2) The company must have a ten (10) years minimum of experience with indoor plant maintenance.
- 3) The company must provide three references from satisfied clients with sites that are comparable to that of the Canadian Space Agency (CSA) and whose contract dates are no earlier than April 1, 2008. Comparable is understood to mean a building with office space and at least 300 plants to be maintained under a turnkey contract. References may be verified by contacting the issuing organizations. These references must include the following information:

Name of the organization: _____

Final value of the contract: _____

Contract start and end dates: _____

Person who issued the contract: _____

Telephone number for this person: _____

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a Contract. The Government of Canada will declare a Bid non-responsive if the required certifications are not complete and submitted as requested.

Certifications provided by Bidders to the Government of Canada are subject to verification by the Government of Canada during the Bid evaluation period (before award of a Contract) and after award of a Contract. The Contracting Authority reserves the right to request additional information to verify the certifications of Bidders before award of a Contract. Bids will be declared non-responsive if any certification submitted by the Bidders is false, whether knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the Bid non-responsive.

1. Certifications precedent to Contract award

The certifications listed below should be complete and submitted with the Bid but may be submitted afterwards. If any of these required certifications is not complete and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24-hour time frame to meet the requirement. Failure to comply with the request of the Contracting Authority will render the Bid non-responsive.

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

By submitting a Bid, the Bidder certifies that it, 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 "Limited Eligibility to Bid List" (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available on the Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada reserves the right to declare a Bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the FCP "Limited Eligibility to Bid List" at the time of Contract award.

B. LEGAL ENTITY AND CORPORATE NAME

1. The Bidder hereby certifies that it is a (circle one)

- a. sole proprietorship
- b. partnership
- c. corporate entity

2. It was registered or formed under the laws of

3. Controlling interest/ownership (name if applicable) of the organization is held in the country of

4. Any resulting Supply Arrangement or Contract may be executed under the following corporate full legal name and at the following place of business:

C. CODE OF CONDUCT FOR PROCUREMENT

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.

2) The Bidder certifies that:

(a) no corruption and no collusion took place in the preparation of its Bid; and

(b) it has not committed an offence under section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 Selling or purchasing office), section 380 (Fraud) or

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

D. ATTESTATION – FORMER PUBLIC SERVANT

Contracts with former public servants (FPSs) 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 FPSs, Bidders must provide the information below.

1.1 Definitions

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

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

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

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

1.2 Former Public Servant in Receipt of a Pension

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

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

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

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

1.3 Work force reduction program

Is the Bidder an 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 FPS;
- 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; and
- 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 an FPS who received a lump sum payment is \$5,000, including applicable taxes.

E. 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.

F. STATUS AND AVAILABILITY OF RESOURCES

By submitting a Bid, 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, 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, by submitting a Bid, the Bidder certifies that it has the permission from that individual to propose his or her

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services in relation to the Work to be performed and to submit his or 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 or her availability. Failure to comply with the request may result in the Bid being declared non-responsive.

G. ATTESTATION

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

ATTESTATION SIGNATURE

We hereby certify compliance with the above-mentioned certification requirements for:

- A. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION
- B. LEGAL ENTITY AND CORPORATE NAME
- C. CODE OF CONDUCT FOR PROCUREMENT
- D. ATTESTATION – FORMER PUBLIC SERVANT
- E. EDUCATION AND EXPERIENCE
- F. STATUS AND AVAILABILITY OF RESOURCES

SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (type or print)

Signature

Date

PART 6 – SECURITY REQUIREMENTS

1. Security requirements

The work to be performed under this RFP does require a reliability status. Personnel will have to obtain the security requirements to have access to the site.

PART 7 – RESULTING CONTRACT CLAUSES

1. Description of requirement

The Contractor shall perform and complete the Work as per the Statement of Work in Appendix A.

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

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2. Standard clauses and conditions

All conditions and clauses identified herein by title, number and date are set out in the SACC Manual issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC website at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

3. General Conditions

2010C (2014-09-25) General Conditions – services (medium complexity) apply to and are an integral part of the Contract.

- Remove paragraphs 4 and 5 of clause 2010C.

4. Contract period

The period of the Contract to be issued in response to this RFP will be from the date of the award of the Contract to March 31, 2017.

5. Option to extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of this Contract by a period of four (4) years under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the Contract expiry date.

The Contractor agrees that, during the extended period of the Contract, the rates/prices will be in accordance with the provisions of the Contract.

6. Contracting Authority

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

Claudine Morin
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, Quebec J3Y 8Y9
Canada
Telephone: 450-926-4427
Fax: 450-926-4969
Email: Claudine.morin@asc-csa.gc.ca

The Contracting Authority is responsible for managing 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.

8. Contractor's representative

To be inserted at Contract award.

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9. Basis of Payment – Limitation of expenditures

Canada's total liability to the Contractor under the Contract must not exceed the amount indicated at Appendix B, GST or HST is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before being integrated into the Work. The Contractor must not perform any Work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75% committed;
- b) four (4) months before the Contract expiry date; or
- c) as soon as the Contractor considers that the Contract funds provided are inadequate for the completion of the Work.

Whichever comes first.

If the notification is for inadequate Contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

10. Certifications

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

11. Applicable laws

Any resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in effect in the province of Quebec, and the relations between parties will be determined by these laws.

12. Priority of documents

The documents listed below form part of and are incorporated into this Contract. If there is a discrepancy between the wording of one document and the wording of any other document that appears on the list, the wording of the document that appears first on the list shall prevail over the wording of any document that subsequently appears on the list:

- a) the Contract document, including appendices;
- b) General Conditions as per indication above;
- c) Appendix C, Statement of Work;
- d) the supplier's Proposal dated _____ (insert the date of the Proposal) *(if the Proposal has been clarified or revised, insert the date when the Contract was issued: "clarified on _____" or "modified on _____" and insert the dates of clarifications or amendments).*

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13. Performance evaluation report

Bidders should 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.

A Contractor Performance Evaluation Report Form is used to record the performance.

14. Procurement Ombudsman – Dispute resolution services

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties with respect to the interpretation or application of terms and conditions in this Contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

15. Procurement Ombudsman – Contract administration

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor with respect to the administration of this Contract if the requirements of subsection 22.2(1) of the Department of Public Works and Government Services Act and sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the Scope of the Work of this Contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa.opo.gc.ca.

16. Government site regulations

The Contractor must comply with all regulations, instructions and directives in effect on the site where the Work is performed.

17. Replacement of specific individuals

If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing

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the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

APPENDIX A

STATEMENT OF WORK

Maintenance Service of the plants at the Canadian Space Agency (CSA) in St-Hubert

1. Overall objective

Provide the equipment, materials and workers required to maintain approximately 395 plants.

2. Description of the work

The work includes, but is not limited to, the following weekly tasks:

- Watering, fertilizing, pruning and repotting plants as needed in order to maintain them in good condition.
- Performing all necessary maintenance work to control the spread of insects and disease.

3. Maintenance of the Conference Centre Green Wall

Ensure the maintenance of the Conference Centre green wall, which houses a Hunter X-core irrigation system. The wall is composed of approximately 300 plants in 4" pots. Weekly maintenance tasks include:

- Checking and adjusting the irrigation system as required
- Removing any dead leaves
- Supplying and calibrating the automatic fertilizer system
- Cleaning drains and gutters
- Insect prevention
- Spraying as required
- Replacement of plants if required at the supplier's expense

Maintenance of the green wall will only begin on February 1st, 2016 because the contractor who performed the wall must maintain it until this date.

4. Contractor's responsibilities

- Maintain all plants included in the contract in good condition and health.
- Perform all work necessary to achieve this objective even if this work is not specifically listed in these specifications.
- Replace at no additional cost, and within two weeks, any plants that show obvious signs of deterioration (excessive loss of foliage, yellowing leaves, insect infestation or signs of disease)
- Assign a competent person to carry out checks and maintenance weekly.

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- Assign only one technician to the project. Ensure that the same person is used weekly and that the work is performed on the same day each week.
- Assign a substitute resource person who is familiar with the building and the project when the main technician is absent.

5. Health and safety

Perform the work using recognized and safe work methods.

Before starting the work, the CSA representative will send the contractor a health and safety action plan specific to the work. The contractor will read it and send comments, if necessary, to the CSA for inclusion in the action plan. Once the action plan has been accepted and signed by both parties, the contractor is responsible for disseminating it to his/her employees and subcontractors assigned to the work and agrees to ensure compliance with the provisions of the action plan throughout the contract period.

6. Corporate security

Ensure that the worker selected to perform the work and who will have access to the Space Centre agrees to undergo security checks conducted by the Canadian Space Agency security office.

Ensure that workers are able to undergo and pass such security checks. In the event that an employee is rejected, assign another employee with similar abilities.

Where possible, always assign the same employees to do the work in order to minimize the need for security checks, and choose employees who are familiar with the building's equipment and specific operations.

Comply with Canadian Space Agency corporate security regulations.

APPENDIX B

UNIT PRICE TABLE

**Maintenance Service of the plants
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UNIT PRICE TABLE

	Year 1 From June 1 st , 2016 to March 31, 2017	1st option year From June 1 st , 2017 to March 31, 2018	2nd option year From June 1 st , 2018 to March 31, 2019	3rd option year From June 1 st , 2019 to March 31, 2020	4th option year From June 1 st , 2020 to March 31, 2021
1) Monthly Firm price for the maintenance of 395 plants annually	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month
2) Monthly firm price for the maintenance of the Conference Centre Green Wall	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month

2) Rate for the addition and/or supply of plants, if necessary

	Year 1 From June 1 st , 2016 to March 31, 2017	1st option year From June 1 st , 2017 to March 31, 2018	2nd option year From June 1 st , 2018 to March 31, 2019	3rd option year From June 1 st , 2019 to March 31, 2020	4th option year From June 1 st , 2020 to March 31, 2021
3) Maintenance cost per additional plant	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
4) Palm tree with a 10-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
5) Maranta with a 10-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
6) Hedera with a 10-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
7) Hypocerta with a 10-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$

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8) Spatiphyllum with an 8-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
9) Aglaonema with a 10-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
10) Dracaena massageana 4-3-2 with a 14-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
11) Philodendrons with a 10-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
12) Pothos with a 10-inch pot	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
13) 25"x6" planter with 3 plants: 2 pothos and 1 spatiphyllum	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$

For evaluation purposes only (the evaluation will be conducted for a total of five (5) years)

- 1) Total cost for the work for five (5) years for the work at monthly price for item # 1 above (58 months X monthly price)
- 2) Total cost for the work for five (5) years for the work at monthly price for item # 2 above (50 months X monthly price)
- 3) With respect to supplies purchases, we estimate that two (2) plants of each type will need to be purchased each year.

* Approximate quantities are provided on an estimated basis; these quantities may be revised upwards or downwards according to operational requirements.

** The value of the contract will be \$22,000.00 before taxes per year. This amount may be increased or decreased depending on operational needs.

APPENDIX C

PERFORMANCE EVALUATION REPORT

**Maintenance Service of the plants
at the Canadian Space Agency (CSA) in St-Hubert**

PERFORMANCE EVALUATION REPORT

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

Name of Contractor:	Contract completion date:
Name of Project Authority/Technical Authority:	Branch:
Contract no.:	Project name:

*Supplier	
Rating scale:	<div style="display: flex; justify-content: space-between;"> 10 – 9: Excellent 8 – 7: Very Good 6 – 5: Satisfactory 4 – 3: Poor 2 – 1: Unsatisfactory </div>
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the Contract?	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> 10987654321 </div> <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;">Comments:</div>
2. Please rate the overall quality of the services provided by this supplier.	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> 10987654321 </div> <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;">Comments:</div>

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.	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> 10987654321 </div> <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;">Comments:</div>
4. Was the Work performed in accordance with the requirements specified in the Statement of Work?	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> 10987654321 </div> <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;">Comments:</div>

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5. Please rate the quality of communication between the department and the supplier.	<div style="text-align: right;">10 9 8 7 6 5 4 3 2 1</div> 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"> a. Invoices b. Progress reports c. Reports on use or business volume d. Meeting agendas and minutes e. Documentation and quality of work 	<div style="text-align: right;">10 9 8 7 6 5 4 3 2 1</div> Comments:
TOTAL	/60

Overall Rating

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