
Snow removal services at the Canadian Space Agency (CSA) in St-Hubert

REQUEST FOR PROPOSAL

Snow removal services at the Canadian Space Agency (CSA) in St-Hubert

**Bid Submission Deadline:
September 15, 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 – 20150402**

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



August 20, 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 perform snow removal services 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 A** and drawing at **Appendix C**.

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 (2015-07-03) 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.

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

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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 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 **September 01st, 2015, at 10h00am at the 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.

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 (an email copy is acceptable), before the specified deadline (date and time), to the address shown on Page 1 of the RFP. Proposals may be submitted in English or French.

2. Price

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

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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.

4. Mandatory Criteria

The documents below must be included with the tender if is not, your proposal will be automatically rejected.

- Proof of third party liability insurance of \$2,000,000.00.

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- A photo and certificate of registration or proof of purchase for each piece of equipment indicated in Appendix A.
- A client reference letter (see Appendix D)
- Proof of rent or ownership of the property where the equipment will be stored, if off the CSA's site in a maximum surrounding area of 20km

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.

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_equity/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

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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/tm-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 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;

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- 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.

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;

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- 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. CERTIFICATION OF EDUCATION AND EXPERIENCE

The bidder hereby certifies that all statements made with regard to the education and experience of individuals proposed for completing the subject work are accurate and factual. The CSA/DFL reserves the right to verify any information provided in this regard. Untrue statements may result in the proposal being declared non-compliant or in other actions which the CSA/DFL may consider appropriate.

F. CERTIFICATION OF AVAILABILITY

The bidder certifies that, should it be authorized to provide services under any standing offer resulting from this RFSO, the individuals proposed in its bid will be available to commence performance of the work within the time specified in the RFSO, and will remain available to perform the work in relation to the fulfilment of the requirement. Once the standing offer is issued, proposed substitutes must achieve the same rated qualifications score (or greater) as the original resource at a rate no higher than the original resource being replaced and will be subject to approval by the project authority.

G. 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.

CERTIFICATION SIGNATURE

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

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

SIGNATURE

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

Signature

Date

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PART 6 – SECURITY REQUIREMENTS

1. Security requirements

The work to be performed under this RFP do requires a reliability status. However, the employees will have to meet the requirements to have access to the building.

A security check will be done for all regular staff who will be working at the CSA. Staff will have to obtain the request security requirement or they will have to be escorted if the security clearance is not obtained.

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 and drawing 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.

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 (2015-07-03) General Conditions – services (medium complexity) apply to and are an integral part of the Contract.

- Remove paragraphs 4 and 5 of clause 2010C 27.

4. Contract period

The period of the Contract to be issued in response to this RFP will be for one year from the date of the award of the Contract.

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, one year at the time, 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

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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.

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. Payment method

Payment requests must be made once per month from November to April inclusively. Only payments for accumulations over and above the initial 250 cm will be billed on an annual basis at the end of the winter.

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11. 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.

12. 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.

13. 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)*.

14. 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.

15. 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.

16. 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

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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.

17. Government site regulations

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

APPENDIX A

STATEMENT OF WORK

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Scope of the work

- Provide equipment, materials and labour to remove snow and ice from the surfaces indicated in the drawing in Appendix C, in accordance with the requirements of the legend.
- Begin snow removal work immediately after the contract is awarded and carry out snow and ice removal as required throughout the contract period.

Work description

The work includes but is not limited to the following:

- Ensuring the availability of the staff and equipment required to deliver the requested services 24 hours per day, 7 days week throughout the entire winter season.
- The Contractor must take all necessary measures and ensure ongoing monitoring of the work in order to intervene when appropriate. Canadian Space Agency (CSA) representatives may step in to report problems, but they will at no time be held responsible for monitoring the state of the parking lot.
- Removing snow from all surfaces indicated in the attached drawing. Manually and carefully clearing away snow from all surfaces inaccessible to motorized equipment. (Areas identified in the drawings)
- Spreading salt on all ice-covered, slippery surfaces of all entrances/exits and sidewalks adjacent to the building.
- Spreading gravel and sand when salt is ineffective to maintain safe roads and parking lots.
- Clearing away accumulations caused by blowing snow.

Carrying out the work

- All surfaces must be kept clear of snow and ice at all times so that they remain accessible to and safe for use by pedestrians and vehicles. The Contractor is responsible for removing snow at all times as soon as it reaches 2.5 cm. Spreading salt to avoid clearing away snow will not be permitted.
- Given that the John H. Chapman Space Centre operates 24/7, 365 days a year, remove snow and ice to maintain safe access to the building at any time of the day or night, including during periods of storm activity or precipitation.
- Snow removal methods and disposal areas must comply with the drawings in the Appendix. Pay careful attention to sloped surfaces.
- At all times, maintain unblocked access to fire hydrants, fire valves, emergency entrances and exits and main entrances. Manually and carefully clear away snow from all surfaces inaccessible to motorized equipment. (Areas identified in the drawings)
- Use the appropriate work equipment and methods in order to avoid damaging the granite surfaces near the main entrance of the building. The Contractor will be held responsible for any surface damage.

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- Remove snow and ice from all entrances and exits, sidewalks, parking lots and roads. It is especially important to check the need to do so at the following times in order to maintain safe roads for all users:

7:00 a.m., 12:00 p.m., 3:00 p.m. and 12:00 a.m.

- Provide and install a sufficient number of snow removal safety markers before November 15 to mark off the sidewalks and concrete edges of the parking lots.
- Repair all surfaces damaged by snow removal activities each spring (lawns, curbs, granite, etc.).

Definition of the requirements of each area identified in the drawing in the Appendix

- Area 1, snow removed from sidewalks manually and with a small tractor

This area includes all sidewalks to be maintained and cleared of snow using a small tractor equipped with a snow blower and snow-pusher. The snow must be blown in order to avoid accumulations. Most of the snow cleared away from these surfaces must be pushed and blown into the parking lot so that the large tractors can transport the snow to the disposal area. Snow must be removed manually from the areas near the doors.

- Area 2, snow blown onto the ground

This area includes locations where snow must be blown onto the ground. Piles of snow are unacceptable. Temporary piles may be made during heavy snowstorms, but they must be removed within a maximum of 12 hours following the end of the storm.

- Area 3, grass and gravel sidewalk access paths to emergency exits

These access paths must be cleared of snow at all times as soon as there is an accumulation greater than or equal to 10 cm. Given that the access paths are on grass and gravel surfaces, it is mandatory to use a snow blower on a small tractor weighing less than 1,800 kg to avoid any snow piles or damage to the ground. This measure is necessary until the ground is deeply frozen, at which time the use of a larger tractor will be authorized.

- Area 4, snow collected and transported to the disposal area

In this entire area, snow must be transported using a tractor with 12 foot blades and sent to the disposal area identified in Area 6.

- Area 5, snow removed with a snowplow

In this area, snow may be pushed to each side of the path.

- Area 6, snow disposal area

The snow must be taken to this area.

- Identification of emergency exits

All emergency exits have been identified in the drawing. These exits must be cleared of snow at all times as soon as there is an accumulation of snow greater than or equal to 10 cm. Snow must be removed manually from the areas near the doors.

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- Fire system access paths

All fire system access paths have been identified in the drawing. These access paths must be cleared of snow at all times as soon as there is an accumulation of snow greater than or equal to 10 cm. Snow must be removed manually from areas near facilities and buildings.

Ensure availability of resources and equipment

- Throughout the contract period, maintain the availability of resources and equipment on a 24/7 basis.
- Availability is understood as ensuring that the CSA representative will be able, whenever needed, to communicate with the Contractor, a designated contact person or a centralized emergency call centre to report problems. The response time following receipt of a call from a CSA representative must not exceed one hour.
- Provide the CSA representative with the telephone numbers and procedures to follow to contact the Contractor or his or her technicians at any time.
- The CSA is responsible for ensuring a healthy and safe work environment for all workers. Consequently, non-compliance with the expected response time following a service call will result in corrective action. The CSA will be able to request services from a local contractor.

Approval of equipment and implementation methods

- The CSA requires bidders to prove that they have the equipment necessary to carry out the work.
- The contractor must provide the following equipment, at minimum:
 - One 180-horsepower tractor with 10 or 12-foot blades and an industrial snow blower or equivalent;
 - One 180-horsepower tractor with 10 or 12-foot front and back blades and stainless steel cutters or equivalent;
 - One 30-horsepower tractor equipped with a stainless steel blade and a snow blower weighing less than 1,800 kg to remove snow from sidewalks and give access to emergency exits or equivalent;
 - Abrasive-spreading equipment narrow enough to spread abrasives onto sidewalks and the entire site;
 - One manual snow blower to remove snow from areas inaccessible to the tractor.

All tractors must be parked at a maximum surrounding area of 20 km from the CSA or remain on site.

* The CSA will identify an area to park the tractors described above.

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Products

- The CSA may require the Contractor to provide for approval a list of the products planned for use in carrying out the work. The list must include the products' technical and material safety data sheets. The CSA may also request samples of the products.
- Although the CSA will allow the Contractor to leave equipment on site, it assumes no responsibility for any damage to the equipment.

Health and safety

- Comply with all safety measures concerning fire and accident hazards. Apply the measures set out in national and provincial codes. Comply with the requirements of authorities having jurisdiction over the work equipment, methods and habits.
- Comply with the health and safety requirements in Part II of the *Canada Labour Code* and use safe work methods aimed at protecting the Contractor's employees and everyone on the CSA's premises.
- Ensure that all equipment used to carry out the work is maintained and in good working order. The CSA reserves the right to prohibit the use of equipment deemed defective or inappropriate. In such cases, the Contractor is responsible for replacing the equipment.

Contract limitation

- In order to have a fair method of payment, the bid amount will cover the services described in this document, up to a maximum accumulation of 250 cm of snow per winter season, as recorded at Dorval Airport. Any additional accumulation of snow will be paid for at a fixed rate per additional cm of accumulation. In such cases, a lump sum payment will be made at the end of the season.

APPENDIX B

UNIT PRICE TABLE

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UNIT PRICE TABLE

All the fees indicated below included: travel fees, labor, material and profit and administration of the firm but are before all applicable taxes.

- Presenting the submission considering the 2 configuration options; It is possible that the security measures currently in place or removed before the end of the term of contract.
- CSA reserves the right to adjust the mandate based on one of two options

1) **Scope of work:** firm price before taxes for the achievement of work listed above:

Option 1 (at per drawing at Appendix C)					
	Year 1	1 st option year	2 nd option year	3 rd option year	4 th option year
Firm price to perform annual snow removal up to a maximum of 250cm (as per indication in Appendix A)	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year
Option 2 (at per drawing at Appendix C)					
	Year 1	1 st option year	2 nd option year	3 rd option year	4 th option year
Firm price to perform annual snow removal up to a maximum of 250cm (as per indication in Appendix A)	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year

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2) Hourly rate for one 180-horsepower tractor with 10 or 12-foot blades and an industrial snow blower or equivalent for optional needs (if applicable)

	Year 1	1 st option year	2 nd option year	3 rd option year	4 th option year
Hourly rate for one 180-horsepower tractor with 10 or 12-foot blades and an industrial snow blower or equivalent;	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

3a) Price per additional cm more than 250cm (if applicable) Option 1

	Year 1	1 st option year	2 nd option year	3 rd option year	4 th option year
Price per additional cm	_____ \$/cm	_____ \$/cm	_____ \$/cm	_____ \$/cm	_____ \$/cm

3b) Price per additional cm more than 250cm (if applicable) Option 2

	Year 1	1 st option year	2 nd option year	3 rd option year	4 th option year
Price per additional cm	_____ \$/cm	_____ \$/cm	_____ \$/cm	_____ \$/cm	_____ \$/cm

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

The cost of the proposal will be evaluated according to the following scale with the sum of the two options for each year of the contract:

- 1) Firm portion of work
- 2) 50 additional centimetres estimated per year
- 3) 20 hours for additional needs per year

* Quantities provided are estimates. These quantities may be revised upward or downward as needed for operations.

** Security option for each year of the contract will be confirmed upon renewal.

APPENDIX C

DRAWING

APPENDIX D

SAMPLE LETTER OF REFERENCE

Snow removal services at the Canadian Space Agency (CSA) in St-Hubert

MANDATORY REQUIREMENT

This form must be completed and attached to the contractor's presentation. The form must be signed by a client from the public, parapublic, institutional, commercial or industrial field. Only one signed copy will be accepted.

STANDARD CLAUSE

This confirms that _____ performed a snow removal service for a public site with a surface area greater than or equal to 15,000 square metres in the last two years. The work was completed to our satisfaction and in accordance with the terms and conditions, time frame and mutually agreed-upon budget.

Name of contact person
(in capital letters)

Title

Signature

Name and address of site

Telephone

Work period

Surface area of site

Date

APPENDIX E

PERFORMANCE EVALUATION REPORT

Snow removal services 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:	10 – 9: Excellent 8 – 7: Very Good	6 – 5: Satisfactory 4 – 3: Poor	2 – 1: Unsatisfactory
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the Contract?	10 9 8 7 6 5 4 3 2 1	Comments:	
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1	Comments:	

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

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<p>5. Please rate the quality of communication between the department and the supplier.</p>	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>6. Were all administrative documents received in accordance with the requirements of the Contract?</p> <p>Administrative documents can include but are not limited to:</p> <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 	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>TOTAL</p>	<p>/60</p>

Overall Rating

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