

**REQUEST FOR PROPOSAL**

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa**

**Bid Submission Deadline:  
September 22, 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](mailto:soumissionscontracts@asc-csa.gc.ca)

Reference: CSA File No. **9F030 – 20150336**

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



**August 28, 2015**

**TABLE OF CONTENTS**

**PART 1 – GENERAL INFORMATION**

1. Introduction
2. Submission of a Bid
3. Summary
4. Communications notification
5. Debriefings

**PART 2 – BIDDER INSTRUCTIONS**

1. Standard instructions, clauses and conditions
2. Submission of Bids
3. Enquiries - Bid solicitation
4. Optional site visit
5. Applicable laws
6. Ombudsman clause

**PART 3 – BID PREPARATION INSTRUCTIONS**

1. General
2. Price
3. Business name and address of the Bidder

**PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation procedures
2. Financial evaluation
3. Basis of selection
4. Mandatory criteria

**PART 5 – CERTIFICATIONS**

1. Certifications precedent to contract award

**PART 6 – SECURITY REQUIREMENTS**

1. Security requirement

**PART 7 – RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard clauses and conditions
3. General conditions
4. Contract period
5. Option to extend the Contract period
6. Contracting Authority
7. Project Authority
8. Contractor's representative
9. Basis of Payment – Limitation of expenditures
10. Certifications
11. Applicable laws
12. Replacement of specific individuals
13. Priority of documents
14. Performance evaluation report
15. Procurement Ombudsman – Dispute resolution services
16. Procurement Ombudsman – Contract administration
17. Government site regulations

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
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**LIST OF APPENDICES**

Appendix A - Statement of Work

Appendix B - Unit Price Table

Appendix C - Performance Evaluation Report

Appendix D - Drawings and spreadsheet summarizing the fire protection systems

## **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 annual & semi-annual inspection and testing of sprinkler, fire extinguishers, pre-action & backflow preventers for the Canadian Space Agency (CSA) – David Florida Laboratory (DFL) located in 3701, Avenue Carling C.P. 11490, Succursale H, Ottawa, Ontario, K2H 8S2 in building # 65, 80, 87 and 89.

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**.

#### **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.

#### **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](mailto: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](mailto: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 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 09, 2015, at 13:30pm at the David Florida Laboratory, 3701 Carling Avenue, C.P. 11490, Succ. H, Ottawa, Ontario, K2H 8S2**. 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 Ontario. 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](mailto: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](http://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**.

**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**

### **Submission of Evidence**

Submission of Evidence should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder 48 hours within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**The evidence provided by the bidder may be verified. CSA/DFL reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.**

- Provide documentation that the company has been in business for at least five (5) years
- The company shall hold a minimum \$2,000,000 professional and civil liability insurance policy

### **Mandatory Personnel Experience and Past Performance**

To carry out the work on this requirement, the contractor must provide five (5) qualified personnel that have at least five (5) years of permanent employment status with the company:

**one (1) qualified Electrician, two (2) qualified Sprinkler and Fire Protection Installers, and two (2) qualified Backflow Technicians.**

The bidder must provide clear evidence to demonstrate that the service personnel proposed to perform maintenance of Fire Alarm, Fire Protection and Life Safety Systems have five (5) recent years' experience and past performance by referencing two (2) similar projects/contracts within the last 7 years whereby the service personnel have performed satisfactorily. The bidder must complete the following form for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2007 up to and including the solicitation closing date.
- Similar is defined as maintenance and/or construction service of Fire Alarm, Fire Protection and Life Safety Systems projects that are similar in nature, size and scope that have been successfully completed in government or private organizations. The Bidder will have to prove that the company possess experience working in hi-tech/laboratory/aerospace industry.

If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of five (5) qualified personnel will be assessed. The first five (5) proposed employees listed in the proposal will be considered for evaluation.

The Bidder shall provide two (2) references of their response history of emergency calls during regular business hours, after regular hours and on week-ends.



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FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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The Bidder shall provide two (2) references of their positive responses in order to schedule and to perform inspection, testing and maintenance works within a month period from the day of client's request.

<b>NAME OF QUALIFIED ELECTRICIAN:</b>		
<hr/>		
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract		

<b>NAME OF SPRINKLER &amp; FIRE PROTECTION INSTALLER 1:</b>		
<hr/>		
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)
Description of Project/Contract		

<b>NAME OF SPRINKLER &amp; FIRE PROTECTION INSTALLER 2:</b>		
<hr/>		
Name of client organization or Company Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)
Description of Project/Contract		

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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<b>NAME OF BACKFLOW TECHNICIAN 1:</b>		
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract		

<b>NAME OF BACKFLOW TECHNICIAN 2:</b>		
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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Description of Project/Contract		
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**Mandatory Contractor’s Experience and Past Performance**

The bidder must provide clear evidence of its recent years’ experience and past performance by referencing: three (3) similar projects/contracts within the 7 years whereby the organization has performed satisfactorily. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2007 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on Fire Alarm, Fire Protection and Life Safety Systems projects that are similar in nature, size and scope that have been successfully completed in government or private organizations. The Bidder will have to prove that the company possess experience working in hi-tech/laboratory/aerospace industry.

If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	<b>PROJECT/CONTRACT REFERENCE # 1</b>	<b>PROJECT/CONTRACT REFERENCE # 2</b>	<b>PROJECT/CONTRACT REFERENCE # 3</b>
Name of client organization or Company	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
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Description of Project/Contract			
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**Card and Licensing Documentation**

The Bidder and all applicable employees performing the Statement of Work under the conditions of this contract must be qualified and/or certified under the governing regulations for carrying out this work.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:

- 1. Certified Sprinkler and Fire Protection Installer** – *Two (2) service personnel with:*
  - A valid Certificate of Qualification (C of Q) in accordance with the Ontario law in which the work is to be performed for each Sprinkler and Fire Protection Installer engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out work as defined by the attached Statement of Work.
- 2. Certified Electrician** – *One (1) Service Personnel with:*
  - A valid Master Electrical Contractor License within the province of Ontario
- 3. Certified Backflow Technician** – *Two (2) Service Personnel with:*
  - A valid Ontario Water Works Association (O.W.W.A.) Cross Connection Control Specialist certification from an accredited school or college.

**The Bidder must supply a valid copy of all these licenses and certificate with its tender.**

**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.

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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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\\_equity/eq/emp/fcp/list/inelig.shtml](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

\_\_\_\_\_

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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FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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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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FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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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. CERTIFICATION OF 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. CERTIFICATION OF AVAILABILITY**

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. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the



**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa, Ontario**

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Work to be performed and to submit his/her résumé to the CSA/DFL Authority. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

**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**

**PART 6 – SECURITY REQUIREMENTS**

**1. Security requirements**

The work to be performed under this RFP does not require security requirements. All personnel will be escorted at all times and must follow established building and access procedures.

**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 David Florida Laboratory (DFL) located in 3701, Avenue Carling C.P. 11490, Succursale H, Ottawa, Ontario, K2H 8S2 in building # 65, 80, 87 and 89.

## **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  
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](mailto: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. 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 Ontario, and the relations between parties will be determined by these laws.

**12. 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, in a frame time of 48 hours, 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 (with CV); 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 the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement. 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.

### **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](mailto: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 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](mailto: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**

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa, Ontario**

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### **Project Intent**

To perform annual and semi-annual inspections and testing on the sprinkler system, standpipe system, fire extinguishers, pre-action systems and backflow preventers located at 3701 Carling Avenue, Ottawa, ON, in buildings 65, 80, 87 and 89.

Please see Appendix D for drawings and spreadsheet summarizing the fire protection systems at DFL. These drawings are to be used as a guide only. **All information SHOULD be verified on site during the optional site visit.**

### **Annual Sprinkler System Test and Inspection Requirements**

#### Common

- Inspect and test control valves to ensure that they are in the appropriate open and closed position. Check valves that are in the normally opened position to ensure that they are locked, or equipped with a Tamper switch;
- Conduct main drain flow test of the sprinkler system water supply;
- Inspect and test associated access pressure pumps and jockey pumps to ensure that they are in good condition and can perform intended functions;
- Inspect Fire Department connections to ensure that they are not damaged and in good condition (i.e. couplings free, caps and gaskets are in place, check valve is not leaking, automatic drain valve is in place and operating properly, etc.);
- Inspect and test that water motor gong, electric alarms and supervisory alarm test satisfactory;
- Check that the set of spare sprinkler heads and wrench are in stock, compare with NFPA requirements and report of nonconformance;
- Supply a complete set of documentation of the test and inspection reports;
- All work to conform to the applicable NFPA standards and the National Fire Code.

#### Wet

- Conduct a sprinkler system alarm test using hydraulically most remote test valve;
- Conduct random visual inspections of exposed sprinkler heads, hangers and piping for proper installation;
- Conduct testing on antifreeze systems:
  - o Locations: Hydro Vault/Machine Shop & Storage in Mechanical Room M4.
  - o Drain system to test specific gravity of antifreeze, submit report of findings.

### **Semi-Annual Sprinkler System Inspection Requirements**

- Test and inspect valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices;
- All supervisory devices will be tested, such as monitory sprinkler valves, dry pipe valve, air pressure, high/low water pressure, etc.;
- Supply a complete set of documentation of the test and inspection reports.

### **Annual Fire Extinguisher Maintenance Check Requirements**

- Inspect all extinguishers and mounting hardware for apparent physical damage, corrosion, leakage or missing parts;
- Inspect nozzle and hose for deterioration and obstruction;
- Conduct tests to verify proper condition and reading pressure gauge;
- Inspect lockpin, seal and tamper indicators;
- Tag and record all test and inspections on an inspection tag (i.e. one tag per extinguisher);

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa, Ontario**

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- Supply a complete set of documentation of the test and inspection reports.

**Annual Back Flow Preventer Test and Inspection Requirements**

- Inspect all backflow preventer devices for defective valves in accordance with the applicable CSA standard;
- Test all valves for any signs of back siphonage and backpressure;
- Test instruments that need to be calibrated and up to date prior to usage;
- Tag and record all tests on an inspection tag;
- Provide the required certifications, reports or corrective measures required for those that failed the inspections.

**Annual Preaction/Deluge System Test and Inspection Requirements**

- Preaction system mechanical equipment to be tested in accordance with NFPA 25, Fire Alarm and detection to be tested in accordance with NFPA 22;
- Deluge system mechanical equipment to be tested in accordance with NFPA 13, Fire Alarm and detection to be tested in accordance with NFPA 70;
- Inspect control valves to ensure that they are in the appropriate open or closed position. Check valves that are in the normally open position to ensure that they are locked or equipped with a tamper switch;
- Conduct Trip test to verify operational readiness of deluge/preaction valves, water flow and troubles;
- Inspect all manual and automatic initiating devices to verify operational readiness;
- Perform a visual check on the entire system for any defects, additions or conditions that would be cause for concern;
- Tag and record all tests on an inspection tag;
- Provide the required certifications, reports or corrective measures required for those that failed the inspections.

**Standpipe and Fire Hose Check Requirements**

- Standpipe system mechanical equipment to be tested in accordance with NFPA 25;
- Inspect hoses and cabinets for apparent physical damage, corrosion, leakage or missing parts;
- Inspect each valve, connector, hose, hose rack and nozzle for deterioration and obstruction;
- Hoses are to be removed and re-racked annually to change fold locations in the hose rack;
- Tag and record all test and inspections on an inspection tag (i.e. one tag per hose);
- Supply a complete set of documentation of the test and inspection reports.
- Verify and report the pressure gauge readings of all fire hose cabinets to ensure their proper functioning and especially pressure gauge reading of the fire hose cabinet at the longest run of the standpipe line and indicate its location.

**Five Year Internal Inspection**

- Perform test in accordance with NFPA 25 – 5 Year Inspection
- Work shall be performed within first three years of contract award
- Test all pressure gauges and compare readings with calibrated gauge.
- Perform internal inspection of all check valves, preaction valves and deluge valves, alarm valves including associated strainers, filters and restriction orifices:
  - o Perform internal inspection to verify that all components operate correctly, move freely and are in good condition.
  - o Inspect strainers, filters, restricted orifices, and diaphragm chambers.



**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa, Ontario**

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- Internal components shall be cleaned, repaired or replaced as necessary.  
Preaction Valves and Deluge Valves
  - Internal inspection of valves that can be reset without removal of a faceplate.
- Dry Pipe Valves/Quick-Opening Devices
  - Strainers, filters, and restricted orifices shall be inspected internally
- Pressure Reducing Valves and Relief Valves
  - A full flow test shall be conducted on each valve, compare to previous test results.
- Hose Connection Pressure Reducing Valves
  - A full flow test shall be conducted on each valve compare to previous test results.
- An investigation of piping and branch line conditions shall be conducted by opening a flushing connection at the end of one main and by removing a sprinkler toward the end of one branch line for the purpose of investigating for the presence of foreign organic and inorganic material.
- Standpipe Flow Test
  - A flow test shall be conducted at the hydraulically most remote hose connection of each zone of an automatic standpipe system to verify the water supply still provides the design pressure at the required flow.
  - Hydrostatic tests at not less than 13.8-bar (200 psi) pressure for 2 hours, or at 3.4-bar (50 psi) in excess of the maximum pressure, where maximum pressure is in excess of 10.3-bar (150 psi), shall be conducted on dry standpipe systems and dry portions of wet standpipe systems.

**Test and Drain Valve Replacement**

- Remove existing test and drain valves in six (6) locations and replace with proper test and drain valves c/w gauges.
- All work to conform to the applicable NFPA standards and the National fire code.
- Work shall be conducted scheduled and conducted during first two years of contract.
- Supply a complete set of documentation of the test and inspection reports.

**Flow Switch Replacement**

- Replace eight (8) flow switches on the following systems:
  - 1st Floor Serving South/West
  - 2nd Floor Serving 3rd floor
  - 2nd Floor Serving South/West
  - 3rd Floor Serving Room 307/308
  - Basement Serving Zone 6/M1
  - Basement Serving Room 311
  - Basement Serving Mechanical Room M4
  - Basement Serving Sub Basement 7D.
- All work to conform to the applicable NFPA standards and the National fire code.
- Work shall be scheduled and conducted during first two years of contract.
- Supply a complete set of documentation of the test and inspection reports.

**Schedule & sequence of work**

- Minimum 5 days' notice is required prior to starting any inspections.
- Work schedule must be coordinated with the CSA/DFL Authority or his assigned representative.

**Working Hours:**

- Annual and semi-annual inspections are to be conducted during the regular working hours of the facility from 7:00 AM to 4:00 PM.

### **Hourly rate for work in regular working hours**

The hourly rate for work in regular working hours is designed to cover the costs incurred by the Contractor in executing a service call and/or maintenance work in an area where the CSA/DFL employees may be continuing their activities. This hourly rate aims to compensate for cleaning costs, security and precautions the Contractor must take to complete its assignment. This rate applies to all service call and/or maintenance costs for work or parts of projects executed during regular working hours Monday-Friday (from 7:00 a.m. to 4:00 p.m.).

### **Hourly rate for work performed outside regular working hours**

The hourly rate for work performed outside regular working hours is designed to cover costs incurred by the Contractor when responding to a service call and/or maintenance work on evenings, weekends or statutory holidays. This rate applies to all construction and/or maintenance costs, additional cleaning costs and security for projects or parts of projects executed outside regular working hours (from 4:00 p.m. to 7:00 a.m.), as well as weekends and statutory holidays.

### **Equipment, tools and safety equipment**

Supply equipment and tools to complete the work as per Project Authority instructions and/or Scope of Work; these have to be up to date, in good standing and CSA approved. CSA/DFL will not provide, rent or lend any tools and equipment to complete the work or any portion of the work assigned to the contractor.

### **Materials**

Unless otherwise specified, supply, deliver and install all materials required for project execution. All materials to be new with manufacturer's seal intact and label; all materials and equipment used shall be cUL, ULC or CSA approved for designated application.

The Contractor shall be responsible for having its materials delivered to the CSA/DFL loading dock, then transporting said materials from the loading dock to the work site within 12 hours of delivery.

CSA/DFL reserves the right to supply materials and parts; Contractor shall be responsible for transporting said materials from the warehouse to the work site.

### **Removal of debris**

Contractor shall remove from the work site at the end of each work shift or as instructed by the Project Authority all rubbish or debris generated from the work activity. Contractor will be responsible to clean the work area and any other space that has been affected by his activity. All debris shall be disposed into appropriate bins (i.e. metal, paper, garbage) provided by the CSA/DFL.

### **Occupational health and safety**

Ensure that all resources assigned to work have the necessary valid training, certificates and/or licenses of qualification required by law prior to performing any work. Upon request, Project Authority might ask for a copy of such permit, licence or certificate when on site.

The purpose of these requirements is to minimize or eliminate risk to personnel health & safety and to the environment. All Contractors and Sub-Contractors performing work at CSA/DFL facilities are expected to comply with CSA/DFL applicable health and safety guidelines, applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices.

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa, Ontario**

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All labour shall implement Lock Out/Tag Out that meets applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices to include electrical and other forms of hazardous energy as necessary. All labour must have received prior training and will be briefed on in-house Lock Out/Tag Out (LOTO) procedure by their assigned Project Authority. Procedures must be strictly followed.

All LOTO activities MUST be coordinated with the CSA/DFL Project Authority.

**Building Security**

All staff employed by the Contractor, regardless of hours of work, MUST sign IN and OUT and, enter the times of arrival and departure in registers or on sheets provided in a specific designated area. In the event of a dispute and the absence of other evidence, the Register will be regarded as evidence of hours of work. Failure to "sign in or out" will render the entry invalid.

Visitor badge must be prominently displayed at all times.

No audio/visual equipment or cameras are permitted in the buildings.

No cellular phones, 2-way radios or wireless phones are permitted in cleanroom areas.

**Service availability**

Ensure that labour is capable and available to perform the work according to the schedule agreed upon by the Contractor and the CSA/DFL, including 24-hour emergency service with a response time not to exceed two (2) hours from when the call is placed to the arrival of a service technician.

**APPENDIX B**

**UNIT PRICE TABLE**

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa**

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The unit Price Table designates the Work to which a Unit Price Arrangement applies.

- (a) The Price per Unit and the Estimated Total Price must be entered for each Item listed.
- (b) Firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services as detailed in Statement of Work, located in Appendix A.

**Annual Firm Price for annual & semi-annual inspection and testing**

	<b>Year 1</b> November 5 <sup>th</sup> , 2015 to November 4 <sup>th</sup> , 2016	<b>Option Year 1</b> November 5 <sup>th</sup> , 2016 to November 4 <sup>th</sup> , 2017	<b>Option Year 2</b> November 5 <sup>th</sup> , 2017 to November 4 <sup>th</sup> , 2018	<b>Option Year 3</b> November 5 <sup>th</sup> , 2018 to November 4 <sup>th</sup> , 2019	<b>Option Year 4</b> November 5 <sup>th</sup> , 2019 to November 4 <sup>th</sup> , 2020
<b>Annual firm price</b>	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year

**Work for the following:**

	<b>Flow Switch Replacement Performed during Year 1</b>	<b>Test and Drain Valve Replacement Performed during Year 1</b>	<b>Five Year Internal Inspection Performed during Year 1</b>
<b>Annual firm price</b>	_____ \$ /year	_____ \$ /year	_____ \$ /year

**Extra Work – “As and When Requested” and/or “Emergency Service Calls”**

"Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. When "As and When Requested" work is requested during the contract period, the contractor must complete and submit "Cost Estimate Form for Extra Work". Written authorization must be obtained from the CSA/DFL Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs).

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa**

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**LABOUR:** Fixed hourly rate shall be:

**Work schedule – Monday to Friday, 7:00 a.m. to 4:00 p.m. (if applicable)**

	<b>Year 1</b> November 5 <sup>th</sup> , 2015 to November 4 <sup>th</sup> , 2016	<b>Option Year 1</b> November 5 <sup>th</sup> , 2016 to November 4 <sup>th</sup> , 2017	<b>Option Year 2</b> November 5 <sup>th</sup> , 2017 to November 4 <sup>th</sup> , 2018	<b>Option Year 3</b> November 5 <sup>th</sup> , 2018 to November 4 <sup>th</sup> , 2019	<b>Option Year 4</b> November 5 <sup>th</sup> , 2019 to November 4 <sup>th</sup> , 2020
<b>Sprinkler and Fire Protection Installer</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour
<b>Certified Electrician</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour
<b>Certified Backflow Technician</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

**Overtime – Monday to Friday, 4:00 p.m. to 7:00 a.m. (if applicable)**

	<b>Year 1</b> November 5 <sup>th</sup> , 2015 to November 4 <sup>th</sup> , 2016	<b>Option Year 1</b> November 5 <sup>th</sup> , 2016 to November 4 <sup>th</sup> , 2017	<b>Option Year 2</b> November 5 <sup>th</sup> , 2017 to November 4 <sup>th</sup> , 2018	<b>Option Year 3</b> November 5 <sup>th</sup> , 2018 to November 4 <sup>th</sup> , 2019	<b>Option Year 4</b> November 5 <sup>th</sup> , 2019 to November 4 <sup>th</sup> , 2020
<b>Sprinkler and Fire Protection Installer</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour
<b>Certified Electrician</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour
<b>Certified Backflow Technician</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa**

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**Overtime – Saturday, Sunday and holidays (if applicable)**

	<b>Year 1</b> November 5 <sup>th</sup> , 2015 to November 4 <sup>th</sup> , 2016	<b>Option Year 1</b> November 5 <sup>th</sup> , 2016 to November 4 <sup>th</sup> , 2017	<b>Option Year 2</b> November 5 <sup>th</sup> , 2017 to November 4 <sup>th</sup> , 2018	<b>Option Year 3</b> November 5 <sup>th</sup> , 2018 to November 4 <sup>th</sup> , 2019	<b>Option Year 4</b> November 5 <sup>th</sup> , 2019 to November 4 <sup>th</sup> , 2020
<b>Sprinkler and Fire Protection Installer</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour
<b>Certified Electrician</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour
<b>Certified Backflow Technician</b>	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

**Minimum hours billed per “Emergency Service Call” only (not applicable for extra work)**

**Work schedule – 24 hours on 24, 7 days on 7 (if applicable)**

	<b>Year 1</b> November 5 <sup>th</sup> , 2015 to November 4 <sup>th</sup> , 2016	<b>Option Year 1</b> November 5 <sup>th</sup> , 2016 to November 4 <sup>th</sup> , 2017	<b>Option Year 2</b> November 5 <sup>th</sup> , 2017 to November 4 <sup>th</sup> , 2018	<b>Option Year 3</b> November 5 <sup>th</sup> , 2018 to November 4 <sup>th</sup> , 2019	<b>Option Year 4</b> November 5 <sup>th</sup> , 2019 to November 4 <sup>th</sup> , 2020
<b>Minimum hours billed (if applicable)</b>	_____ hours	_____ hours	_____ hours	_____ hours	_____ hours

**Materials (if applicable)**

	<b>Year 1</b> November 5 <sup>th</sup> , 2015 to November 4 <sup>th</sup> , 2016	<b>Option Year 1</b> November 5 <sup>th</sup> , 2016 to November 4 <sup>th</sup> , 2017	<b>Option Year 2</b> November 5 <sup>th</sup> , 2017 to November 4 <sup>th</sup> , 2018	<b>Option Year 3</b> November 5 <sup>th</sup> , 2018 to November 4 <sup>th</sup> , 2019	<b>Option Year 4</b> November 5 <sup>th</sup> , 2019 to November 4 <sup>th</sup> , 2020
<b>Percentage of mark-up on materials (if applicable)</b>	_____ %	_____ %	_____ %	_____ %	_____ %

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
for the Canadian Space Agency – David Florida Laboratory (DFL) in Ottawa**

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**For the purpose of the evaluation (the evaluation will included the total for the five (5) years)**

- Annual firm price
  - 25 hours per year (Sprinkler and Fire Protection Installer during regular hours of work)
  - 5 hours per year (Certified Electrician during regular hours of work)
  - 5 hours per year (Certified Backflow Technician during regular hours of work)
  - 5 hours per year (Sprinkler and Fire Protection Installer during overtime hours of work – Monday to Friday 4:00 pm to 7:00 am)
  - 2 hours per year (Certified Electrician during overtime hours of work – Monday to Friday 4:00 pm to 7:00 am)
  - 2 hours per year (Certified Backflow Technician during overtime hours of work – Monday to Friday 4:00 pm to 7:00 am)
  - 2 hours per year (Sprinkler and Fire Protection Installer during overtime hours of work – Saturday, Sunday and Holidays)
  - 2 hours per year (Certified Electrician during overtime hours of work – Saturday, Sunday and Holidays)
  - 2 hours per year (Certified Backflow Technician during overtime hours of work – Saturday, Sunday and Holidays)
  - 2 calls per year X minimum hour billed X hourly rate during regular hour
  - Material, equipment and supplies: estimated 5,000.00\$ per year
- \* Approximate quantities are provided on an estimated basis; these quantities may be revised upwards or downwards according to operational requirements.



**APPENDIX C**

**PERFORMANCE EVALUATION REPORT**

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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**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:

<b>*Supplier</b>										
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:									

**ANNUAL & SEMI-ANNUAL INSPECTION AND TESTING OF SPRINKLER,  
FIRE EXTINGUISHERS, PRE-ACTION & BACKFLOW PREVENTERS  
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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>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"> <li>a. Invoices</li> <li>b. Progress reports</li> <li>c. Reports on use or business volume</li> <li>d. Meeting agendas and minutes</li> <li>e. Documentation and quality of work</li> </ul>	<p>10 9 8 7 6 5 4 3 2 1</p>
<p><b>TOTAL</b></p>	<p><b>/60</b></p>

**Overall Rating**

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

**APPENDIX D**

**DRAWINGS  
SUMMARIZING  
THE FIRE PROTECTION SYSTEMS AT DFL**

\*\*\* For information only and English only