

REQUEST FOR PROPOSAL (RFP) # 9F030-20150652

For the requirement of

**UPS Maintenance services
for the David Florida Laboratory in Ottawa**

**Bid Submission Deadline:
MARCH 02, 2016 at 14:00 PM (EST)**

Submit Bids to:

Canadian Space Agency

TENDERS RECEPTION OFFICE

Receiving/Shipping (between 8:00 and 16:30)

Monday to Friday, From 08h00 to 16h30 (closed between 12h00 and 13h00)

6767 route de l'Aéroport

Saint-Hubert(Québec) J3Y 8Y9

Canada

Attention to: Claudine Morin

Email: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

Reference: CSA File No. **9F030 – 20150652**

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

February 11, 2016

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Submission of a bid
3. Summary
4. Debriefing
5. Communications notification

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of a bid
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Ombudsman clause
6. Direct Deposit
7. Optional site visit

PART 3 - BID PREPARATION INSTRUCTIONS

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of selection

ATTACHMENT 1 TO PART 4 – EVALUATION METHODOLOGY AND MANDATORY TECHNICAL AND RATED CRITERIA

PART 5 – CERTIFICATIONS

1. Certifications Precedent to Contract and required with the bid

ATTACHMENT 1 TO PART 5 – CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND REQUIRED WITH THE BID

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Description of requirement
2. Standard Clauses and Conditions
3. Security requirement
4. Term of the contract
5. Authorities
6. Basis of payment
7. Payment method
8. Certification
9. Applicable Laws
10. Replacement of specific individuals
11. Priority of documents
12. Procurement Ombudsman – Dispute resolution services
13. Procurement Ombudsman – Contract administration
14. Government site regulations
15. Direct deposit

UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa

List of Annexes:

Appendix A – Statement of work

Appendix B – Unit price table

Appendix C – Forms to be completed by the supplier

Appendix D – Performance evaluation report

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 bid;

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 Requirements.

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

The Attachments include

Attachment 1: Pricing Schedule

Attachment 2: Technical Criteria

Attachment 3: Certifications precedent to contract award and required with the Bid

The Annexes include the:

Appendix A – Statement of Work

Appendix B – Basis of Payment

Appendix C – Forms to be completed by the supplier (mandatory criteria)

Appendix D – Performance evaluation report

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 is incorporated by reference and is 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: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

3. Summary

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations specialized to provide UPS maintenance services for the David Florida Laboratory in Ottawa.

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 Appendix A.

4. Debriefings

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

5. 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.

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 *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat>

Bidders who 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.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/20>

2. Submission of a Bid

Bids must be submitted only to Canadian Space Agency by the date, time and place indicated on page 1 of the bid solicitation.

You can send your proposal by email or mail.

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

You can also send your proposal at the following email address:
asc.soumissionscontrats-contractssubmissions.csa@canada.ca

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (claudine.morin@canada.ca) no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable government of Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where government of Canada determines that the enquiry is not of a proprietary nature. Government of Canada may edit the questions or may request that the

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by government of Canada.

4. Applicable Laws

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

5. Ombudsman clause

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contract under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

6. Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

7. Optional site visit

Arrangements have been made for non-mandatory site visit to be held on **February 24, 2016, at 10:00am at the David Florida Laboratory (3701 Carling Avenue, CP11490, Succ. H, Ottawa Ontario K2H 8S2)**. It is recommended that the bidders communicate with the Contracting Authority to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment. 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.

PART 3 - BID PREPARATION INSTRUCTIONS

Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (one hard and/or electronic copy by email);
- Section II: Financial Bid (one hard and/or electronic copy by email);
- Section III: Certifications (one hard and/or electronic copy by email).

UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Multiple bids from the same bidder are not permitted in response to this bid solicitation. Each bidder must submit only a single bid. If more than one bid is submitted by the same bidder, Canada will accept only the first bid presented and reject all other bids.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Résumés for Proposed Resources: Unless specified otherwise in the RFP, the technical bid must include résumés for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the qualification requirements described in the Flexible Grid outlined in Annex A of the Supply Arrangement (including any educational requirements, work experience requirements, and professional designation or membership requirements). Résumés should state the current level of personnel security held by the consultant(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s) if applicable.

Attachment 1 to Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.
- 1.2 Bidders must submit their rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.
- 1.3 When preparing their financial bid, bidders should review the basis of payment in Annex B and section 2 of Attachment 1 to Part 4.
- 1.4 Bidders should include the following information in their financial bid:

1) Name: _____

2) Address: _____

3) Telephone: _____ Fax: _____

4) Email: _____

5) Email for financial questions: _____

6) Procurement Business Number (PBN): _____

7) Tax number: _____

8) Board of directors (members):

Section III: Certifications

Bidders must submit the certifications required under Part 5.

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed.

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a all travel and living expenses for work performed within the Contractor's place of business to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- b any travel expenses for travel between the Contractor's place of business and to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- c any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation;
- d the price must be entered for each item listed; and
- e the price are firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labor for all inspections, testing, cleaning and maintenance services.

1) Annual Firm Price for annual & semi-annual inspections and maintenance

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Annual firm price	_____ \$ /year	_____ \$ /year	_____ \$ /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 labor, 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 Labor Rate (including Overhead, Profit, and all related Costs).

2) LABOR: Fixed hourly rate shall be:

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

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Electrician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

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

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Electrician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

Overtime – Saturday, Sunday and holidays (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Electrician	_____ \$ /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)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Minimum hours billed	_____ hours	_____ hours	_____ hours	_____ hours	_____ hours

3) Materials (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Percentage of mark-up on materials (if applicable)	_____ %	_____ %	_____ %	_____ %	_____ %

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

- Annual firm prices
- 8 hours per year (Qualified Electrician) during regular hours of work
- 2 hours per year (Qualified Electrician during overtime hours of work – Monday to Friday 4:00 pm to 7:00 am).
- 2 hours per year (Qualified Electrician 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 2,000.00\$ per year + percentage of profit

*** Quantities mentioned above are indicated for information purposes and evaluation only.**

PARTIE 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) The propositions will be evaluated in regards to all the criteria of the present request for proposals, including technical evaluation criteria and financial.
- b) An evaluation team made up representatives of government of Canada will evaluate the proposal.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

2. Basis of Selection: BASIS OF SELECTION: Highest Combined Rating of Technical Merit (60%) and Price (40%)

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the highest Combined Rating of Technical Merit (60%) and Price (40%).

Bids not meeting (a), (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : $PS_i = LP / P_i \times 40$. P_i is the evaluated price (P) of each responsive bid (i).

A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 60$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified, determined as follows: total number of points obtained / maximum number of points available.

The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$

The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid which has the lowest evaluated price will be recommended for award of a contract.

(See example below)

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

Example based on 75% for the technical and 25% for the price

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available point equals 300 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)			
	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	230/300	180/300	185/300
Bid Evaluated Price	55,000.00 \$	50,000.00 \$	45,000.00 \$
Calculations			
Technical Merit Score	$230/300 \times 75 = 57.50$	$180/300 \times 75 = 45.00$	$185/300 \times 75 = 46.25$
Pricing Score	$45000/55000 \times 25 = 20.45$	$45000/50000 \times 25 = 22.5$	$45000/45000 \times 25 = 25.00$
Combined Rating	77.95	67.5	71.25
Overall Rating	1 ^{er}	3 ^e	2 ^e

ATTACHMENT 1 TO PART 4 EVALUATION METHODOLOGY AND MANDATORY TECHNICAL AND RATED CRITERIA

1. Evaluation Methodology

The winning bidder will be selected using the weighting factors of 60% for technical evaluation and 40% for price:

- a. Proposals will first be screened against mandatory criteria. Those proposals that do not meet the requirements for the mandatory criteria will not be considered any further in the evaluation.
- b. Proposals will then be judged against the rated criteria. Those proposals that do not achieve a minimum score of 18 points on 50 points on the rated criteria will not be considered any further in the evaluation.
- c. The rated technical score from each of the remaining proposals will then be added to the score for the price. The score for the price will be set by giving the full 40 points to the lowest qualified bidder. Price proposals of other responsive bidders will be prorated from the lowest bid.

2. Submission of evidence

Submission of Evidence should be included with the bid at the closing of solicitation. Failure to comply with this requirement 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.

The Bidder is responsible for complete bid submission including the following forms, copies of insurance certificates, technicians' licensing documentation and all information as per the evaluation and bidding instructions.

The Bidder must provide clear evidence to demonstrate that the service personnel proposed to perform maintenance of UPS equipment have five (5) recent¹ years of experience² and past performance by referencing three (3) similar³ projects/contracts within the last five (5) years whereby the service personnel have performed satisfactorily. The Bidder must complete the form at Appendix "C" for each Electrician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of two (2) qualified personnel will be assessed. The first two (2) proposed employees listed in the proposal will be considered for evaluation.

The Bidder shall provide three (3) references of their response history of emergency calls during regular business hours, after regular hours, statutory holidays and on week-ends.

The Bidder shall provide three (3) detailed references of their positive responses in order to schedule and to perform inspection, testing and maintenance work within a week period from the day of client's request.

¹ Recent experience – is defined as an experience gained since January 2010 and includes the solicitation closing date.

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

- ² Experience – is defined as when the Bidder certifies that all the detailed 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.
- ³ Similar – is defined as maintenance and/or construction service of different types of UPS equipment including electrical installations and UPS maintenance contracts 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 possesses experience working in high-tech / industrial / laboratory / aerospace industry.

The Bidder must provide clear evidence of its recent years' experience and past performance by referencing: three (3) similar projects/contracts within the five (5) years whereby the organization has performed satisfactorily. The Bidder must complete the following form of Appendix "C" in order to demonstrate that the Company has the required experience.

If the Bidder submits three (3) 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.

The form summarizes the Mandatory and Rated Evaluation Criteria and works as a check list for the Bidder to provide, on time, the complete documentation to CSA/DFL Contracting Authorities (completed Appendix C)

The form will be used by CSA/DFL to screen all Bidders' submissions and perform a clear evaluation.

3. Mandatory Personnel experience and past performance

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

#	Mandatory Criteria	Bidder Response Description (include location in bid)	Met/Not Met
MC1	The Bidder provided documentation that the company has been in business for at least five (5) years.		
MC2	The Bidder provided documentation that the company holds a minimum \$2,000,000.00 of professional and civil liability insurance policy.		

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

MC3	The Bidder provided two (2) names of qualified Electricians that have at least five (5) years of experience.		
MC4	<p>The Bidder provided copies of card and licensing documentation of two (2) qualified Electricians.</p> <p>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:</p> <ul style="list-style-type: none"> - Certified Electrician –Two (2) Service Electricians with: - A valid Master Electrical Contractor License within the province of Ontario. - The Bidder must supply a valid copy of all these licenses and certificates with its tender submission. 		
MC5	The Bidder demonstrated that two (2) Electricians proposed to perform testing/inspection/maintenance services of UPS equipment have at least five (5) recent years' of relevant experience and past performance by referencing and providing details of three (3) similar projects/contracts within last five years (5) whereby the service personnel have performed satisfactorily.		
MC6	The Bidder submitted complete forms of Mandatory Personnel Experience and Past Performance for all qualified personnel including project details as described.		
MC7	The Bidder submitted complete forms of Mandatory Company Experience and Past Performance including three (3) Project/Contract References and projects' related details as described.		
MC8	The Bidder ensured that labor resources are 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 to the site.		

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

4. Rated Criteria

#	Rated Criteria	Bidder Response Description (include location in bid)	Points
RC1	The qualified Bidder provided excess of detailed description of the UPS maintenance experience to the CSA/DFL Contracting Authority including list of projects, list of UPS equipment served, details of provided inspection and maintenance work for UPS equipment, identified technical issues of UPS equipment, troubleshooting procedures and repair solutions executed by the Bidder. The Bidder included those details into the form of Company Experience and Past Performance (Three (3) Mandatory Project/Contract References) in Appendix "C" (please use additional page to provide details for review).		10 points
RC2	The Bidder demonstrated detailed experience of the Qualified Electrician #1 in maintenance, inspection, troubleshoot and repair of UPS stations: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - UPS stations made by EATON within fifteen (15) recent years 		2 points 5 points 10 points
RC3	The Bidder demonstrated detailed experience of the Qualified Electrician #2 in maintenance, inspection, troubleshoot and repair of UPS stations: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - UPS stations made by EATON within fifteen (15) recent years 		2 points 5 points 10 points
RC4	The bidder demonstrated detailed experience of the Qualified Electrician #1 in maintenance, inspection, troubleshoot and repair electrical services, voltage from 120VAC/VDC to 600 VAC: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - Within fifteen (15) recent years 		2 points 5 points 10 points
RC5	The bidder demonstrated detailed experience of the Qualified Electrician #2 in maintenance, inspection, troubleshoot and repair electrical services, voltage from 120VAC/VDC to 600 VAC: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - Within fifteen (15) recent years 		2 points 5 points 10 points

*** Total Score: 50 points**

*** Minimum passing grade: 18 points**

PART 5 - CERTIFICATIONS

PART 5 - CERTIFICATIONS

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

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

1. Certifications Required with the Bid

Bidders must submit as part of their bid the certifications included in Attachment 1 to Part 5, Certifications Required with the Bid, duly completed.

**ATTACHMENT 1 TO PART 5
CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND REQUIRED WITH THE BID**

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24 hours time frame 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.

A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

C. LEGAL ENTITY AND CORPORATE NAME

1. The bidder hereby certifies that it is a (circle one);
 - a. sole proprietorship,
 - b. partnership, or
 - 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:

D. 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" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office", 380 (Fraud committed against Her Majesty) or 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.

E. ATTESTATION – FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

F. STATUS AND AVAILABILITY OF RESOURCES

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement in the maximum delay of 14 days. For the purposes of this clause, only the following reasons will be considered as beyond the

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

G. 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.

ATTESTATION

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

ATTESTATION SIGNATURE

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

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

SIGNATURE

Name and title of the authorized person for the contractor

Signature

Date

PART 6 – SECURITY REQUIREMENTS

Security Requirements

The work to be performed under this RFP do requires a reliability status. 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 7A - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Description of requirement

The Contractor shall perform and complete the Work as per the indications in the appendix A.

2. Standard Clauses and Conditions

All conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works Government Services Canada (PWGSC). The SACC Manual is available on the website of PWGSC:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2.1 General Conditions

2010C (2015-09-03) General Conditions – Services (medium complexity) applied to the contract and they are integral part of it.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/15>

2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

3. Security Requirement

The work to be performed under this RFP do requires a reliability status. 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.

4. Term of contract

4.1 Period of the contract

The period of the contract to be issued in response to this RFP will be for one (1) year from the date of the award of the contract.

4.2. Option to extend the contract

The Contractor grants to government of Canada the irrevocable option to extend the term of this contract by four (4) periods of one (1) year at the time each under the same terms and conditions. Government of 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.

5. Authorities

5.1 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
Telephone: (450) 926-4427
Facsimile: (450) 926-4969
E-Mail: Claudine.morin@canada.ca

The Contracting Authority is responsible for the management of the contract and any changes to the contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

To be inserted at contract award

5.3 Contractor's Representative

To be inserted at contract award

6. Basis of payment

- Limitation of expenditures

Government of Canada's total liability to the contractor under the contract must not exceed **\$ 9,000.00 per year** for the limitation of expenditures part of the contract, harmonized sales tax is extra, if applicable.

No increase in the total liability of government 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 contractor authority before their incorporation into the work. The

contractor must not perform any work or provide any service that would result in government of 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 percent committed, or
- 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 government of Canada's liability.

7. Payment method

Payment requests must be made once per month after reception of a call up.

8. Certifications

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

9. Applicable Laws

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

10. Replacement of specific individuals

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

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

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

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the contract.

11. 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, which appears on the list, the wording of the document, which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

- a) the contract document including appendices;
- b) 2010C (2015-09-03) General Conditions – Services (medium complexity);
- c) Appendix C – Statement of work;
- e) the supplier proposal dated _____ (insert the date of the proposal) (*if the proposal has been clarified or revised, insert when you issue the contract : « clarified on _____ » **or** « , modified on _____ » and insert dates of clarifications or amendments*).

12. 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.

13. 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.

14. Government site regulations

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

15. Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

APPENDIX A

STATEMENT OF WORK

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

Project Intent

To provide periodic maintenance and emergency services for three of our UPS systems referred to below.

Project Requirements

Provide annual and semi-annual preventative maintenance on our UPS systems according to the manufacturer's recommendations for the UPS models indicated below:

LIST OF UPS EQUIPMENT

Make	Model	Serial #	Location	Assigned to
Eaton	9355-15	bc062jba04	Room E-7a	Vibration Cell UPS
Eaton	9355-15	be012jba01	Room E-7a	TVAC UPS
Eaton	9355-30	bb492kxx08	Room 307-m	Main IT Server(s)

If not already stated in the manufacturers recommendations, perform the following tasks:

Visually inspect equipment for loose connections, burned insulation or any other signs of wear;

Visually check for liquid contamination from batteries and capacitors;

Clean and vacuum UPS equipment enclosures;

Check and record environmental conditions and performance related to temperature and humidity including unit fans;

Provide a complete operational test of the system, including a monitored battery-rundown test to determine if any battery strings or cells are near the end of their useful lives **(annual only)**;

Perform impedance testing on exposed batteries;

Test UPS transfer switches, circuit breakers and maintenance bypasses **(annual only)**;

Provide written report to the DFL representative of all works performed on the units.

Delivery of Materials and Service. Schedule & Sequence of Works

Work schedule must be coordinated with the CSA/DFL Authority or his assigned representative. At the beginning of each maintenance year the Contractor must send a written request including their recommendations to the Building Engineer with CSA/DFL Authority to initiate the planning of maintenance works. The Contractor shall notify of the potential impact of maintenance work on the facility's equipment and operations.

Upon receipt, the CSA/DFL Authority shall provide the maintenance schedule for the yearly maintenance period and the Contractor must follow the established dates of the maintenance schedule.

Work is to be conducted during the working hours of the facility from 7:00 AM to 4:00 PM, Monday to

Friday unless it is an emergency.

A minimum of 10 days' notice and confirmation must be given to the CSA/DFL Building Engineer prior to any inspections, site service works and maintenance visits.

Hourly rate for work during regular working hours

Provide a firm price for annual and semi-annual inspections and an hourly rate for on-call 24/7 emergency service. Rates are to include all travel expenses. Minimum hourly charge for service calls with pricing of parts to be clearly stipulated separately in the proposal.

The hourly rate for work performed during 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 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.

The rate applies to all service calls and/or maintenance costs for work executed during regular working hours of Monday to Friday from 7:00 AM to 4:00 PM.

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 during evenings, weekends or statutory holidays.

The rates apply to all construction and/or maintenance costs, additional cleaning costs and security for maintenance works or parts of those works executed outside regular working hours, from 4:00 p.m. to 7:00 a.m. on weekdays, as well as weekends and statutory holidays.

Equipment, tools and safety equipment

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

Materials

Unless otherwise specified, the Contractor is to supply, deliver and install all materials required for contract 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. The Contractor shall be responsible for transporting said materials from the warehouse to the work site.

Removal of debris

The Contractor shall remove from the work site, at the end of each inspection or as instructed by the Building Engineer, all rubbish or debris generated from the work activity. The Contractor will be responsible to clean the work area and any other space that has been affected by his (her) activity. All debris shall be disposed of 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 at the bidding stage. Upon request, CSA/DFL O&M Authority may ask for a copy of such permits, licenses or certificates prior to performing any work, or 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 applicable CSA/DFL health and safety guidelines, applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices.

All technicians 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 steam, electrical and other forms of hazardous energy, as necessary. All technicians must have received prior training and will be briefed on in-house Lock Out/Tag Out (LOTO) procedures by their assigned CSA/DFL O&M Authority. Procedures must be strictly followed.

All LOTO activities MUST be coordinated with the CSA/DFL O&M 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.

A Visitor's badge must be prominently displayed at all times.

No audio/visual equipment, cellular phones or cameras are permitted in any of the CSA/DFL buildings.

No 2-way radios or cellular/wireless phones are permitted in CLEANROOM areas.

Service availability

Ensure that resources are 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 to the site.

Provide a single point of contact and its manager's contact information for the emergency service calls.

Provide next day service for non-emergency type service calls.

APPENDIX B

UNIT PRICE TABLE

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

The rates specified below, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- all travel and living expenses for work performed within the Contractor's place of business to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- any travel expenses for travel between the Contractor's place of business and to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation;
- the price must be entered for each item listed; and
- the price are firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labor for all inspections, testing, cleaning and maintenance services.

1) Annual Firm Price for annual & semi-annual inspections and maintenance

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Annual firm price	_____ \$ /year	_____ \$ /year	_____ \$ /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 labor, 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 Labor Rate (including Overhead, Profit, and all related Costs).

2) LABOR: Fixed hourly rate shall be:

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

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Electrician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

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

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Electrician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

Overtime – Saturday, Sunday and holidays (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Electrician	_____ \$ /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)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Minimum hours billed	_____ hours	_____ hours	_____ hours	_____ hours	_____ hours

3) Materials (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Percentage of mark-up on materials (if applicable)	_____ %	_____ %	_____ %	_____ %	_____ %

The estimated value of the contract will be 9,000.00\$ before tax per year.

APPENDIX C

FORMS TO BE COMPLETED BY THE SUPPLIER

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

1. Form of Mandatory Personnel Experience and Past Performance

NAME OF QUALIFIED ELECTRICIAN 1:			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
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)
Description of Project/ Contract			

UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa

NAME OF QUALIFIED ELECTRICIAN 2:

Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
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)
Description of Project/ Contract			

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

2. Form of Mandatory Company's Experience and Past Performance

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
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)
Description of Project/Contract including equipment models and troubleshooting and maintenance techniques applied to demonstrate Bidder's knowledge and experience			

APPENDIX D

PERFORMANE EVALUATION REPORT

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

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:		

**UPS MAINTENANCE SERVICES
for the David Florida Laboratory in Ottawa**

5. Please rate the quality of communication between the department and the supplier.	10 9 8 7 6 5 4 3 2 1
	Comments:
6 Were all administrative documents received in accordance with the requirements of the contract? Administrative documents can include but are not limited to: a. Invoices b. Progress reports c. Reports on use or business volume d. Meeting agendas and minutes e. Documentation and quality of work	10 9 8 7 6 5 4 3 2 1
	Comments:
TOTAL	/60

Overall Rating

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