

REQUEST FOR PROPOSAL (RFP) # 9F030-20151006

For the requirement of

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES
FOR STAND-BY GENERATORS
at the David Florida Laboratory (DFL) in Ottawa**

**Bid Submission Deadline:
MAY 16, 2016 at 10:00 AM (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 – 20151006**

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

April 28, 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. Financial evaluation
3. Basis of selection
4. Mandatory criteria
5. Mandatory personnel experience

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 - 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
16. Performance evaluation report

List of Attachments:

Attachment 1 – Pricing Schedule

Attachment 2 – Certifications precedent to contract award and required with the Bid

List of Annexes:

Appendix A – Statement of work

Appendix B – Unit price table

Appendix C – 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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include

Attachment 1: Pricing Schedule

Attachment 2: 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 – 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 preventative maintenance and repair services for stand-by generators for the David Florida Laboratory (DFL) 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 (2016-04-04) 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/1/2003/21>

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 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 **May 9, 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).

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.

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

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.

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at 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.

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at 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.

***** Rates indicated below are firm before tax**

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Preventive Maintenance Pricing:

Generator 1: ONAN/CUMMINGS 1500KW

Firm Annual Price	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Regular inspection, test and maintenance	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year
Quarterly inspections, test and maintenance (PM1)	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year
Annual inspection, test and maintenance (PM2)	\$_____/year	\$_____/year	\$_____/year	\$_____/year	\$_____/year
Cooling system flush and replacement of coolant	N/A	N/A	\$_____/year	N/A	N/A

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Generator 2: CATERPILLAR 350KW

Firm Annual Price	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Regular inspection, test and maintenance	\$ _____/month x 2 months = \$ _____/year				
Quarterly inspections, test and maintenance (PM1)	\$ _____/quarter X 3 quarters = \$ _____/year				
Annual inspection, test and maintenance (PM2)	\$ _____/year				
Cooling system flush and replacement of coolant	N/A	N/A	\$ _____/year	N/A	N/A

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Hourly rate for repair and emergency service (if applicable):

Hourly rates	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Regular Hours Monday to Friday from 7:00am to 4:00pm	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
Over time hours Monday to Friday from 4:00pm to 7:00am	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
Weekends and holidays	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
Minimum hours billed per service call	_____ hour	_____ hour	_____ hour	_____ hour	_____ hour

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Material fees (if applicable):

	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Percentage of mark up on materials	_____ %	_____ %	_____ %	_____ %	_____ %

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

- Total of the regular monthly inspection firm price per year X five (5) years
- Total of the quarterly inspection firm price per year X five (5) years
- Total of the annual inspection firm price per year X five (5) years
- Cooling system flush and replacement of coolant X one (1) year
- 20 regular hours per year X five (5) years
- 10 overtime hours per year X five (5) years
- 10 hours during week-ends and holidays per year X five (5) years
- 2 hours during regular hours X 2 services call per year X minimum hours bills per service call X five (5) years)
- 2,000.00\$ per year for materials X % per year X five (5) years

*** 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.

2. Financial Evaluation

Clause of the manual of SACC A0220T (2014-06-26) Evaluation of price

3. Basis of selection

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria
- 2. Bids not meeting (a) and (b) will be declared non-responsive.
- 3. The lowest evaluated responsive bid will be recommended for a contract.

4. Mandatory Criteria

- 1) The Contractor shall hold the appropriate licenses for the work requested in this contract as outlined below in Mandatory personnel experience below. It shall supply a valid copy of all these licenses and certificates with its tender.
- 2) Provide documentation that the company has been in good standing business for a minimum of five (5) years.
- 3) The company shall hold a minimum \$2,000,000 professional and civil liability insurance policy.
- 4) Contractor as a maintenance center must have access to the original generator parts, ONAN manufacturer's service data base of all service bulletins, engine parts' updates and other maintenance information from the engine manufacturer.
- 5) Access to INSITE and INPOWER diagnostic applications and Powerware control application to perform full maintenance of Onan generators and to make assessments of generator status, reset parameters, and/or diagnose any issues.

5. Mandatory Personnel experience

- Minimum 5 years recent work experience troubleshooting, repairing, testing and maintaining life safety emergency diesel generators (350kW to 2000 kW) and automatic transfer switches in occupied buildings, commercial offices and/or industrial building.

The personnel must have the following:

- 1) Heavy Equipment Technician certification or diploma and currently working for ONAN authorized maintenance center and shall provide evidence of training on ONAN generators 1.0 MW capacity and higher;
- 2) Licensed Electrician trained to perform work on the automatic transfer switches and associated electrical equipment and has previous maintenance experience with automatic transfer switch (ATS) at 600V, 2,500 Amps;
- 3) Technicians shall be licensed to use INSITE and INPOWER software programs for diagnostics applications of Onan generators and use Powerware control application to perform monitoring and visual maintenance.

Note: These qualifications can be held by one or two individuals.

The Bidder shall submit with its proposals, for approval, the resumés and competency certificates of the staff it plans to use.

PART 5 - CERTIFICATIONS

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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 2 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](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) 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](#)" 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

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at 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 – 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 (2016-04-04) 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/16>

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 does not require a reliability status. Site access will be provided as required and contractor(s) will be escorted at all times by a CSA/DFL cleared personnel.

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 from one year from 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 **\$ 19,000.00 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 an invoice.

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 (2016-04-04) 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>

16. Performance evaluation report

Bidders shall take 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.

Contractor Performance Evaluation Report Form is used to record the performance

APPENDIX A

STATEMENT OF WORK

PROJECT OVERVIEW

The Canadian Space Agency – David Florida Laboratory is a building with a total floor space of approximately 13,000m² spread over four levels of office area with the majority clean room and laboratory space. Built in 1971, the building is home to slightly more than 100 researchers, managers and clients employed by the Canadian Space Program. The current scope of work involves executing maintenance, repairs, retrofit work and provide 24/7/365 emergency service for the two stand-by generators, without interrupting the CSA/DFL's research, development and testing operations.

TYPICAL REQUESTED SERVICES

Supply equipment, materials, tools and labour to perform repairs and/or maintenance work in accordance with blueprints, drawings, details outlines and specifications provided by the CSA/DFL.

In the absence of specific specifications, execute work according to standard CSA/DFL quality standards and specifications and the CSA/DFL Project Authority's instructions.

IMPLEMENTATION

Contractor's responsibility

Labour (the resources)

Assign qualified personnel to provide labour, parts, materials, tools and equipment for the provision of maintenance services on an **"as and when requested"** basis at the David Florida Laboratory.

Equipment, tools and safety equipment

Supply equipment and tools to complete the work as per Project Authority instructions and/or Statement 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 UL, 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 labour assigned to projects has received occupational health and safety training required by federal and provincial laws for construction and work in industrial and commercial sites, including but not limited to fall protection, confined spaces tower climbing and lift operation certification.

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

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.

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.

Training

Assign trained, qualified labour. Ensure that all resources assigned to projects have the training, certificates or licenses of qualification require by federal and provincial law prior to performing any work.

Permits, Licenses and Certificates

All permits, licences and certificates of approval required for the Work to be completed under federal, provincial or municipal legislation shall be obtained by contractor prior or after project completion whatever the case might be; the contractor shall be responsible for any charges imposed by such regulation or legislation. Upon request, CSA/DFL Project Authority might ask for a copy of such permit, licence or certificate.

Service availability

Ensure that the personnel are capable and available to perform the work according to the schedule agreed upon by the Contractor and CSA/DFL Project Authority. Any repairs found during the inspections must be reported to the CSA/DFL Project Authority and provide a price to perform the repairs based on contract rates. If CSA/DFL Project Authority agrees to proceed with the repairs, work must be completed promptly upon receipt of approval.

A 24-hour emergency service is included in this contract with a response time not to exceed (3) three hours from when the call is placed to the arrival of a service technician.

The Contractor is to provide a single telephone contact for emergency services.

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Invoicing and Estimates

Begin work only after receiving written approval issued by the CSA/DFL Project Authority. This approval to proceed shall be issued only after the CSA/DFL Project Authority and the Contractor have agreed on the cost of work. The Contractor must advise CSA/DFL Project Authority if the cost of the work will exceed the initial amount agreed upon in writing before continuing any work. Revised written instructions will be provided by the CSA/DFL Project Authority confirming approval.

If such approval is not received in writing by the CSA/DFL Project Authority confirming the revised repair amount, CSA/DFL will not be responsible to pay any amount exceeding the initial repair cost that was agreed upon.

Invoice the CSA/DFL once per month for all work performed during this period. For work completed within the month, invoice the total amount of the work; for work spread out over several months, invoice only that portion completed during the month. All invoices must be accompanied by a breakdown of work performed including hours, back-up invoices from suppliers and sub-trades showing actual amounts paid and mark ups (if applicable), a Workplace Safety & Insurance Board (WSIB) certificate and statutory declaration for the second and all subsequent invoices.

The CSA/DFL Project Authority can request a Contractor to provide a free estimate for different work on stand-by generators as repairs, new installations and retrofits. Quoted work might not necessarily be approved to proceed. If work is agreed upon, the invoice must be billed according to the above instructions with the necessary breakdown.

STAND BY GENERATORS MAINTENANCE SERVICES

Emergency Power Plant at CSA/DFL is Building 89, which is a separate building on its premises. Typical services will include preventive and regular maintenance, tests and repairs for the following items covered under this agreement.

Primary stand-by generator Onan:

- Onan/Cummings Engine:
MODEL: KTTA50-G2 SER: 75998-257 MANUFACTURED: JAN/12/98
Engine#: 33139822 HP: 2220 @ 1800RPMS STANDBY
- Onan/Cummings Generator:
MODEL: 1500DFMB SER: C980710216 1804AMPS Battery 24V
1500KW @ 1800RPMS 347/600/3/60 PF 0.8 KVA 1875 STANDBY

Secondary stand-by generator Caterpillar:

- Caterpillar Engine:
MODEL: 3406B SER: 4RG02108
HP: 535 @ 1800RPMS STANDBY
- Caterpillar Generator:
MODEL: SR-4 SER: 8LF01666 Battery 24V
350KW @ 1800RPMS 600/3/60 421AMPS

Diesel Tank:

MODEL: CAN-4-S601 SER:C-29 Horizontal Tank Capacity: 9100Litres
Metal thickness of Head&Shell 4 mm DIA: 1830mm Year build: 1994
Emergency Venting Capacity: 149m³/min ULC approved

Automatic Transfer Switches:

ATS CUTLER-HAMMER	ROBONIC TRANSFER SWITCH
2500A 347/600/3/60	85KA JUNE98
ATS EATON	ATS 300 June 99

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Contractor will be required to perform the following tasks as per maintenance agreement during regular working hours of the facility. Any of the following tasks can be canceled by Canadian Space Agency due to the nature of its tests and operations without any financial penalties.

Regular inspection, test and maintenance requirements

Perform upon written request (3 weeks' notice) a regular test and maintenance for the generators. Simulate a power failure of the electrical power supply and transfer the building load to generator. Operate automatic transfer switch and transfer load to the generators for 60 min; record all information on the test sheet supplied by CSA/DFL. Inspect generators as per Table 1 below and make recommendations if necessary. If any repairs are needed, provide a quote and inform CSA/DFL project authority. It is at CSA/DFL's discretion to schedule the regular inspection and test (if required up to a maximum of twice per year), therefore billing will be done per site visit only.

Table 1

Inspect fuel tank level
Inspect lubricating oil level
Inspect engine coolant level
Inspect engine, generator, fuel tank and cooling system for leakage
Inspect fuel filter for contamination if filter is equipped with a transparent bowl
Inspect electric starter for cleanliness, mounting and terminal security
Inspect all battery cells for correct electrolyte fill level
Test all battery cells for correct electrolyte specific gravity
Inspect electrical connections for tightness and evidence of corrosion
Inspect battery for cleanliness and dryness between terminals
Test charger for proper operation
Test lubricant and coolant heaters for proper operation
Inspect governor control linkages and oil level
Inspect fuel pump oil sump
Inspect fan belts for correct tension and wear and adjust as necessary
Inspect control panel covers for security
Test enunciator lamps to confirm that they are operational
Inspect control panel setting and ensure the unit is ready for automatic start-up
Inspect air control louvers to ensure proper operation
Test emergency lightning unit(s)
Verify whether room temperature is above 10 °C
Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system
Simulate a failure of the normal electrical supply to the building
Operate the system under at least 30% of the rated load for 60 minutes
Inspect and test all automatic transfer switches under load
Inspect brush operation for sparking
Inspect for bearing seal leakage
Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, engine room ventilation system
Inspect and drain the condensation trap of exhaust system
Correct all defects found during inspections and tests
Record all inspections, tests and corrective actions and provide report to CSA/DFL Building Engineer

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Quarterly inspections, test and maintenance (PM1)

The quarterly inspection (3 times per year – PM1) includes a failure of the normal electrical supply and operation of the generators under building load for 60 minutes. The operation of all automatic transfer switches under load will be tested and visual inspections and tests will be performed in accordance with C282-05 “Emergency Power Supply for Buildings”. Inspect generators and transfer switches as per Table 2 and take appropriate action to correct any faults and defects. If any repairs are necessary, supply a quote and inform CSA/DFL project authority of the needed repairs. Due to the nature of CSA/DFL operations, quarterly inspections will be scheduled three (3) months in advance; it is at CSA/DFL discretion to cancel the inspection and the billing will be done per site visit only.

Table2

All items specified in Table 1
Inspect and clean engine crank breathers
Inspect and clean all engine linkages
Lubricate the engine governor and ventilation system
Test protective devices for proper operation
Before start up perform two (2) cranking cycles. Near the end of each cycle and while cranking measure and record the lowest indicated battery voltage. If the measured voltage is less than 80%of the battery rates voltage, replace battery. Alternatively, perform a battery load test using a suitable load tester.
Inspect ventilation system belts
Correct all defects found during inspections and tests
Record all inspections, tests and corrective actions and provide report to CSA/DFL Building Engineer

** Any lubricants, environmental fees, etc. required to perform the above quarterly maintenance will be included in the firm quarterly cost.

Annual inspection, test and maintenance (PM2)

The annual inspection (PM2) should be performed on weekend and includes a complete visual inspection and operation of the control panel, electrical connections, two (2) automatic transfer switches, all movable parts, oil change, change of fuel filters and water filters. Inspect generators and automatic transfer switches as per Table 3. Disconnect building from emergency power source and test generators for 120 minutes using load banks. The main generator load capacity shall not exceed 800 KW, and load banks should be connected to the load bank breaker of the main generator. The load capacity of the 350 KW generator shall not exceed 250KW load capacity. Record all data in the inspection report and hand over to the Building Engineer. If any repairs are needed, provide a quote to CSA/DFL Building Engineer. Due to the nature of CSA/DFL operations, annual inspection will be scheduled three (3) months in advance; it is at CSA/DFL discretion to cancel and re-schedule the inspection and the billing will be done per site visit only after work completion. Four (4) weeks prior annual test submit a maintenance plan for CSA/DFL review including schedule, list of tasks in orderly manner, list of materials, indication of testing load, contractor’s equipment and safety procedures.

Table3

All items specified in Table 1 and 2
Automatic Transfer Switch (ATS) scope of work (total of 2):
Inspect and test all lights and indicators
Complete visual inspection and operation of the ATS cabinet which involves opening all inspection covers and inspecting all components and electrical connections for failures and HEPA vacuum cleaning
Clean insulators and bushings
Test breakers for proper operation
Test and calibrate electrical controls

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Provide realignment and lubrication of all electrical current carrying components
Perform gapping, realignment, cleaning and dressing of all electrical contacts
Inspect and tighten all wiring connections (provide torque value)
Inspect ATS cabinet and components for signs of environmental stress and deterioration
Complete system test to verify all timing and control sequences to meet facility requirements
Evaluate and test existing firmware
Submit final report prepared and delivered to owner including recommendations and quotes if applicable within 2 business days
Maintenance should be performed during annual generators inspection and after hours
Generator scope of work (total of 2):
Complete visual inspection and operation of generator systems which involves opening covers and inspecting systems' components and all electrical connections for failures and vacuum clean
Inspect rotor and stator windings and clean using compressed air
Vacuum all dust from generator surfaces
Clean commutator and slip rings
Clean and lubricate linkages
Isolate transfer switch, open all inspection covers, inspect, clean and dress all electrical contacts
Inspect insulators and connectors within generator breaker
All contacts to be cleaned and dressed
Check the control panel and gauge calibration
Inspect generator surge suppressor and rotating rectifier
Test voltage regulator for proper operation
Inspect and grease bearings (replace old grease with new)
Inspect coupling bolts for alignment and conduits for tightness
Inspect the exhaust system and clean condensation trap of exhaust system
Inspect all mechanical connections
Check all moving parts to ensure free moving operation
Inspect all belts and hoses and replace if necessary
Test and inspect the ignition system
Test strength of coolant and chemical protection level of coolant inhibitors
Inspect coolant pumps for leaks and external wear
Inspect air filters
Change engine lubrication oil and filters
Change fuel filters, clean strainers and verify that fuel supply line is open
With the generator set operating at load indicated above conduct an infrared survey of all electrical connections, contacts and energized components while under load on both the normal and the emergency side to identify the high-resistance connections and report of any abnormalities to CSA/DFL Building Engineer
Correct all the defects found during inspections and tests and report to Building Engineer
Record all inspections, tests and corrective actions and provide written report to CSA/DFL Building Engineer within 2 business days
Remove all debris and clean site after maintenance completion

**Any lubricants, oils, filters, environmental, disposal fees, etc. required to perform the above annual maintenance scope will be included in the firm annual cost.

Cooling system flush and replacement of coolant

Generator cooling system flush and replacement of coolant is to be performed in Optional Year 2 of the Agreement. All coolant, disposal, environmental fees, etc. required to perform this maintenance will be included in the firm cost.

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

As per maintenance manuals and manufacturer recommendations, the following products or equivalent will be accepted:

- ONAN
ZEREX Antifreeze/Coolant 5/160 (5YR/160000KM)
FLEETGUARS DCA 65L Corrosion Inhibitor for Heavy Duty Cooling Systems 3888312

- CATERPILAR
Coolant Cat ELC Premixed Cat DEAC Concentrate

Other materials should be OEM recommended to use for maintenance of the listed equipment.

Maintenance repairs and emergency service calls

Any repairs will begin after receiving approval from the CSA/DFL representative. The work will be issued subsequent an approved quotation received from the contractor. CSA/DFL reserves its right to procure materials and parts needed to complete the repairs.

Hourly rate for work in regular hours (Monday to Friday from 7:00 am to 4:00 pm)

The hourly rate for work in regular working hours is designed to cover the costs incurred by the Contractor when executing the repairs/maintenance/tests in an area where the CSA/DFL employees may be continuing their activities. The hourly rate is to be all inclusive (ie. mileage, truck charge, environmental fees cannot be charged separately).

Hourly rate for work outside regular hours (Monday to Friday from 4:00 pm to 7:00 am)

The hourly rate for work performed outside regular working hours is designed to cover costs incurred by the Contractor when executing repairs/maintenance/tests afterhours/overnight. The hourly rate is to be all inclusive (ie. mileage, truck charge, environmental fees cannot be charged separately).

Hourly rate for work performed on an emergency basis

The hourly rate for work performed on an emergency basis is designed to cover the costs incurred by the Contractor in executing emergency service. This hourly rate aims to compensate for timely response not to exceed two (2) hours from when the call is placed to the arrival of a service technician. Availability must be 365 days per year, 24 hours per day, and 7 days per week. The hourly rate is to be all inclusive (ie. mileage, truck charge, environmental fees cannot be charged separately).

APPENDIX B

UNIT PRICE TABLE

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

*** Rates indicated below are firm before tax

Preventive Maintenance Pricing:

Generator 1: ONAN/CUMMINGS 1500KW

Firm Annual Price	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Regular inspection, test and maintenance	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year	\$_____/month x 2 months = \$_____/year
Quarterly inspections, test and maintenance (PM1)	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year	\$_____/quarter X 3 quarters = \$_____/year
Annual inspection, test and maintenance (PM2)	\$_____/year	\$_____/year	\$_____/year	\$_____/year	\$_____/year
Cooling system flush and replacement of coolant	N/A	N/A	\$_____/year	N/A	N/A

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Generator 2: CATERPILLAR 350KW

Firm Annual Price	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Regular inspection, test and maintenance	\$ _____/month x 2 months = \$ _____/year				
Quarterly inspections, test and maintenance (PM1)	\$ _____/quarter X 3 quarters = \$ _____/year				
Annual inspection, test and maintenance (PM2)	\$ _____/year				
Cooling system flush and replacement of coolant	N/A	N/A	\$ _____/year	N/A	N/A

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Hourly rate for repair and emergency service (if applicable):

Hourly rates	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Regular Hours Monday to Friday from 7:00am to 4:00pm	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Over time hours Monday to Friday from 4:00pm to 7:00am	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Weekends and holidays	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Minimum hours billed per service call	_____ hour	_____ hour	_____ hour	_____ hour	_____ hour

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

Material fees (if applicable):

	Year 1 One year from the award date	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4
Percentage of mark up on materials	_____ %	_____ %	_____ %	_____ %	_____ %

APPENDIX C

PERFORMANCE EVALUATION REPORT

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at 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:	

**PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS
at the David Florida Laboratory in Ottawa**

<p>5. Please rate the quality of communication between the department and the supplier.</p>	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>6 Were all administrative documents received in accordance with the requirements of the contract?</p> <p>Administrative documents can include but are not limited to:</p> <ul style="list-style-type: none"> a. Invoices b. Progress reports c. Reports on use or business volume d. Meeting agendas and minutes e. Documentation and quality of work 	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>TOTAL</p>	<p>/60</p>

Overall Rating

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