

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

REQUEST FOR PROPOSAL

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

**Bid Submission Deadline:
July 19, 2016 at 14:00 PM (EDT)**

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping
From Monday to Friday between 8:00 and 16:30 (closed between 12h00 and 13h00)
6767 route de l'Aéroport
Saint-Hubert(Québec) J3Y 8Y9
Canada

Attention to: Claudine Morin
Email: facturationASC.CSAinvoicing@asc-csa.gc.ca

Reference: CSA File No. **9F030 – 20160205**

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



June 30, 2016

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Ombudsman clause
6. Direct deposit

PART 3 - BID PREPARATION INSTRUCTIONS

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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

PART 5 – CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 – RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of work
3. Standard Clauses and Conditions
4. General Conditions
5. Contract period
6. Contracting authority
7. Project authority
8. Contractor's representative
9. Basis of payment – Limitation of expenditures
10. Certifications
11. Applicable Laws
12. Priority of documents
13. Performance evaluation report
14. Procurement ombudsman – Dispute resolution services
15. Procurement ombudsman – Contract administration
16. Government site regulations
17. Direct deposit

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

LIST OF APPENDICES

- Appendix A - Statement of Work
- Appendix B - Unit price table
- Appendix C – Performance evaluation report
- Appendix D – Work at height program
- Appendix E – Contractor Qualification Rules program
- Appendix F – Specifications and drawing of roof refecton project (for information)

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six (6) 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; and

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

2. Submission of a bid

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

General Instructions to Bidders 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

Description and requirement

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations to carry out the project of ongoing inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP. A description of the work to be completed under this requirement is provided in the Statement of Work attached hereto as **Appendix A**. You will also find at **Appendix F** specifications and drawing for the project of roof renovation (for your information only).

4. Communications Notification

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

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

5. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC).

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

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 Bids

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

Bidders are required to provide their bid to the following address:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping (between 8:00 and 16:30)
6767 route de l'Aéroport
Saint-Hubert(Québec) J3Y 8Y9
Canada
Attention: Claudine Morin

You can also send your proposal by email at the following address:
facturationASC.CSAinvoicing@asc-csa.gc.ca

Proposals send by fax is not acceptable.

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

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

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 Québec. 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 contracts 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>

PART 3 - BID PREPARATION INSTRUCTIONS

1. General

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

2. Price

The financial proposal must indicate a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as per indication in Appendix B**.

Please provide your financial proposal in a separate document.

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

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

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;
- (c) include the certifications as a separate section of the bid;
- (d) the bidder must present their financial proposal in conformity with the basis of payment;
- (e) the total amount with goods and services tax (GST) or harmonized sales tax (HST), if applicable, must be indicated separately.

3. Business name and address of bidder

- 1) Name: _____
- 2) Address: _____
- 3) Telephone: _____ Fax: _____
- 4) Email: _____
- 5) Email for financial questions: _____
- 6) Procurement Business Number (PBN): _____
- 7) Tax number: _____
- 8) Boards of directors : _____
Name and title

Name and title

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

The propositions will be evaluated in regards to all the criteria of the present request for proposals.

2. Financial Evaluation

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

3. Basis of selection

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) The responsive proposal with the lowest evaluated price will be recommended for the award of the contract.

4. Mandatory evaluation criteria

Bids must meet all the mandatory criteria cited below. The bidder must provide supporting documentation to demonstrate that it complies with this requirement.

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

The firm must:

- 1) be in business for a minimum of five (5) years;
- 2) Hold an insurance policy against Errors and Omissions of a minimum of \$ 1,000,000;
- 3) Provide a typical inspection report according to specifications 1.5.1, 1.5.2 and 1.5.3 in document 15315-7 devis soumission laboratoire-ENG.

The site supervisor must:

- 1) have five (5) years' experience as an on-site, daily supervisor, (provide the CV of the nominee);
- 2) have AMCQ competence cards for the type of membrane specified in the drawings and specifications (provide competency cards).

Bids that do not meet all the mandatory criteria will not be retained.
Each mandatory, technical criterion should be treated separately.

All documents must be provided with the proposal; otherwise the proposal will be rejected.

PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to government of Canada is subject to verification by government of 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 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.

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

**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](#) 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.

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

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

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

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.

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:

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

SIGNATURE

Name and title of the authorized person for the contractor

Signature

Date

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

PART 6 – RESULTING CONTRACT CLAUSES

1. Security Requirements

The work to be performed under this RFP do not requires a reliability status.

2. Description of requirement

The Contractor shall perform and complete the Work as per the statement of work at appendix A.

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

3. 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>.

4. General Conditions

2010B (2016-04-04) General Conditions – professional services (medium complexity) apply to and are an integral part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010B/17>

5. Contract Period

The contractor must completed the work on or before December 31, 2016 after the contract award.

6. Contracting Authority

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

Claudine Morin
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert (Quebec) J3Y 8Y9
Canada
Telephone: (450) 926-4427
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.

7. Project Authority

To be insert at contract award

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

8. Contractor's Representative

To be insert at contract award

9. Basis of payment – Limitation of expenditures

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

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

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

Whichever comes first.

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

10. Certifications

Compliance with the certifications provided by the contractor in its bid is a condition of the contract and subject to verification by Government of Canada during the entire contract period. If the contractor does not comply with any certification or its 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.

11. 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 Québec and the relations between parties will be determine by these laws.

12. Priority of documents

The documents listed below form part of and are incorporated into this Contract. If there is a discrepancy between the wording of one document and the wording of any other document, 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) General Conditions as per indication above;
- c) Appendix C, Statement of work, specifications and drawing;

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

d) 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).*

13. 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.

14. Procurement Ombudsman - Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of 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 e-mail at boa.opo@boa-opo.gc.ca.

15. Procurement Ombudsman - Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the contractor respecting 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 e-mail at boa.opo@boa.opo.gc.ca.

16. Government Site Regulations

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

17. 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
(see below and document attached)**

Inspection services for the roof renovation at the Canadian Space Agency (CSA) in St-Hubert

1. INVITATION

The Canadian Space Agency intends to retain the services of a specialized firm to carry out the project of ongoing inspection services for the roof renovation at the John H. Chapman Centre.

2. IMPLEMENTATION

2.1 Labour

Assign qualified labour to carry out work according to drawings and specifications.

Make sure that all assigned labour has the competency cards required by law.

2.2 Equipment and tools

Provide all equipment and tools necessary to perform the work.

2.3 Occupational safety and health

Ensure that all personnel assigned to the projects have received the health and safety training required by the legislation governing construction sites.

The selected firm shall follow CSA work-at-height program.

Ensure that personnel comply with the OSH action plan.

2.4 Service availability

Establish the work schedule with the CSA manager and the contractor. Some work will be done outside of regular working hour. No extra fees will be allowed.

Ensure that labour is able and available to carry out the work depending on the calendar, schedule and timetable agreed to by the Contractor and CSA.

Throughout the work performance period, ensure that the CSA representative can communicate at any time with the Contractor to report a breakage or abnormal situation that could put occupants in danger, imperil the integrity of the facilities or compromise the Space Centre's corporate security.

2.5 Obligation of result

The firm has an obligation of result and shall co-ordinate and plans all activities so as to be sure of achieving the project goals in terms of quality, schedule, cost control and the safety of individuals.

APPENDIX B

UNIT PRICE TABLE

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

UNIT PRICE TABLE

Firm unit price to complete the work on or before December 31, 2016
(price excluding taxes)

Firm unit price (all included)	Estimated number for evaluation	Sub-total	Total
_____ \$ / for one day	25 days	_____ \$	_____ \$
_____ \$ / for half-day	4 half days	_____ \$	
_____ \$ / Firm price for meeting at CSA	3 meetins	_____ \$	_____ \$
_____ \$ / firm price for preliminary inspection	One preliminary inspection	_____ \$	_____ \$
_____ \$ / firm price for final inspection	One final inspection	_____ \$	_____ \$

*** Clarification

A workday is 10 hours on site.

The site supervisor must be present for demolition work.

The final report is included in the price

APPENDIX C

PERFORMANCE EVALUATION REPORT

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

PERFORMANCE EVALUATION REPORT

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

Name of contractor:	Contract completion date:
Name of project authority/technical authority:	Branch:
Contract no.:	Project name:

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

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

**Inspection services for the roof renovation
at the Canadian Space Agency (CSA) in St-Hubert**

<p>5. Please rate the quality of communication between the department and the supplier.</p>	<p style="text-align: center;">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 style="text-align: center;">10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
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

APPENDIX D

**WORK AT HEIGHT PROGRAM
(SEE ATTACHED DOCUMENT)**

APPENDIX E

**CONTRACTOR QUALIFICATION RULES
(SEE ATTACHED DOCUMENT)**

APPENDIX F

**SPECIFICATIONS AND DRAWING FOR ROOF RENOVATION
(FOR INFORMATION ONLY)
(SEE ATTACHED DOCUMENT)**