

# **REQUEST FOR PROPOSAL (RFP)**

## **# 9F030-20160378**

**For the requirement of**

**CHEMICAL TREATMENT MAINTENANCE OF HEATING AND  
CHILLED WATER SYSTEMS  
at the David Florida Laboratory (DFL) in Ottawa**

**Bid Submission Deadline:  
October 11, 2016 at 14:00 PM (EST)**

Submit Bids to:

Canadian Space Agency

TENDERS RECEPTION OFFICE

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

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

6767 route de l'Aéroport

Saint-Hubert(Québec) J3Y 8Y9

Canada

Attention to: Claudine Morin

Email: [asc.soumissionscontrats-contractssubmissions.csa@canada.ca](mailto:asc.soumissionscontrats-contractssubmissions.csa@canada.ca)

Reference: CSA File No. **9F030 – 20160378**

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

September 21, 2016

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**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;

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 – Forms to be completed by the bidder (experiences and references)

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

The Annexes include the:

Appendix A – Statement of Work

Appendix B – Basis of Payment

Appendix C – 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 chemical treatment maintenance of heating and chilled water systems 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](mailto: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](mailto: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

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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](mailto: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](http://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 **September 28, 2016, at 15:00pm 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);

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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.

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 document.

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

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**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.



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**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 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**

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**Preventive Maintenance Pricing:**

<b>Firm Annual Price</b>	<b>Year 1 One year from the award date</b>	<b>Optional Year 1</b>	<b>Optional Year 2</b>	<b>Optional Year 3</b>	<b>Optional Year 4</b>
<b>Regular inspection, test and maintenance</b>	\$ _____/month x 12 months =  \$ _____/year	\$ _____/month x 12 months =  \$ _____/year	\$ _____/month x 12 months =  \$ _____/year	\$ _____/month x 12 months =  \$ _____/year	\$ _____/month x 12 months =  \$ _____/year
<b>Additional inspections, test and maintenance</b>	\$ _____/quarter X 2 visits =  \$ _____/year	\$ _____/quarter X 2 visits =  \$ _____/year	\$ _____/quarter X 2 visits =  \$ _____/year	\$ _____/quarter X 2 visits =  \$ _____/year	\$ _____/quarter X 2 visits =  \$ _____/year
<b>Annual inspection, test and maintenance</b>	\$ _____/year	\$ _____/year	\$ _____/year	\$ _____/year	\$ _____/year
<b>Inspections of Vortisand systems (every 2 years and every 5 years)</b>	\$ _____/visit	<b>N/A</b>	\$ _____/visit	<b>N/A</b>	\$ _____/visit

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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

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	_____ %	_____ %	_____ %	_____ %	_____ %

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**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 two (2) additional inspections firm price per year X five (5) years
- Total of the annual inspection firm price per year X five (5) years
- Total of the Inspections of Vortisand systems (year one, three and five)
- 10 regular hours per year X five (5) years
- 4 overtime hours per year X five (5) years
- 4 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.**

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

**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation**

**1.1.1 Mandatory and rated Technical Criteria**

Refer to item # 4 below

**2. Basis of Selection: BASIS OF SELECTION: Highest Combined Rating of Technical Merit (55%) and Price (45%)**

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the highest Combined Rating of Technical Merit (55) and Price (45%).

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

The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) :  **$PS_i = LP / P_i \times 45$**  .  $P_i$  is the evaluated price (P) of each responsive bid (i).

A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  **$TMS_i = OS_i \times 55$** .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified, determined as follows: total number of points obtained / maximum number of points available.

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

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

*(See example below)*

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

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

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

**4. Mandatory and rated technical criteria**

**Mandatory Company and Personnel experience and past performance**

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

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

<b>#</b>	<b>Mandatory Criteria (MC)</b>	<b>Bidder Response Description (include location in bid)</b>	<b>Met / Not Met</b>
MC1	The Bidder provided documentation that the Company has been in business for at least ten (10) years.		
MC2	The Bidder provided documentation that the Company holds a minimum \$5,000,000.00 of professional and civil liability insurance policy.		
MC3	The Bidder provided three (3) names of Qualified Technicians* that have at least five (5) years of experience and copies of their education and professional credentials. <b>(see point 5 below)</b>		
MC4	The Bidder provided details of three (3) similar projects/contracts within last five years (5) whereby those Qualified Technicians have performed satisfactorily. <b>(see attachment 2)</b>		
MC5	The Bidder submitted complete forms of Mandatory Company Experience and Past Performance. <b>(see attachment 2)</b>		

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#	Rated Criteria (RC)	Bidder Response Description (include location in bid)	Total Points	Score obtained by the bidder
RC1	The qualified Bidder provided excess of detailed description of the Company's maintenance experience in Chemical Treatment of Water Systems including (refer to example of <b>maximum</b> scoring estimate in the Bidder #1 column):			
	- Provided list and capacities of equipment served by Contractor including customers' locations are equivalent to DFL facility size or larger. (Zero (0) points if information is not sufficient or five (5) points if it is);		5	
	- Provided list of served customers includes at least five (5) government facilities within ten (10) recent years. (One (1) point per client);		5*1 = 5	
	- The qualified Bidder provided three (3) positive written references from three (3) clients (five (5) points per reference).		3*5 = 15	
RC2	The qualified Bidder demonstrated the following amount of years of experience for all three (3) Qualified Technicians*			
	- Seven (7) to nine (9) years of experience (2 points per Technician)		Maximum 30 points	
	- Ten (10) to fourteen (14) years of experience (5 points per Technician)			
	- Fifteen (15) recent years of experience or more (10 points per Technician)			
<b>Total score**:</b>			<b>55</b>	

\* **Qualified Technicians – refer to point 5 below for details.**

**5. Mandatory Personnel experience**

Minimum five (5) years recent work experience performing chemical testing, maintaining chemical treatment systems for HVAC equipment of similar size facility such as occupied buildings, commercial offices and/or industrial buildings.

The personnel must have the following:

- Technician certification, college diploma or a lab experience and currently working for chemical treatment company at least five (5) years and shall provide evidence of training on chilled water, condensing water and heating water systems;
- Qualified to perform chemical sampling and analysis to identify amount of chemicals, document results, make decisions on site and properly maintain chemical treatment systems;

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- Technicians shall be trained and certified by major manufacturers of chemical water treatment equipment.

Note: These qualifications must be held at least by three (3) individuals to provide continuous service support.

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



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**ATTACHMENT 2 TO PART 4**  
**FORMS TO BE COMPLETED BY THE BIDDER (EXPERIENCES AND REFERENCES)**

**Form of Mandatory Personnel Experience and Past Performance**

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

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**NAME OF QUALIFIED TECHNICIAN 2:**

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

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**NAME OF QUALIFIED TECHNICIAN 3:**

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

**CHEMICAL TREATMENT MAINTENANCE OF HEATING AND CHILLED WATER SYSTEMS**  
**at the David Florida Laboratory (DFL) in Ottawa**

---

**Form of Mandatory Company's Experience and Past Performance**

	<b>PROJECT/CONTRACT REFERENCE # 1</b>	<b>PROJECT/CONTRACT REFERENCE # 2</b>	<b>PROJECT/CONTRACT REFERENCE # 3</b>
<b>Name of client organization or Company</b>	_____	_____	_____
<b>Name and title of client contact who can confirm the information presented in the proposal</b>	Name: _____  Title: _____	Name: _____  Title: _____	Name: _____  Title: _____
<b>Telephone and e-mail address of client contact</b>	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
<b>Performance period of the project or contract (indicate year, month, day)</b>	From: _____ (yyyy/mm/dd)  To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd)  To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd)  To: _____ (yyyy/mm/dd)
<b>Description of Project/Contract including equipment models and troubleshooting and maintenance techniques applied to demonstrate Bidder's knowledge and experience.</b>			

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<b>Description of Project/Contract, inspections and maintenance work, identified technical issues, list of recommended actions and solutions to client.</b>			
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**PART 5 - CERTIFICATIONS**

**PART 5 - CERTIFICATIONS**

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

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

**1. Certifications Required with the Bid**

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

**ATTACHMENT 3 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](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

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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:

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**at the David Florida Laboratory (DFL) in Ottawa**

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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](mailto: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 **\$ 11,000.00 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

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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](mailto: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](mailto: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**

**CHEMICAL TREATMENT MAINTENANCE OF HEATING AND CHILLED WATER SYSTEMS**  
**at the David Florida Laboratory (DFL) in Ottawa**

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**Project Intent**

Provide required chemicals, filters, expertise, labor and water treatment for efficient HVAC water treatment in the CSA/DFL facility.

Perform water testing to measure the amount of chemicals and apply chemical treatment of heating and chilled water systems to maintain proper level of chemicals.

Ensure that Heating, Condensing and Chilled water systems, Chemical Treatment and other associated equipment are properly maintained and protected from corrosion, scale and bacteria grow.

Perform monthly testing of cooling towers for Legionella and provide copies of laboratory test results. In monthly service reports provide testing results and recommendations to the CSA/DFL Building Engineer based on testing results, equipment condition and chemical treatment experience of the Contractor.

**Project Requirements**

Equipment description

Cooling Plant consist of –

- 500-ton TRANE Chiller, 300-ton Carrier Chiller, 200-ton RTAA dry-cooler, two cooling towers, two (2) Vortisand-Sonitec filtration systems, Condensing and Chilled water systems, heat exchangers, recirculating pumps, coils, holding tanks, etc.

Heating Plant consist of –

- Two (2) boilers, 4,000,000 BTUH each, heat exchanger, recirculating pumps, coils, and expansion tanks, etc.

Perform monthly site visits every year starting at contract award (total of 14 visits including 2 additional visits per year). During those site visits the chemical treatment testing and maintenance will be performed on the condensing, chilled water and heating water systems that involves inspection of each chemical system component and equipment, checking for aerobic bacteria levels, making minor adjustments to maintain equipment performance and to replenish the contents of canisters / containers and appropriate chemicals.

Perform monthly water tests on site to measure the amount of chemicals (corrosion/scale inhibitor) that are present in the chilled water, condensing water of two (2) cooling towers and heating water loops as well as the pH (acid/base), alkalinity, turbidity (clarity) and total dissolved solids. The results of those tests shall determine which and how much chemicals shall be used and other duties to ensure the water systems and associated equipment are protected from corrosion, scale and bacteria grow.

Perform monthly testing of water from two (2) cooling towers (two open condensing water loops) for Legionella for the period from April to October every year and submit laboratory report including comments and recommendations to the Building Engineer.

On a regular monthly base verify on site the performance of stationary equipment (e.g. conductivity controller, probes, etc.) using Contractor's own equipment, clean and re-check its readings and calibrate. Perform maintenance, adjustments and / or repair of Chemical Treatment equipment as required. Replace empty chemical treatment products with new ones.

Supply and change side stream filters on site and dispose used ones on a regular monthly base (refer to schematics, Figures 1, 2, 3, 4 and 5) using Contractor's own tools and disposal kits.

Vortisand-Sonitec filtration systems, quantity of two (2)

Once a year starting from the first year of the contract award Contractor shall perform–



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- Inspection of the lead system for leaks, replace filter, grease the bearing inside the pump's motor, and perform cleaning procedure to free sand media of contaminant, and clean system components; clean the media of the standby system. Verify the media level and replenish with specified media as needed.
- Submit a complete report including findings and recommendations to the Building Engineer.

Every two years starting from the first year of the contract award Contractor shall perform the following works for the Vortisand Filtration System (MR 161) in M4 Mechanical room –

- Replace O-rings and diaphragm kit, metal parts inside valves and mechanical seal of the pump;
- Perform inspection for leaks and general evaluation of the entire system operation and components including control panel, program, piping, valves, pressure switch, flow controller, injector and media;
- Verify quality of sand media for contamination, clean media by adding specified chemicals, inspect the stager for leaks and perform preventative maintenance of valves;
- Verify and document technical parameters, take sample and perform startup procedures as recommended by the manufacturer;

Every 5 years starting from the first year of the contract award Contractor shall perform the following works for the Vortisand Filtration System (MR 161) in M4 Mechanical room –

- Supply new filtering sand media and required chemicals, replace and properly dispose the existing filtering sand.

Every 5 years starting from the first year of the contract award Contractor shall perform the following works for the standby Vortisand Filtration System (MR 431) in M1 Mechanical room –

- List of tasks as indicated above in items 7.1 and 7.2.
- No sand replacement is required.

Service reports are to be issued after each service visit within five (5) business days –

Service report shall be given to the Building Engineer by email in PDF or Word / Excel format and shall be posted on site at the completion of each visit.

Each report will detail the result of each laboratory test, how much and which chemical was added, the water meter reading, other duties performed, and Contractor's recommendations.

Contractor shall post MSDS (Material Safety Data Sheets) in a transparent pouch at a conspicuous location, beside chemical treatment equipment in the mechanical rooms (refer to schematics, Figures 1, 2, 3, 4 and 5).

A short (2 hours) maintenance refresher course shall be provided on-site shortly after contract award to O&M staff. The Building Engineer will set a date of the course.

Provide a telephone technical support for systems' issues during regular business hours within a contract period.

### **Deliverables**

Monthly written and emailed report in PDF or Word / Excel Document format to the Building Engineer.

Include all chemicals, corrosion inhibitors & biocides.

Monthly Legionella testing and reporting of results.

Side stream filter changes on the closed loops.

Review of test findings with the Building Engineer.

Technical support, recommendations and proposals to the Building Engineer.

Product approvals and MSDS setup and regular updates on site.

**CHEMICAL TREATMENT MAINTENANCE OF HEATING AND CHILLED WATER SYSTEMS**  
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ROI consultation with respect to energy, water and chemical consumption relating to water treatment program.  
Monthly invoices after work completion to the Building Engineer for approval.

**Deliveries**

All water treatment materials shall be transported to and from the site by Contractor.

**Schedule**

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

Site visits to be scheduled ahead of time on every last Thursday of each month by Contractor from the contract award or begging of fiscal year and confirmed with the Building Engineer. The reminder of the next visit shall be sent by Contractor five (5) days in advance.

Account for two (2) additional service visits that will be initiated by the Building Engineer upon his/her request and due to varying chillers/boilers run schedules.

**Partial plans, schematics of chemical treatment, cooling water and heating systems and equipment pictures**

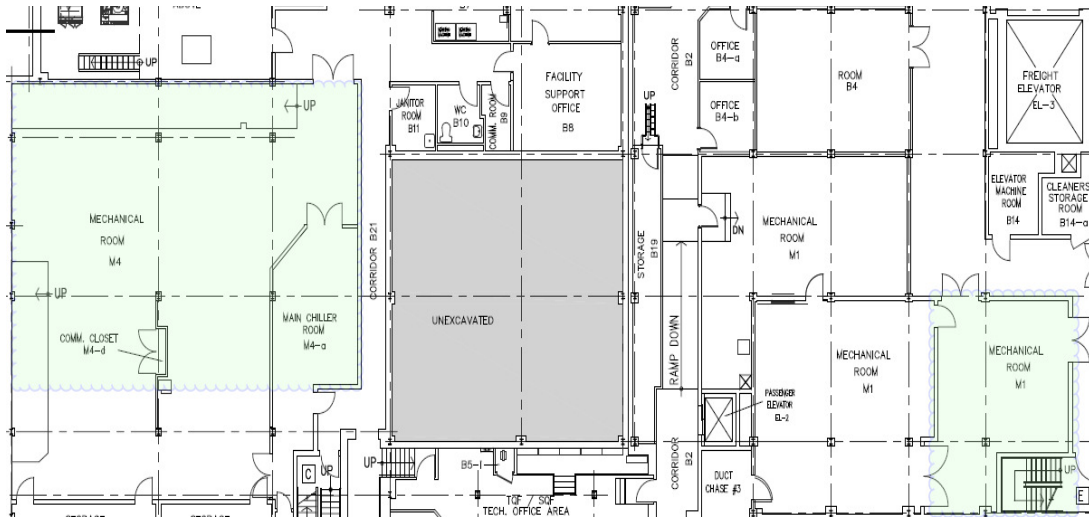


Figure 1:  
Basement Partial Plan

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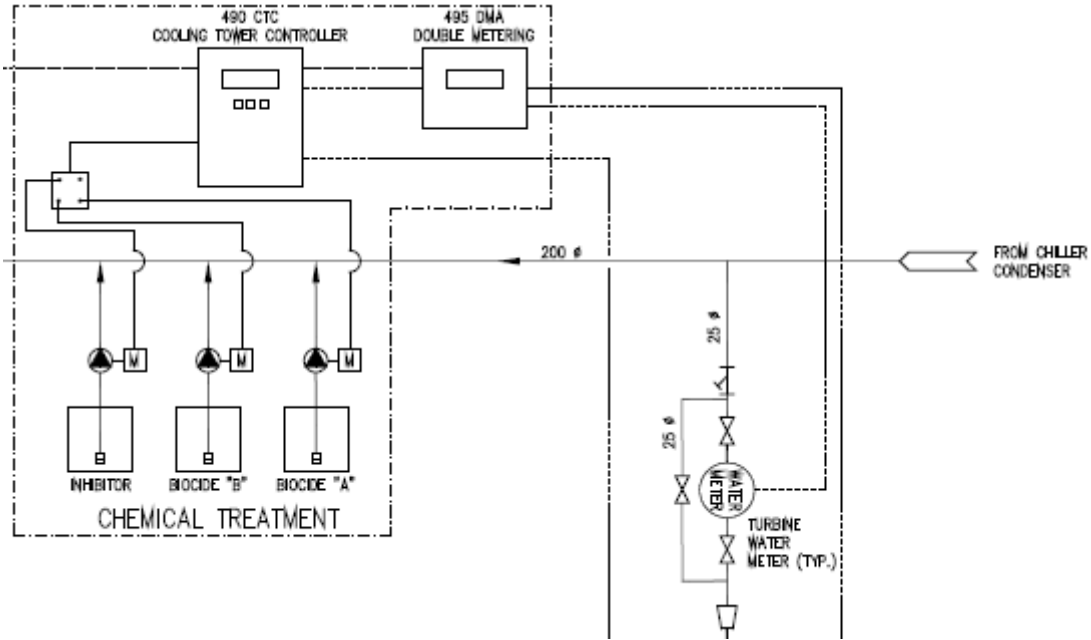


Figure 2:  
Line Diagram of Chemical Treatment of Chilled Water System in Mechanical room M4

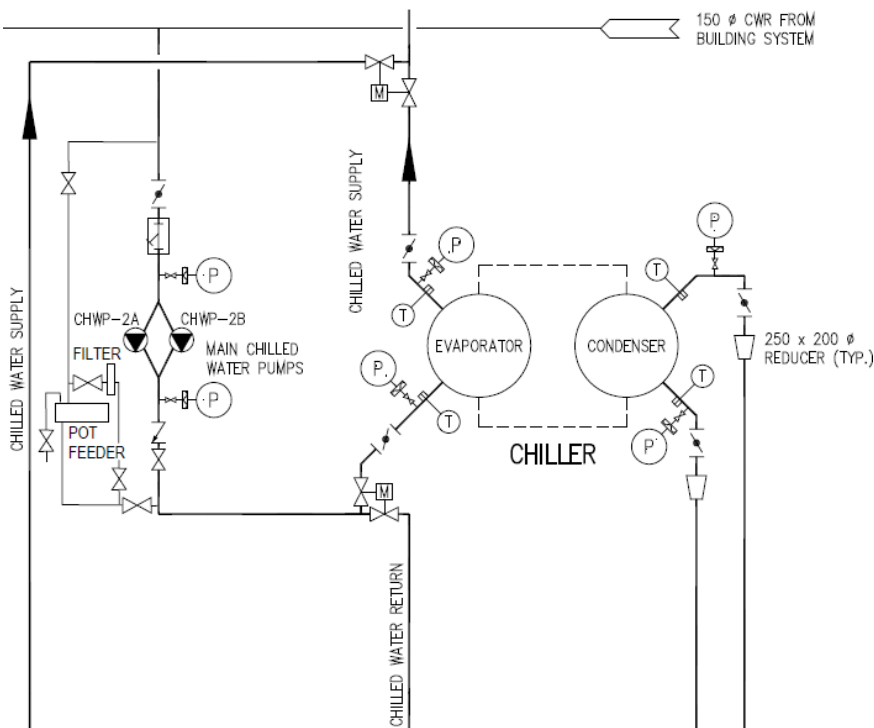


Figure 3:  
Line Diagram of Main Chilled Water Pumps of Chilled Water System in Mechanical room M4

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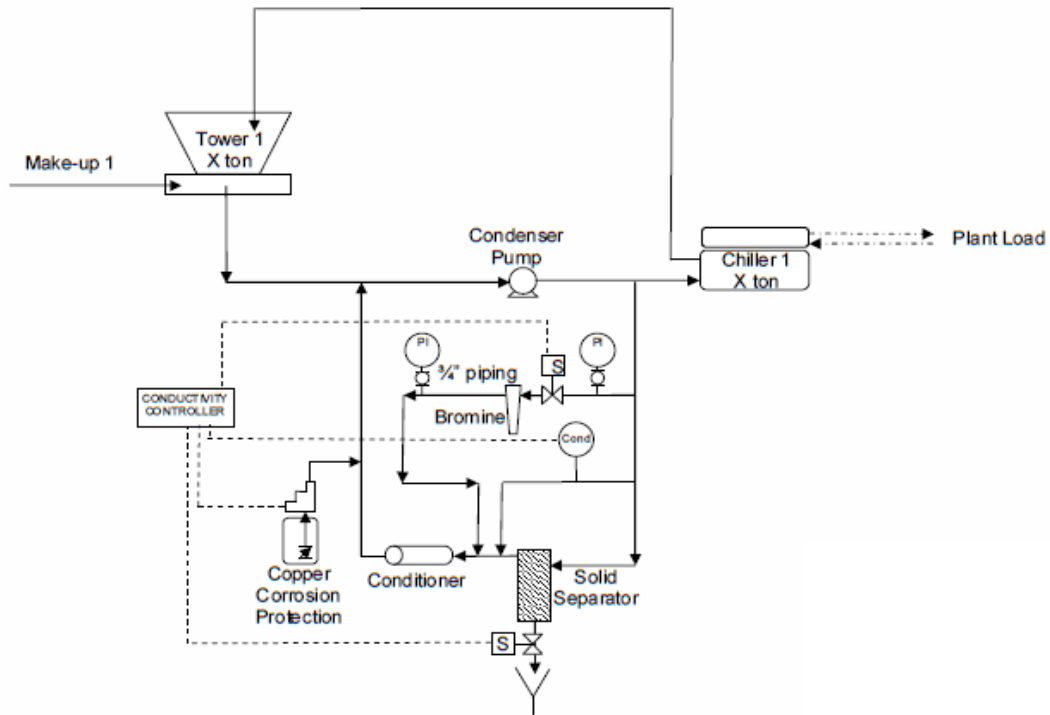


Figure 4: Line Diagram for Bromine Treatment System of Chiller in Mechanical room M1

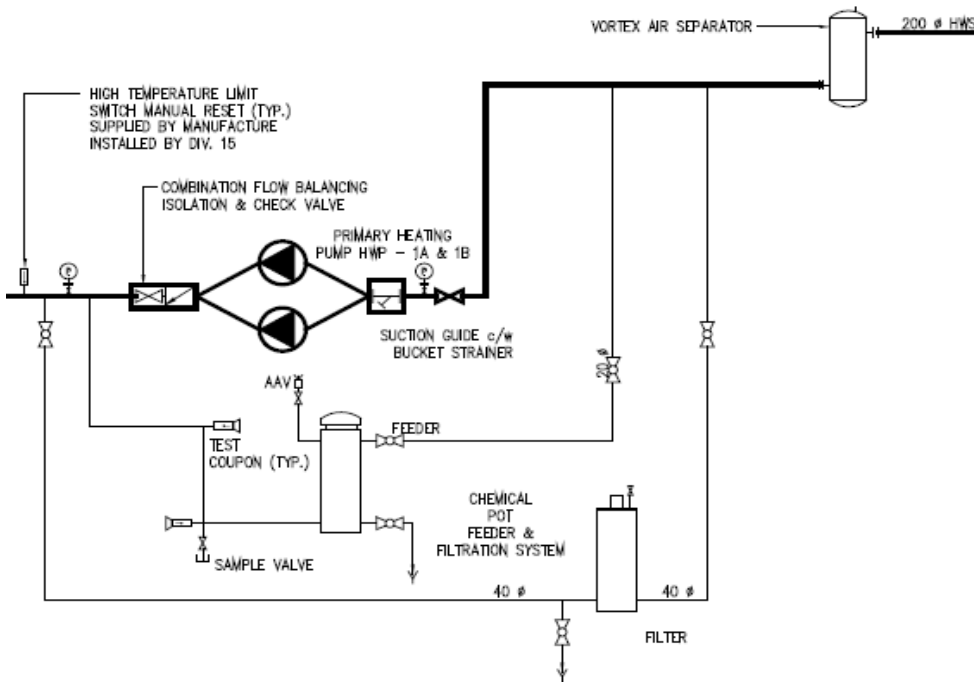


Figure 5:  
Line Diagram for Chemical Treatment of Heating Water System in Heating Plant

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Figure 6: Heating Plant



Figure 7: Chiller Plant, 500 ton TRANE CVHE Chiller in M-4 Mechanical room



Figure 8: Chiller Plant, 300 ton Carrier Chiller M-1 Mechanical room



Figure 9: Chiller Plant, Cooling Tower



Figure 10: Chiller Plant, 200 ton RTAA dry-cooler

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Figure 11: Chemical Treatment Station in M-1 Mechanical room



Figure 12: Chemical Treatment Station in M-4 Mechanical room



Figure 13: Vortisand Filtration System (S/N MR161) in Mechanical room M4



Figure 14: Vortisand Filtration System (S/N MR431, standby) in Mechanical room M1

**APPENDIX B**

**UNIT PRICE TABLE**

**CHEMICAL TREATMENT MAINTENANCE OF HEATING AND CHILLED WATER SYSTEMS**  
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\*\*\* Rates indicated below are firm before tax

**Preventive Maintenance Pricing:**

<b>Firm Annual Price</b>	<b>Year 1 One year from the award date</b>	<b>Optional Year 1</b>	<b>Optional Year 2</b>	<b>Optional Year 3</b>	<b>Optional Year 4</b>
<b>Regular inspection, test and maintenance</b>	\$_____/month x 12 months = \$_____/year	\$_____/month x 12 months = \$_____/year	\$_____/month x 12 months = \$_____/year	\$_____/month x 12 months = \$_____/year	\$_____/month x 12 months = \$_____/year
<b>Additional inspections, test and maintenance</b>	\$_____/quarter X 2 visits = \$_____/year	\$_____/quarter X 2 visits = \$_____/year	\$_____/quarter X 2 visits = \$_____/year	\$_____/quarter X 2 visits = \$_____/year	\$_____/quarter X 2 visits = \$_____/year
<b>Annual inspection, test and maintenance</b>	\$_____/year	\$_____/year	\$_____/year	\$_____/year	\$_____/year
<b>Inspections of Vortisand systems (every 2 years and every 5 years)</b>	\$_____/visit	N/A	\$_____/visit	N/A	\$_____/visit



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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
<b>Regular Hours Monday to Friday from 7:00am to 4:00pm</b>	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
<b>Over time hours Monday to Friday from 4:00pm to 7:00am</b>	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
<b>Weekends and holidays</b>	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
<b>Minimum hours billed per service call</b>	_____ hour	_____ hour	_____ hour	_____ hour	_____ hour

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Material fees (if applicable):

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

**APPENDIX C**

**PERFORMANCE EVALUATION REPORT**

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**PERFORMANCE EVALUATION REPORT**

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

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

<b>*Supplier</b>			
Rating scale:	10 – 9: Excellent 8 – 7: Very Good	6 – 5: Satisfactory 4 – 3: Poor	2 – 1: Unsatisfactory
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10 9 8 7 6 5 4 3 2 1	Comments:	
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1	Comments:	
3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10 9 8 7 6 5 4 3 2 1	Comments:	
4. Was the work performed in accordance with the requirements specified in the statement of work?	10 9 8 7 6 5 4 3 2 1	Comments:	

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

**Overall Rating**

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