

MAINTENANCE SERVICES AND BUILDING CLEANING
at the David Florida Laboratory (DFL) in Ottawa

REQUEST FOR PROPOSAL

MAINTENANCE SERVICES AND BUILDING CLEANING
at the David Florida Laboratory (DFL) in Ottawa

Bid Submission Deadline:
January 31, 2017 at 14:00PM (EST)

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

Reference: CSA File No. **9F030 – 20160254**

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



January 06, 2017

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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.

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 specialized in the provision of maintenance services & building cleaning at 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 attached appendices.

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.

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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:
asc.soumissionscontrats-contractssubmissions.csa@canada.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

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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. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. **The site visit will be held on January 17, 2017; at 14:00pm at David Florida Laboratory (3701 Carling Avenue, Ottawa, Ontario, K2H 8S2).** Bidders can communicate with the Contracting Authority one (1) day before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from Submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

* For the site visit, you have to bring an identification card that you will show at the reception.

* For the site visit, it is recommended bringing the request for proposals documentation with you to be able to take notes.

5. Applicable Laws

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

6. Ombudsman clause

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to 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.

7. 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>

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PART 3 - BID PREPARATION INSTRUCTIONS

1. General

Bidders must send **the original** of the proposal (copy by email only 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 (proposal can be send by email).

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 G**.

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:

- (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

Name and title

Name and title

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4. Security deposit

Government of Canada will hold the security deposit as security to entry into a contract. If a successful bidder refuses to enter into contract, the amount of the security deposit will be forfeited to Government of Canada or a demand for payment will be made against the letter of credit by Government of Canada. The amount forfeited or payment demand will not exceed the difference between the bid price and the amount of the Contract awarded by Government of Canada for the requirement.

Government of Canada will return all non-forfeited security deposits to unsuccessful bidders after contract award, and to the successful Bidder upon receipt of the required contract financial security. If no contract is awarded, Government of Canada will return all security deposits at the expiration of the bid validity period, including any extension.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. Financial Evaluation

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

3. Basis of selection – see appendix H

4. Mandatory Criteria – see appendix H

5. Bid financial security

Bidders must provide bid financial security consisting of:

- (a) a security deposit as defined in clause E0008T, or
- (b) a bid bond (form [PWGSC-TPSGC 504](#)), which must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, [Appendix L](#), Acceptable Bonding Companies.

Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

If the financial security is in the form of a bill of exchange or a government guaranteed bond and:

- (a) the bid price is \$250,000 or less, the amount of the security deposit must represent 5 percent of the bid price; or
- (b) the bid price exceeds \$250,000, the amount of the security deposit must be \$12,500.00 plus 5 percent of the amount by which the bid price exceeds \$250,000, to a maximum of \$30,000.00.

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If the financial security is a bid bond, the amount of the bond must represent 5 percent of the bid price.

Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

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 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

C. LEGAL ENTITY AND CORPORATE NAME

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

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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;

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- 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.

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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.

SIGNATURE

Name and title of the authorized person for the contractor

Signature

Date

PART 6 – RESULTING CONTRACT CLAUSES

1. Security Requirements

The work to be performed under this RFP do requires a reliability status. However, the employees will have to meet the requirements to have access to the building.

A security check will be done for all regular staff who will be working at the CSA. Staff will have to obtain the request security requirement or they will have to be escorted if the security clearance is not obtained.

2. Description of requirement

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

The work must be performed at the David Florida Laboratory – 3701 Carling Avenue, CP 11490, Succ. H, Ottawa Ontario K2H 8S2.

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>.

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4. 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>

5. Period of the work

The period of the contract to be issued in response to this RFP will be for one year from April 1st, 2017.

6. 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.

7. Performance bonds

In order to ensure that funds will be available to complete the Work in accordance with the conditions of the Contract, the Contractor must, within 7 calendar days after the date of contract award, provide to the Contracting Authority a duly executed performance bond (form [PWGSC-TPSGC 505](#)). The performance bond must be 5 percent of the Contract Price and must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, [Appendix L](#), Acceptable Bonding Companies.

If Government of Canada does not receive the performance bond within the specified period, Government of Canada may terminate the Contract for default pursuant to the default provision of the Contract.

8. 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.

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9. Project Authority

To be insert at contract award

10. Contractor's Representative

To be insert at contract award

11. Basis of payment – Limitation of expenditures

Government of Canada's total liability to the contractor under the contract must not exceed the 120,000.00\$ per year, 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.

12. 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.

13. 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 determine by these laws.

14. 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;

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- c) Appendix C, Statement of work, specifications and drawing;
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).*

15. Performance evaluation report

Bidders should note that the performance of the Contractor during and upon completion of the Work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future Work may be suspended for a period of 18 months or 36 months.

A Contractor Performance Evaluation Report Form is used to record the performance.

16. 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.

17. 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.

18. Government site regulations

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

Contractor Performance Evaluation Report Form is used to record the performance.

19. 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>

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APPENDIX A

GENERAL REQUIREMENTS

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APPENDIX B

OPERATIONS AND FREQUENCIES

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APPENDIX C

CLEANROOM & LABORATORY AREAS

MAINTENANCE SERVICES AND BUILDING CLEANING
at the David Florida Laboratory (DFL) in Ottawa

APPENDIX D

TERMS & QUALITY OF STANDARDS

MAINTENANCE SERVICES AND BUILDING CLEANING
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APPENDIX E

SUMMARY CLEANING SCHEDULE

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APPENDIX F

DRAWING

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APPENDIX G

UNIT PRICE TABLE

MAINTENANCE SERVICES AND BUILDING CLEANING
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UNIT PRICE TABLE

1) Scope of work: firm price before taxes for the achievement of work listed in the appendices (monthly payment):

*** The price indicated below includes all labour, materials, overhead & profits.**

	Year 1 From April 1st, 2017 to March 31, 2018	1st option year From April 1st, 2018 to March 31, 2019	2nd option year From April 1st, 2019 to March 31, 2020	3rd option year From April 1st, 2020 to March 31, 2021	4th option year From April 1st, 2021 to March 31, 2022
Firm price to perform the routine cleaning: General Areas (7100 square meters)	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year
Firm price to perform the routine cleaning: Cleanroom & Lab. Areas (5130 square meters)	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year	_____ \$/year

2) Scope of work: for other needs if applicable (payment on as and when requested basis)

	Year 1 From April 1st, 2017 to March 31, 2018	1st option year From April 1st, 2018 to March 31, 2019	2nd option year From April 1st, 2019 to March 31, 2020	3rd option year From April 1st, 2020 to March 31, 2021	4th option year From April 1st, 2021 to March 31, 2022
Firm price to perform the fixture cleaning	_____ \$/fixture	_____ \$/fixture	_____ \$/fixture	_____ \$/fixture	_____ \$/fixture

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	Year 1 From April 1 st , 2017 to March 31, 2018	1st option year From April 1 st , 2018 to March 31, 2019	2nd option year From April 1 st , 2019 to March 31, 2020	3rd option year From April 1 st , 2020 to March 31, 2021	4th option year From April 1 st , 2021 to March 31, 2022
Firm price to perform the cleaning of building 80, 87 & 89	_____ \$/square meters	_____ \$/square meters	_____ \$/square meters	_____ \$/square meters	_____ \$/square meters
Firm price to perform the carpet shampoo	_____ \$/square meters	_____ \$/square meters	_____ \$/square meters	_____ \$/square meters	_____ \$/square meters
Firm price to perform the exterior window cleaning	_____ \$/fixed price	_____ \$/fixed price	_____ \$/fixed price	_____ \$/fixed price	_____ \$/fixed price
Hourly rate to perform emergency cleaning during the week, after regular working hours (Monday to Friday, 7:00 a.m. to 5:00 p.m.)	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Hourly rate to perform emergency cleaning during the weekend	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Hourly rate to perform emergency cleaning during the holidays	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

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For purposes of evaluation only (the evaluation will be conducted for the total five (5) years)

The cost of the proposal will be evaluated according to the following scale:

- 1) Firm portion of work
- 2) 1000 fixtures per year to clean
- 3) 840 square meters per year for cleaning of building 80, 87 & 89
- 4) 1,720 square meters per year for carpet shampoo
- 5) Fixed price per year for exterior window cleaning
- 6) 20 hours per year for emergency cleaning during the week, after regular hours of work
- 7) 30 hours per year for emergency cleaning during the weekend
- 8) 15 hours per year for emergency cleaning during the holidays

* Quantities provided are estimates. These quantities may be revised upward or downward as needed for operations.

* The contract amount is estimated at 120,000.00\$ before tax per year.

APPENDIX H

**EVALUATION CRITERIA
AND BASIS OF SELECTION**

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Proposals will be evaluated in two steps, as described below:

Step 1: The proposals will first be selected in accordance with the mandatory requirements defined in Table 1 below.

Step 2: It will be determined which responsive proposals offer the best overall value in accordance with the evaluation method shown below.

The documents must be included with the tender or your proposal will be automatically rejected.

Step 1: Mandatory requirements

Mandatory requirements in the table will be evaluated according to the compliant/non-compliant method. Proposals must include the necessary documentation to demonstrate compliance with the mandatory requirements set out in Table 1.

The Tenderer Undertakes and Agrees With The Owner As Follows:

The tenderer agrees to coordinate with the CSA representative the option of possibly hiring the employees of the former provider. A mutual agreement is to be rendered prior to assigning any cleaners from the list of cleaners that will be provided along with their resumes. If any employee from the former provider is not retained for the new contract, the new provider must then, in most cases, comply with the Termination and Severance of Employment sections (Part XV) of the Employment Standards Act, 2000 and its regulations, as if these employees had been terminated and/or severed by the new provider.

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Table 1. Mandatory requirements

Mandatory criteria No.	Description	Page/Par. No.	Compliant/Non-compliant
1	<p>Mandatory Contractor's Experience and Past Performance (please complete template reference table below)</p> <p>The bidder must provide evidence of its experience and past performance by referencing three (3) projects or contracts satisfactorily rendered for a minimum of three (3) years commercial institutional janitorial cleaning within the past five (5) years (dating back to January 1, 2010), wherein the range and quantity of janitorial services provided are comparable to those described in this Request for Proposal (RFP).</p> <p>Please provide the information in the format shown below and submit a separate table for each project.</p> <p><i>Note *For the purposes of this assessment commercial institutional janitorial cleaning experience refers to special purpose buildings such as research centers, laboratories, hospitals or pharmaceutical industry buildings that require specialized attention due to hazardous substances present, risk of contamination and daily cleaning around highly sensitive equipment.</i></p>		

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2	<p>Mandatory Technical Criteria – References</p> <p>The bidder must provide 2 letters of reference that may be contacted, with brief description of projects of similar scope and magnitude that have been carried out within the last 5 years. To be considered projects of similar scope and magnitude, please submit references to projects/contracts meeting each of the following criteria:</p> <p><u>Reference #1:</u> Work for client encompassed commercial institutional janitorial cleaning of special purpose buildings such as universities, research centers, laboratories, hospitals or pharmaceutical industry buildings that require specialized attention due to hazardous substances present, risk of contamination and daily cleaning around highly sensitive equipment</p> <p><u>Reference #2:</u> Work for a client in maintaining a full-service clean room facility - from construction cleaning to daily maintenance that meets ISO standards 14644.</p> <p><i>Note *For each project that a reference is provided describe the particular hazards or sensitivities you encountered and describe the measures and procedures taken by your firm while cleaning these hazardous areas that contained highly sensitive equipment.</i></p>		
3	<p>Mandatory Technical Criteria – Staffing</p> <p>3.1 The bidder must provide a list of cleaners with their resumes that will be assigned to this project upon successful selection and will not be changed without the owner’s approval. Cleaners must have a minimum of English communication skills. Language skills to be clearly identified in the resumes.</p> <p>3.2 The bidder must provide one detailed resume for the proposed working supervisor role which will be available to begin work upon successful selection. The working supervisor must be bilingual (English & French) and have a minimum of three years previous experience in such a role.</p>		
4	<p>Mandatory Technical Criteria – Union</p> <p>The bidder is part of a union agreement for their cleaning and maintenance contract and must provide evidence of such as an attachment to this RFP.</p>		

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5	<p>Mandatory Technical Criteria – Capacity, Emergencies & Retention</p> <p>The bidder must provide a summary of the company to clearly explain the current structure and mechanisms they have in place to deal with the following:</p> <ul style="list-style-type: none"> • labour shortages of qualified janitorial staff on short-term notice (i.e. sickness, etc.) so that they are able to fulfill the requirements of the contract; • handles emergencies occurring after hours; • attracts and hires new staff and what mechanisms does the firm use to retain the highest quality staff to avoid a high rate of staff turnover. <p><i>Note *For each of the three points, a separate clear explanation is to be provided.</i></p>		
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PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone and facsimile number of client contact	Telephone No.: Fax No.:
Approximate size in square meters of the cleanable area of the project or contract	Square meters
Location/site of the project or contract	
Value of the project or contract	\$
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	

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PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone and facsimile number of client contact	Telephone No.: Fax No.:
Approximate size in square meters of the cleanable area of the project or contract	Square meters
Location/site of the project or contract:	
Value of the project or contract	\$
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	

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PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone and facsimile number of client contact	Telephone No.: Fax No.:
Approximate size in square meters of the cleanable area of the project or contract	Square meters
Location/site of the project or contract:	
Value of the project or contract	\$
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	

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Financial proposal

The bidder is required to complete Appendix G – Unit price table.

Step 2: Selection method and recommendation for the award of contract

Proposals must meet all the mandatory requirements in order to go to the next step of the evaluation. A proposal which does not meet all the mandatory requirements will be automatically rejected.

Evaluation of proposals

The proposal that meet all the mandatory criteria and offer the lowest evaluated price as per indication in Appendix G will be recommended for award of a contract.

APPENDIX I

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:

*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:	

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5. Please rate the quality of communication between the department and the supplier.	10 9 8 7 6 5 4 3 2 1 Comments:
6. Were all administrative documents received in accordance with the requirements of the contract? Administrative documents can include but are not limited to: <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 	10 9 8 7 6 5 4 3 2 1 Comments:
TOTAL	/60

Overall Rating

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