

**ELEVATOR MAINTENANCE AND REPAIR SERVICES
at the David Florida Laboratory (DFL) in Ottawa**

REQUEST FOR PROPOSAL

**ELEVATOR MAINTENANCE AND
REPAIR SERVICES
at the David Florida Laboratory (DFL) in Ottawa**

**Bid Submission Deadline:
May 24, 2018 at 14:00 PM (EDT)**

Submit Bids to:

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

Attention to: Claudine Morin
Email: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

Reference: CSA File No. **9F030 – 20170830**

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



May 08, 2018

ELEVATOR MAINTENANCE AND REPAIR SERVICES
at the David Florida Laboratory (DFL) in Ottawa

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six (6) parts plus appendices 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. Trade Agreements

This procurement is subject to the Canadian Free Trade Agreement (CFTA).

4. Summary

Description and requirement

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations **to provide elevator maintenance and repair services at the David Florida Laboratory (DFL) at 3701 Carling Avenue, C.P. 11490m succ. H in Ottawa, Ontario K2H 8S2.**

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP. A description of the work to be completed under this requirement is provided in the Statement of Work attached hereto as **Appendix A.**

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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.

6. 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 (2017-04-27) 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/1/2003/22>

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.

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

IMPORTANT: DO NOT COPY THE CONTRACTING AUTHORITY WHEN YOU ARE SENDING YOUR PROPOSAL.

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 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

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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 May 15, 2018, at 14h00pm at the David Florida Laboratory, 3701 Carling Avenue, Building 65, Ottawa, Ontario, K2H 8S2**. Bidders are requested to 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 B**.

Please provide four financial proposals in a separate document.

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded, 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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

The propositions will be evaluated in regards to all the criteria of the present request for proposals, including technical evaluation criteria and financial.

An evaluation team made of representatives of the Canadian Space Agency (CSA) will evaluate the proposal.

2. Financial Evaluation

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

3. Basis of selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40 % for the technical merit and 60 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 60 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available point's equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

4. Mandatory and rated Criteria (see Appendix B)

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.

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A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

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

B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION

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

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

C. LEGAL ENTITY AND CORPORATE NAME

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

2. It was registered or formed under the laws of

3. Controlling interest/ownership (name if applicable) of the organization is held in the country of

4. Any resulting Supply Arrangement or Contract may be executed under the following corporate full legal name and at the following place of business:

D. CODE OF CONDUCT FOR PROCUREMENT

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.

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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.

1.1 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.

1.2 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** ()

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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](#).

1.3 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. 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.

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SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

PART 6 – RESULTING CONTRACT CLAUSES

1. Security Requirements

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.

2. Statement of work

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

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>.

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. Contract Period

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

6. Option to extend the contract

The Contractor grants to Canada the irrevocable option to extend the term of this contract by a period of four (4) year, at one year at the time, under the same terms and conditions. Canada

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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. 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.

8. Project Authority

To be insert at contract award

9. Contractor's Representative

To be insert at contract award

10. Basis of payment – Limitation of expenditure

Canada's total liability to the contractor under the contract must not exceed the amount indicated at Appendix B, Goods and services tax or harmonized sales tax is extra, if applicable.

- No increase in the total liability of Canada or in the price of the work resulting from any design changes, modifications or interpretations of the work, will be authorized or paid to the contractor unless these design changes, modifications or interpretations have been approved, in writing, by the contractor authority before their incorporation into the work. The contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the contracting authority. The contractor must notify the contracting authority in writing as to the adequacy of this sum when it is 75 percent committed, or
 - four (4) months before the contract expiry date, or
 - as soon as the contractor considers that the contract funds provided are inadequate for the completion of the work,
- whichever comes first.

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If the notification is for inadequate contract funds, the contractor must provide to the contracting authority a written estimate for the additional funds required. Provision of such information by the contractor does not increase Canada's liability.

11. Certifications

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

12. 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.

13. 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 section 3;
- c) Appendix C, Statement of work;
- 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).*

14. 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 (you will find it at Appendix D).

15. 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.

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16. 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.

17. 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.

18. 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

STATEMENT OF WORK

ELEVATOR MAINTENANCE AND REPAIR SERVICES at the David Florida Laboratory (DFL) in Ottawa

OBJECTIVE:

Provide complete maintenance service to the David Florida Laboratory/Canadian Space Agency, located at 3701 Carling Avenue, Building No.65 in Ottawa, Ontario, in accordance to the CAN/CSA B44- latest version safety codes for elevators at the requested time frequency and to the sub-section descriptions requirements.

BACKGROUND:

The David Florida Laboratory (DFL) is Canada's national facility for the assembly, integration and environmental testing of satellites and other space-based hardware. Located in Ottawa, its facilities include three large "clean" rooms which offer a controlled environment for the assembly of satellites and other space hardware; a range of thermal vacuum chambers and an infrared testing system for verifying the thermal design and workmanship of spacecraft; vibration plus model analysis and static load testing for the qualification of the structural aspects and launch simulation. Anechoic chambers, shielded rooms and antenna ranges allow for the evaluation of antennas and communications payloads, while facilities for spacecraft mass properties measurement provide mass, mass moments of inertia, and static and dynamic balance testing. The DFL facilities are available on a fee-for-service basis to both the Canadian and international space community.

TECHNICAL SPECIFICATIONS:

		Make	Type	Installation No.	Capacity (lbs/kgs)
EL-1	Passenger	Schindler	Pass/Trctn	64499566	3500/1590
EL-2	Passenger	ThyssenKrupp	Pass/ Hrdtr/Trctn	64701710	2500/1134
EL-3	Freight	ThyssenKrupp Automation JRT	Frt/ Hydr	33123	16000/7257
EL-4	Freight	MotionContol	Frt/ Hydr	23042	3000/1361

Technicians must be trained and certified to work on equipment matching the equipment found on site in both model and manufacturer. Only certified and competent technicians, those with knowledge, training and experience must be dispatched to address service requests.

SCOPE:

Provide trained employees and take all reasonable care to maintain the equipment in proper operating condition, as required by regulatory authorities having jurisdiction, regularly and systematically inspect, adjust, lubricate and if conditions warrant, repair, or replace the following components/systems including, but not limited to the following;

All Elevators:

- Selector drive (tape, wire or cable) and all mechanical and electrical drive components.
- Locks and contacts, hoistway door hangers and tracks, bottom door guides and auxiliary door closing devices, hoistway limit switches.
- Guide shoe inserts or rollers.
- Buffer.
- Door operator, door protective devices, car door hangers, track, car door contacts, load weighing devices, car safety mechanism.
- Relays, contactors, solid-state components, resistors, capacitors, transformers, contacts, leads, mechanical or electrical timing devices, computer devices and video displays.

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- Car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches, and locks.
- Repair or replacement of conductor traveling cables.
- A periodic inspection of all safety devices and governors and periodically conduct a no-load safety test, once per year.
- Replacement of all wire ropes as often as, in your judgment, is necessary to maintain the recommended safety factor.
- Equalization of the tension of all hoisting ropes, where applicable. Where necessary, provide proper lubrication of the guide rails except where roller guides are not used.
- Complete semi-annual Fire Emergency Operation (FEO) Test for both Passenger Elevators with written documentation to be left on-site.

Elevators (Traction):

- Worm and gear, thrust bearings and housings, drive sheave, drive sheave shaft bearding, and brake including brake pulley, brake coil, brake contract, linings and component parts.
- Auxiliary rotating systems (tachometer, regulators and the like), motor windings, rotating elements, commutator brushes, brush holders and bearings.
- Governor sheave and shaft assembly, bearings, contacts and jaws. Deflector, secondary, car, counterweight and compensation sheaves, related bearings and governor tension assemblies.

Elevators (Hydraulic):

- Valves, gears, thrust bearings, valve magnet coils, v-belts, seals and packing, strainers, jack unit packing and pump.
- Motor windings, rotating elements, commutator brushes, brush holders and bearings

Frequencies:

- Monthly inspection of all units is required as well as a single annual inspection (for a total of 12 inspection per year. These inspections are to be scheduled at the beginning of the contract for the following 12 months. This schedule must be strictly followed to minimize impact to building occupants.

Other:

- Provide emergency call back service, on a 24/7 basis with a maximum response time of one (1) hour as part of this fixed price, for removal of individuals trapped in the elevators.
- Request for service during office hours will be provided within a maximum of two (2) hours from time of call.
- Except for the below exclusions, this is an ALL INCLUSIVE MAINTENANCE SERVICE contract and includes all service calls 24/7 365 days per year, minor & major part, parts replacement.
- A permanent "Elevating Device Maintenance Log" or "Lift for the Disabled Log" of the inspection, testing and maintenance of each elevating devices must be maintained in accordance with the manufacturer's manual of operating and maintenance instructions.
- All workers names must be provided 72 hours in advance of arriving on site so as to be cleared for campus access. Only cleared workers will be allowed access to the campus and building.

Exclusions:

- In the event that service calls or parts are required to be replaced as a result of vandalism, acts of god, or other reasons beyond the contractor control, the service call & parts associated for replacement will be chargeable at company standard billing rates. Anything damaged inside the elevator cab is not included.

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Deliverables:

- Keep detailed log records, on-site, of all maintenance performed on all units, and file in designated binder issued by Technical Authority.
- Meet with Technical Authority on site, once per quarter, for quality performance review.

Occupational health and safety:

Ensure that all labour assigned to projects has received occupational health and safety training required by federal and provincial laws for work in industrial and commercial sites, including but not limited to fall protection, confined spaces, tower climbing and lift operation certification.

The purpose of these requirements is to minimize or eliminate risk to personnel health & safety and to the environment. All Contractors and Sub-Contractors performing work at CSA/DFL facilities are expected to comply with CSA/DFL applicable health and safety guidelines applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices.

All labour shall implement Lock Out/Tag Out that meets applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices to include electrical and other forms of hazardous energy as necessary. All LOTO activities MUST be coordinated with the CSA/DFL Project Authority.

Building Security

All staff employed by the Contractor, regardless of hours of work, MUST sign IN and OUT and, enter the times of arrival as instructed by security.

Visitor badge must be prominently displayed and contractor must be escorted at all times.

No audio/visual equipment or cameras are permitted in the buildings.

No cellular phones, 2-way radios or wireless phones are permitted in cleanroom areas.

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APPENDIX B

MANDATORY AND RATED CRITERIA

**ELEVATOR MAINTENANCE AND REPAIR SERVICES
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	YES	NO
MANDATORY CRITERIA		
Company must prove that it has been in business for at least the last five (5) years - The Bidder MUST provide dated proof, such as a license, permit, certificate or any other official attesting document.		
RATED CRITERIA	Max Points	Received
<p>1. Provide two (2) examples of service contracts that have been completed in government or private organizations that operated the following:</p> <ul style="list-style-type: none"> a. Schindler controller (5 points per separate example for a max of 2 examples) b. ThyssenKrupp(5 points per separate example for a max of 2 examples) c. Automation JRT (5 points per separate example for a max of 2 examples) d. Motion Control (5 points per separate example for a max of 2 examples) <p>The Bidder will have to provide details of the exact location of the contract, client name, length and date of the contract. Only experiences that have been carried out within the last 7 years will be accepted for this proposal.</p> <p><i>Note: Each controller must have been on a separate contract with either a different client or same client but in a different building for it to be counted as a separate example.</i></p>	40	
Total Score	40	
Minimum Score required to pass rated criteria: 20 points		

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APPENDIX C

UNIT PRICE TABLE

**ELEVATOR MAINTENANCE AND REPAIR SERVICES
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*** Rates indicated below are firm before tax

Monthly Price maintenance (as per Frequencies in the statement of work)

Year 1 (For one year from the award date of the contract)	Option Year 1	Option Year 2	Option Year 3	Option Year 4
_____ \$/month	_____ \$/month	_____ \$/month	_____ \$/month	_____ \$/month

Hourly rate for emergency service* (if applicable)

	Year 1 (For one year from the award date of the contract)	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Regular hours (Monday to Friday from 07:00am to 05:00pm)	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Overtime hours (Monday to Friday from 05:00pm to 07:00 am)	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Week-ends and holidays	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Minimum hours billed for on call services if applicable	_____ hour	_____ hour	_____ hour	_____ hour	_____ hour
% of mark up for material fees if applicable	_____ %	_____ %	_____ %	_____ %	_____ %

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

- Total of the annual price maintenance for the five (5) years
 - o 12 months per year X five (5) years
- 10 regular hours per year X five (5) years
- 10 overtime hours per year X five (5) years

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- 10 week-ends and holidays hours per year X five (5) years
- 2 hours during regular working hours X 2 service call per year X minimum hours billed per service call
- Material, equipment and supplies: estimated 2,000.00\$ per year X % of mark up if applicable X five (5) years

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

The estimated value of the contract will be 20,500.00 \$ before tax per year.

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APPENDIX D

PERFORMANCE EVALUATION REPORT

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

Overall Rating

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