



RETENDER FOR REQUEST FOR PROPOSAL (RFP)

This bid solicitation cancels and supersedes previous bid solicitation number 9F044-17-0883 dated May 1st, 2018 with a closing of May 23, 2018 at 2:00 PM.

A debriefing or feedback session will be provided upon request to suppliers who bid on the previous solicitation.

Structured Cabling Services

For the Canadian Space Agency (CSA).

**Bid Submission Deadline:
June 12, 2018 at 2:00 PM**

Submit Bids to:

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

Or By E-Mail: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

Reference: CSA File No. **9F044-17-0883/B**

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



May 29, 2018



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is security requirements associated with this requirement.

2. Statement of Work

The Canadian Space Agency (CSA) solicits bidders specialized in the execution (parts and labor) of Structured cabling services to obtain services described in Annex A of the document:

Part A (Initial) : Structured cabling services described in the plans and specifications in Appendix C of this document.

Part B –(Optional): Structured cabling services offer as and when required

Interested bidders are requested to submit their bids in accordance with the instructions provided in this document.

- **Period of the Contract**

From June 2018 to March 31, 2019

- **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

- **Work location**

The work will take place at the John H. Chapman Space Centre (The Canadian Space Agency head office), at 6767 Route de l'Aéroport, Saint-Hubert, Québec.

The John H. Chapman Space Centre is a 30,000 square metre building built in 1993. Approximately 50% of the building area is occupied by office space, 35% by specific vocation space (laboratories, control centres, etc.) and 15% by service areas.

- **Official languages**

The contractor must be able to provide staffs that are able to communicate in one of the two official languages

3. Trade Agreements

The Canadian Free Trade Agreement (CFTA) does not apply to this procurement

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.



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.

6. Maximum Funding

The total maximum funding available for the contract resulting from the bid solicitation is **\$250,000.00 including the options and Goods and Services Tax or Harmonized Sales Tax extra.**

This disclosure does not commit Canada to pay the maximum funding available.

The table below is a financial estimate of the work for the next 3 years.

Initial contract period including:	1st additional period	2nd additional period
Part A - Initial scope of work + Part B - Optional scope of work	Part B - Optional scope of work	Part B - Optional scope of work
June 2018 to March 31, 2019	April 1st, 2019 to March 31 2020	April 1st, 2020 to March 31 2021
150,000.00\$	50,000.00\$	50,000.00\$



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this bid solicitation and accept the clauses and conditions of the resulting contract.

1.1. SACC Manual Clauses

The document **R2710T (2017-09-21)** - General Instructions - Construction Services - Bid Security 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/5/R/R2710T/19>

2. Submission of Bids

Bids must be submitted ONLY TO:

- ❖ Canadian Space Agency, **TENDERS RECEPTION OFFICE:**
Or
- ❖ E-Mail: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

at the date, time and place indicated on the front page of this bid solicitation.

DO NOT COPY THE CONTRACTING AUTHORITY

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority Isabelle.doray@canada.ca **no later than four (4) 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 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 Canada determines that the enquiry is not of a proprietary nature. 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 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 **PROVINCE OF QUEBEC**.



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. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

June 5 2018 at 01:30 PM
At the Canadian space Agency (CSA)
6767 route de l'aéroport
Saint-Hubert, Québec J3Y 8Y9

Bidders must communicate with the Contracting Authority no later than one (1) day before the scheduled visit 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.
- it is recommended **bringing the request for proposals documentation** with you to be able to take notes.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Prices must appear in the financial offer only.
No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for proposal

❖ If Submitted to Canadian Space Agency Tenders Reception Office

1 hardcopy in 3 sections **and** 1 electronic support including the 3 separate files

❖ If Submitted to Canadian Space Agency E-Mail: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

3 separate documents

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 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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B** - Pricing. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Unless otherwise specified in the bid solicitation, bids must be in Canadian currency.



The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications Additional Information required under **Part 5**

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PART 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

2. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

3. Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.
See TABLE #1 - Mandatory Technical Criteria (MC)
- (b) The responsive bid with the lowest evaluated price will be recommended for award of a contract.



TABLE #1 - Mandatory Technical Criteria (MC)	
Number	Mandatory Technical Criteria
MC1	Bidder MUST submit and sign the certifications required under Part 5.
MC 2	Bidder MUST submit <u>proof of certification issued by HUBBELL</u> for the distribution and installation of all the components of the structured cabling system so that the final installation can be certified in terms of the warranty and product quality.
MC 3	The Bidder MUST hold and submit a license class 17.2 Contractor – Intercommunications, telephone and surveillance delivered by La Régie du bâtiment du Québec (RBQ)
MC 4	The Bidder MUST submit a description of at least 2 projects, delivered within the last 5 years, in installation and diagnostic and verification of Type 6A cabling and Type OM3 optical fiber, as well as the name and contact information for each of these projects. Projects MUST have been carried out in institutional, industrial or commercial buildings.
MC 5	The Bidder MUST submit his registration certificat with the Commission des normes, de l'équité, de la santé et de la sécurité du travail. CNESST
MC 6	The Bidder MUST submit bid security with the bid in the form of a bid bond or a security deposit in an amount that is equal to not less than 10 percent of the bid amount. Applicable Taxes shall not be included when calculating the amount of any bid security that may be required. The maximum amount of bid security required with any bid is \$2,000,000.
MC 7	The Bidder MUST provide specialized structured cabling services for at least 10 years. The Bidder MUST provide <u>dated proof</u> , such as a license, permit or certificate.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

- **licence class 17.2 Contractor – Intercommunications, telephone and surveillance delivered by La Régie du bâtiment du Québec (RBQ)**
- **Registration certificat Commission des normes, de l'équité, de la santé et de la sécurité du travail. CNSST**

1.3 **Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information <https://srisupplier.contractscanada.gc.ca/>.

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN):

Civic adresse:

Financial Contact person:

Phone number:

E-Mail:



1.4 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

1.5 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Annex D - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s)**. (See Annex D - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.6 Federal Contractors Program for Employment Equity

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 [Employment and Social Development Canada \(ESDC\) - 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.

1.7 Former Public Servant

Contracts awarded to 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 before contract award.



1.7.1 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, ch.C-8.

1.7.2 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 ()

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.

1.7.3 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

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 adjustment 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.

1.7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.8 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. For the purposes of this clause, only the following reasons will be considered as beyond the 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.

1.9 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.

1.10 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



1.11 Certification

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. 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, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- 1.1. Certifications Required with the Bid
- 1.2. Certifications Precedent to Contract Award and Additional Information
- 1.3. Procurement Business Number
- 1.4. Ineligibility and Suspension Policy
- 1.5. Integrity Provisions – List of Names
- 1.6. Federal Contractors Program for Employment Equity
- 1.7. Former Public Servant Certification
- 1.8. Status and Availability of Resources
- 1.9. Education and Experience
- 1.10. Insurance
- 1.11. Certification

We also certify that the signature below is that of a person authorized to sign on behalf of the firm.

Signature

Date

Name (print or type)

Title of person authorized to sign on behalf of the Organization



PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Annex A** and the technical and management portions of the Contractor's bid entitled _____, dated _____.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

The following are the contract documents:

- a) "Contract" page when signed by government of Canada;
- b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- c) Plans and Specifications;
- d) General Conditions:
 - GC1 General Provisions R2810D (2017-11-28);
 - GC2 Administration of the Contract R2820D (2016-01-28);
 - GC3 Execution and Control of the Work R2830D (2017-11-28);
 - GC4 Protective Measures R2840D (2008-05-12);
 - GC5 Terms of payment R2850D (2016-01-28);
 - GC6 Delays and Changes in the Work R2865D (2016-01-28);
 - GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
 - GC8 Dispute Resolution - 100K to 5M R2880D (2016-01-28);
 - CG9 Contract Security R2890D (2014-06-26);
 - GC10 Insurance R2900D (2008-05-12);
- e) Supplementary Conditions
 - Allowable Costs for Contract Changes Under GC5 R2950D (2015-02-25);
 - Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - Any amendment incorporated by mutual agreement between government of Canada and the Contractor before acceptance of the bid; and
 - Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.

3. Contractor Performance Evaluation

Contractor 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.
See ANNEX E.



4. Term of Contract

From June 2018 to March 31, 2019

4.1. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Contracting Authority

The Contracting Authority for the Contract is:

Isabelle Doray
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (450) 926-4873
E-Mail: isabelle.doray@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.

6. Project Authority

To be inserted at contract award.

Name:

Title: Manager, Projects/Program Portfolio

Space Utilization
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



7. Technical Authority

To be inserted at contract award.

Name:

Title: Senior Engineer, Project Management

Space Utilization

Canadian Space Agency

Address: 6767, Route de l'Aéroport

St-Hubert, Québec, J3Y 8Y9

The Technical Authority (TA) is the Contractor's point-of-contact for all matters concerning the technical content of the work under this Contract. The (TA) is responsible for recommending for approval the technical progress of the work conducted under this contract. Any proposed changes to the scope of the work or otherwise are to be discussed and agreed with the Project Authority, but any resultant changes can only be authorized by a contract amendment issued by the Contracting Authority.

8. Payment

8.1. Basis of payment – firm price

In consideration of satisfactorily completing all of its obligations described in **Part A initial work under Annex A Statement of Work**, the Contractor will be paid a firm price of \$ _____ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work

8.2. Basis of payment - Cost reimbursable

For the Work described **under the Annex A Statement of Work - Part B optional work**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex **B** to a limitation of expenditure of \$ _____. (*insert the amount at contract award*) Customs duties are included and Applicable Taxes are extra.

8.3. Limitation of expenditures

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. (*insert the amount at contract award*) Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before 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:

- (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 Canada's liability.

9. Methods of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

10. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY
9F044 – FINANCIAL SERVICES
Space Utilization
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9
CANADA

OR BY E-MAIL : asc.facturation-invoicing.csa@canada.ca

One (1) copy must be forwarded to the Project Authority

11. Electronic Payment of Invoices

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>

12. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory.*)



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.

13. Government Site Regulations

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

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

The following are the contract documents:

- a) "Contract" page when signed by government of Canada;
- b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- c) General Conditions
- d) Supplementary Conditions
- e) Appendix B, Statement of Work - Plans and Specifications;
- f) Appendix C, Basis of payments
- g) the Contractor's bid dated _____.

15. Office of the procurement Ombudsman

15.1. 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 or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

15.2. 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 supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca



ANNEX A

STATEMENT OF WORK (SOW)

Part A - Initial scope of work

Provide the services and materials described in the plans and specifications in Appendix C of this document.

Delivery date: 6 weeks before contract awarded date

Part B - Optional scope of work

Services period: From the contract awarded date to March 31, 2019 (+ 2 optional periods)

Provide, as and when needed qualified manpower and certified products to perform structured wiring work. This work may include construction, repair, circuit validation and verification, failure diagnosis and maintenance related to the structured wiring (including but not limited to networking and telephony).

The work could be done in the evening or at night depending on the need and it could be done on split schedules (some work may be prohibited during periods of several hours for operational security reasons). The company must be able to do all the work described below.

1. TECHNICAL CHARACTERISTICS

1.1 General

The structured wiring system must be an end-to-end system, certified and coming from a single manufacturer.

The structured wiring system is installed in compliance with the ANSI/TIA-568-C standard and meets the performance specified by the manufacturer, which must never be less than what the standard prescribes.

The structured wiring system is installed in such a way that provides mechanical and electromagnetic protection.

Type of work (not exhaustive)

- Installation of mechanical and electromagnetic protection such as ducts, cable trays, pull box, etc.
- Installation of copper wiring
- Installation of optical fibre
- Identification and labelling
- Maintenance of wiring
- Troubleshooting
- Performance tests and production of performance certificate
- Management of wiring

1.2 Twisted copper

Performance of unshielded twisted wire pairs designated Enhanced Category 6 (6A) with bandwidth of 1000 MHz.

UTP of four twisted wire pairs, compliant with required performance and ANSI/TIA-568-C standard.

UTP wire rated CMP (FT6, Plenum) in the flame test.

For copper wires terminating in a rack cabinet, provide one 7-foot Cat6a copper connector cable (H) and one 10-foot Cat6a copper connector cable (H) for each installed wired position.

For optical fibre wires terminating in a rack cabinet, provide two 3-meter optical connector cables per cabinet, LC-LC Om3 for each fibre pair installed.

1.3 Optical fibre

Performance of OM3 optical fibre wiring with minimum bandwidth of 2000 and 5000 MHz/km, at wave lengths of 850 and 1300nm respectively.

“Tight-Buffer” type 12 interior strands, classified OFNP (FT6) in the flame test.

1.4 Performance tests and quality control

General

- Supply the owner with all results of verifications performed in digital format.
- Supply a 25-year certificate of guarantee of installations.
- Perform all tests with a FLUKE DSX-5000 model test device, equivalent or superior model will be accepted.

The following tests are minimally required for any new installation or repair of optical fibre:

- Validation of the bandwidth at limits (850 nm and 1300 nm)
- Loss, limit and margin of the signal in dB
- Validation of wire length
- Validation of connectors
- Propagation delays (ns)

The following tests are required for any new installation or repair of copper wires:

- Loss, limit and margin of the signal in dB
- Validation of wire length
- Validation of connectors
- Propagation delays (ns)
- Compliance with network norms: 10BASE-T, 100BASE-TX, 100BASE-T4, 1000BASE-T, 10GBASE-T, ATM-25, ATM-51, ATM-155, 100VG-AnyLan, TR-4, TR-16 active, TR-16 passive.

1.5 Identification of wiring and connection log

The supplier will have to identify all elements of the wire network in line with directives of the owner as described below and produce or update connection and distribution logs.



2. WARRANTY

The work done as part of this work must be guaranteed, parts and labour, for a minimum 1-year period.

Notwithstanding the other warranty requirements, the structured wiring networks of this section will be certified and guaranteed against defects in equipment, manufacturing, and labour for a minimum of 20 years following the receipt of the attestation of certification of certified systems to which they belong.

3. EXECUTION OF THE MANDATE

- The firm must ensure the presence of the wirer as needed by the CSA to perform the work specified above.
- All work will be subject to the Building Act and personnel must hold a competency card (carte de compétence) issued by the Commission de la construction du Québec.
- After receiving a normal service call from a CSA representative, the firm must make the employee (wirer) available within a maximum time of one business day.
- Holidays (must be the same as CSA holidays listed below), sick days, vacations and any other statutory holiday will be at the expense of the firm. The services are required 52 weeks a year and personnel must be available.

4. ADMINISTRATION AND EXECUTION

A work order will be issued by the CSA initiating the work.

The supplier must present an estimate (time, material) for approval by the CSA.

After approval, the CSA will issue a work authorization.

For each mandate approved, the supplier must produce a report itemizing hours worked and materials supplied in enough detail to permit verification.

After the verification is completed, CSA authorities will proceed to pay for the mandate.

ANNEX “B”

BASIS OF PAYMENT

Pricing



PART A – Basis of payment for contract initial scope of work (Firm price)

Delivery date: 6 weeks before contract awarded date

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

The Bidder should complete this pricing schedule and include it in its financial bid.

Network cabling services for RCM project	
Ref drawing 17-013-K – see Annex C Specifications and drawings	
Firm price (tax extra)	\$

Please provide the details of the cost with your financial proposal, if it's not provide, this can be request before the awarding of the contract.



PART B – Basis of payment for optional scope of work (Cost reimbursable)

Services period: From the contract awarded date to March 31, 2019 (+ 2 optional periods)

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

The Bidder should complete this pricing schedule and include it in its financial bid.

As a minimum, the Bidder must respond to this pricing schedule by inserting 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 Consultant Categories identified.

Labour Regular Working Hours Monday through Friday From 07:30 am to 04:00 pm	Estimated level of effort (for bid evaluation purposes only)	Initial period (2018-2019) (A)	Period #1 (2019-2020) (B)	Period #2 (2020-2021) (C)
Labour	20 hours	_____ \$/hr	_____ \$/hr	_____ \$/hr
Total for bid evaluation purposes only (20 X A) + (20 X B) + (20 X C) =				_____ \$

Labour Outside Regular Working Hours Monday through Friday From 04:00 pm to 07:30 am	Estimated level of effort (for bid evaluation purposes only)	Initial period (2018-2019) (A)	Period #1 (2019-2020) (B)	Period #2 (2020-2021) (C)
Labour	20 hours	_____ \$/hr	_____ \$/hr	_____ \$/hr
Total for bid evaluation purposes only (20 X A) + (20 X B) + (20 X C) =				_____ \$



Labour Working Hours during Weekends & Statutory Holidays	Estimated level of effort (for bid evaluation purposes only)	Initial period (2018-2019) (A)	Period #1 (2019-2020) (B)	Period #2 (2020-2021) (C)
Labour	20 hours	_____ \$/hr	_____ \$/hr	_____ \$/hr
Total for bid evaluation purposes only (20 X A) + (20 X B) + (20 X C) =				_____ \$

Miscellaneous materials and replacement parts	Initial period (2018-2019) (A)	Period #1 (2019-2020) (B)	Period #2 (2020-2021) (C)
	25,000.00\$	25,000.00\$	25,000.00\$
Miscellaneous materials and replacement parts (except free issue) at laid down cost (which includes invoice cost. Transportation costs, Exchange, Customs and brokerage charges) plus a markup of ____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, Sales tax to be shown as a separate item	_____ %	_____ %	_____ %
Total for bid evaluation purposes only (25K X A) + (25K X B) + (25K X C) =			_____ \$
Grand Total for bid evaluation purposes only			\$

ANNEX C

SPECIFICATIONS AND DRAWINGS

(See Documents attached)



ANNEX D

INTEGRITY FORM

**To be included with certifications
(Section III : Certifications):**



Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise/Company's address	
NEA de l'entreprise/Company's PBN number	
Numéro de la transaction/ Transaction number	
Liste de pré-qualification/Pre-Qualification List	
Valeur de la transaction (\$) /Transaction Value (\$) PLUS DE 25,000.00\$ (taxes incluses)/ OVER \$25,000.00 (including taxes)	
<input type="checkbox"/> OUI / YES <input type="checkbox"/> NON / NO	
Membres du conseil d'administration (Utilisez le format - Prénom Nom) Board of Directors (Use format - first name last name) Ou mettre la liste en pièce-jointe/Or put the list as an attachment	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
Autres Membres/ Other members:	
Commentaires / Comments:	



ANNEX "E" - PERFORMANCE EVALUATION REPORT		
SA #:	Contract #:	
Contractor's Name:	Award Amt:	Award Date:
Contractor's Address:	Final Amt:	End Date:
	Total Spent:	
	TA Contract:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:		
<p>1. How do you rate the Contractor's overall performance? <input type="checkbox"/> below expectations <input type="checkbox"/> as expected <input type="checkbox"/> above expectations</p> <p>2. Resources</p> <p>a. Did the Contractor provide the resources as identified in their Proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Were replacement resources required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Replacement Resources</p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>4. Was the Contract completed within the predetermined:</p> <p>a. Time Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Cost Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Were the required Reports and Deliverables:</p> <p>a. In conformity with the Scope & Tasks of the SOW <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Received in the specified time frame? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Contract Management</p> <p>a. Did the Contractor deal with performance issues in a timely basis? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>7. Remarks</p>		