

REQUEST FOR PROPOSAL

**MOVING AND FIT-UP SERVICES ON AS AND  
WHEN REQUESTED BASIS  
at the Canadian Space Agency (CSA) in St-Hubert**

**Bid Submission Deadline:  
SEPTEMBER 25, 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

Or By EPOST: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Reference: CSA File No. **9F030 – 20170876**

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



September 06, 2018

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation and resulting contract document is divided into six (6) parts plus annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

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

### **2. Submission of a bid**

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

General Instructions to Bidders is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

### **3. Summary**

#### **Description and requirement**

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations to provide moving and fit-up services on as and when request basis at the Canadian Space Agency (CSA) in St-Hubert.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP. A description of the work to be completed under this requirement is provided in appendices attached.

### **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. Epost Connect Service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

## **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 (2018-05-22) General Instructions to Bidders – Services – Competitive requirement 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/1/2003/23>

### **2. Submission of Bids**

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

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

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

Or via epost service:

[TPSGC.DGAreceptiondessomissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessomissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority Claudine Morin ([Claudine.morin@canada.ca](mailto:Claudine.morin@canada.ca)) no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable government of Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where government of Canada determines that the enquiry is not of a proprietary nature. Government of Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by government of Canada.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

### **5. Ombudsman clause**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of 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](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **6. Direct deposit**

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. General**

Bidders must send **the original** of the proposal (copy by email only is acceptable via Epost), 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).

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

## **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**.

### **Provide the financial proposal in a separate document.**

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

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

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

## **3. Business name and address of bidder**

1) Name: \_\_\_\_\_

2) Address: \_\_\_\_\_

3) Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

4) Email: \_\_\_\_\_

5) Email for financial questions: \_\_\_\_\_

6) Procurement Business Number (PBN): \_\_\_\_\_

7) Tax number: \_\_\_\_\_

8) Boards of directors : \_\_\_\_\_  
Name and title

\_\_\_\_\_  
Name and title

## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

An evaluation team made up representatives of Government of Canada will evaluate the proposal.

### **2. Financial Evaluation**

Clause of the manual of SACC A0220T (2007/05/25) 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. the responsive bid with the lowest price will be recommend for a contract.

## **PART 5 – CERTIFICATIONS**

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

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

### **1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24 hours time frame to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION**

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

#### **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



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([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

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

**C. LEGAL ENTITY AND CORPORATE NAME**

1. The bidder hereby certifies that it is a (circle one);
  - a. sole proprietorship,
  - b. partnership, or
  - c. corporate entity;
2. It was registered or formed under the laws of  
  
\_\_\_\_\_
3. Controlling interest/ownership (name if applicable) of the organization is held in the country of  
  
\_\_\_\_\_
4. Any resulting Supply Arrangement or Contract may be executed under the following corporate full legal name and at the following place of business:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**D. CODE OF CONDUCT FOR PROCUREMENT**

- 1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.
- 2) The bidder certifies that:
  - (a) no corruption and no collusion took place in the preparation of its bid; and
  - (b) it has not committed an offence under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office", 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

**E. ATTESTATION – FORMER PUBLIC SERVANT**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order

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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** ( )

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.

#### **SIGNATURE**

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

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**Signature**

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**Date**

## **PART 6 – RESULTING CONTRACT CLAUSES**

### **1. Security Requirements**

There is no security requirement under this RFP.

### **2. Description of requirement**

The Contractor shall perform and complete the Work as per indication in the Appendix A.

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

### **3. Standard Clauses and Conditions**

All conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works Government Services Canada (PWGSC). The SACC Manual is available on the website of PWGSC: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

### **4. General Conditions**

2010C (2018-06-21) 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/17>

### **5. Contract Period**

The period of the contract to be issued in response to this RFP will be for one (1) year from the date of the award 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, one year at the time, under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the contract expiry date.

The Contractor agrees that, during the extended period of the contract, the rates/prices will be in accordance with the provisions of the contract.

### **7. Contracting Authority**

The Contracting Authority for this 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](mailto:Claudine.morin@canada.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## **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 expenditures**

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:

- 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.

## **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 Québec 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 2010C (2018-06-21);
- c) Various appendices, Statement of work, specifications and drawing;
- d) the supplier proposal dated \_\_\_\_\_ (insert the date of the proposal) *(if the proposal has been clarified or revised, insert when you issue the contract : « clarified on \_\_\_\_\_ » or « , modified on \_\_\_\_\_ » and insert dates of clarifications or amendments).*

### **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.

### **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](mailto:boa.opo@boa-opo.gc.ca).

### **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](mailto: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>

## **APPENDIX A**

### **STATEMENT OF WORK**

## **1. INVITATION**

- 1.1. The Canadian Space Agency (CSA) wishes to retain the services of a moving business licensed to operate in the province of Quebec, Canada, to provide the services required at the John H. Chapman Space Centre in Saint-Hubert, Quebec.

## **2. PROJECT OVERVIEW**

- 2.1. The CSA often requires moving and fit-up services. Based on the instructions or drawings provided by the CSA representative, the company selected will be responsible for carrying out the moving and fit-up project. Generally, the items to be moved include tables, chairs, filing cabinets, 2-cubic foot boxes, shelves and similar items. In most cases, the moving is carried out within the Space Centre and does not require a truck to transport items to another site.

## **3. SERVICES**

Two types of services are requested under this contract.

- 3.1. Moves from the conference centre
  - 3.1.1. Based on the CSA representative's instructions or the moving plan, the Contractor must transport and install the furniture (generally chairs, tables and stands) to meet fit-up requirements. The goal of the work is to install the furniture according to the instructions within the timeframe set by the CSA representative. In general, moving will take place on a single floor in a delineated area of the building.
- 3.2. Internal moves
  - 3.2.1. Based on the CSA representative's instructions, the Contractor must transport furniture and other items from one location to another. In general, the items to be moved are chairs, tables, filing cabinets, 2-cubic foot boxes and other similar items. These activities may include moving from one floor to another using elevators, freight elevators and sometimes stairs.

## **4. CONTRACTOR'S RESPONSIBILITIES**

- 4.1. To carry out this work, the Contractor must employ material handlers capable of transporting and installing the furniture. For each work session, the Contractor must assign a team lead who is able to give instructions to other team members, read a plan or list and coordinate the activities of the team in order to make the necessary adjustments within a deadline determined by the CSA representative.
- 4.2. The handlers employed by the Contractor must be qualified and experienced. They must be clean, tidy and wear uniforms in good condition to clearly identify the service company and the name of the handler. All handlers must wear CSA Standard Z-195 protective footwear and have leather or canvas gloves.
- 4.3. Handlers must use proven, safe work methods and have all the equipment (carts, conveyors and similar equipment) required to accomplish their tasks. The equipment must high quality and in good condition. Security equipment must meet the requirements of the certification bodies corresponding to the type of equipment.
- 4.4. Before starting work, the CSA representative must provide the Contractor with a specific Occupational Health and Safety Action Plan for the work required. The Contractor will



review it and provide comments to the CSA representative, as required, to be incorporated into the action plan. Once the action plan has been accepted and signed by both parties, the Contractor is responsible for disseminating the plan to its employees and the necessary subcontractors and enforcing the requirements of the action plan over the contract period.

## **5. SERVICE MANAGEMENT**

- 5.1. Service requests will be made by the CSA representative by telephone when required, generally 24 hours in advance of the service requirement. The CSA representative will provide the Contractor with an overview of the work performed and they will agree to the number of handlers required to meet the objectives. The Contractor must ensure the availability of other handlers in the event that the handlers usually assigned to the contract are unavailable.
- 5.2. When possible, the Contractor must allocate the same handlers to Space Centre projects.
- 5.3. Upon completion of the work, the Contractor's authority shall have a work sheet signed by the CSA representative. The work sheet will indicate the number of handlers who had worked on the project, the handlers' arrival and departure time and, if applicable, the number of boxes provided.
- 5.4. The Contractor must invoice based on the information provided in the work sheet. The invoice must include the contract number and project number provided by the CSA representative at the time of the service request.

**APPENDIX B**

**BID CHART**

**MOVING AND FIT-UP SERVICES ON AS AND WHEN REQUESTED BASIS  
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The Bidder offers to Canada to perform and complete the work for the above named, for the rates identified below:

<b>Unit Rate Tables</b>					
	<b>First year</b>	<b>Option year one</b>	<b>Option year two</b>	<b>Option year three</b>	<b>Option year four</b>
	<b>November 1, 2018 to October 31, 2019</b>	<b>November 1, 2019 to October 31, 2020</b>	<b>November 1, 2020 to October 31, 2021</b>	<b>November 1, 2021 to October 31, 2022</b>	<b>November 1, 2022 to October 31, 2023</b>
<b>Hourly rate per material handler (during normal work hours: Monday to Friday, 7:30 a.m. to 5:30 p.m.)</b>	\$_____/hour*	\$_____/hour*	\$_____/hour*	\$_____/hour*	\$_____/hour*
<b>Hourly rate per material handler (outside of normal work hours: Monday to Friday, 5:30 a.m. to 7:30 p.m.)</b>	\$_____/hour*	\$_____/hour*	\$_____/hour*	\$_____/hour*	\$_____/hour*
<b>Hourly rate per material handler (Saturdays, Sundays and holidays)</b>	\$_____/hour*	\$_____/hour*	\$_____/hour*	\$_____/hour*	\$_____/hour*
<b>Costs to provide and deliver new boxes</b>	\$_____/box*	\$_____/box*	\$_____/box*	\$_____/box*	\$_____/box*
<b>Minimum number of invoiced hours as applicable</b>	_____ hours	_____ hours	_____ hours	_____ hours	_____ hours
<p><b>* The hourly rate proposed by the bidder must include travel for personnel to the John H. Chapman Space Centre</b>, various insurance, professional and union dues, marginal benefits, taxes and all other expenses. Do not include GST and QST in the hourly rate.</p>					

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**For evaluation purposes only (the evaluation will be conducted for a total of five (5) days)**

- 500 hours per year (material handlers working during normal work hours)
  - 100 hours per year (material handlers outside regular working hours)
  - 20 hours per year (material handlers working Saturdays, Sundays and holidays)
  - 1,000 boxes per year
  - Minimum number of hours per bid  $\times$  5 bids per year  $\times$  hourly rate during normal work hours
- 
- We estimate that the value of the contract will be \$17,000.00 per year before taxes.

## **APPENDIX C**

### **PERFORMANCE EVALUATION REPORT**

**MOVING AND FIT-UP SERVICES ON AS AND WHEN REQUESTED BASIS  
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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:									

**MOVING AND FIT-UP SERVICES ON AS AND WHEN REQUESTED BASIS  
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<b>6.</b> Please rate the quality of communication between the department and the supplier.	<div style="text-align: right; margin-bottom: 5px;">10   9   8   7   6   5   4   3   2   1</div> <div>Comments:</div>
<b>7.</b> Were all administrative documents received in accordance with the requirements of the contract?  Administrative documents can include but are not limited to: Invoices Progress reports Reports on use or business volume Meeting agendas and minutes Documentation and quality of work	<div style="text-align: right; margin-bottom: 5px;">10   9   8   7   6   5   4   3   2   1</div> <div>Comments:</div>
<b>TOTAL</b>	<b>/60</b>

**Overall Rating**

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

## **APPENDIX D**

### **EPOST INSTRUCTIONS**



**MOVING AND FIT-UP SERVICES ON AS AND WHEN REQUESTED BASIS  
at the Canadian Space Agency (CSA) in St-Hubert**

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Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. Suppliers requested the ability to submit their bids electronically and PSPC listened! The Bid Receiving Unit in the National Capital Region is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service and your organization has been identified as a potential participant.

The pilot will include a limited number of solicitations, starting with "invitation only" tenders to pre-qualified suppliers. Later on in the pilot, suppliers may watch for opportunities posted on Buyandsell.gc.ca that will be clearly identified as solicitations selected for the epost Connect pilot.

### **What is epost Connect?**

[epost Connect](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

**Please note** that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate in the epost Connect pilot.

To provide you with an overview of how the system works and to help inform your decision, attached is the CPC epost Connect Participant Guide.

### **Benefits to businesses**

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

### **How to participate**

Please confirm your participation in the pilot to PSPC's National Capital Region Bid Receiving Unit at: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca).

For additional information, you may also contact one of the following individuals:

- Ellen Mosher, Supply Manager, Procurement Operations Support Division, PSPC, at 873-469-3990 or at [Ellen.Mosher@tpsgc-pwgsc.gc.ca](mailto:Ellen.Mosher@tpsgc-pwgsc.gc.ca), or
- Christine Belair, Supply Specialist, Bid Receiving Unit, PSPC, at 819-420-7201 or at [Christine.Belair@tpsgc-pwgsc.gc.ca](mailto:Christine.Belair@tpsgc-pwgsc.gc.ca).

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

**IMPORTANT:** If you decide not to participate in this pilot using an epost Connect account you are still invited to bid and the regular methods for bid submissions that are outlined in the solicitation document. We look forward to collaborating with you on this exciting new initiative!